

# TESTING CHECKLIST

Assessment(s): \_\_\_\_\_

Test Date(s): \_\_\_\_\_

**Not sure what to do? Instructions for each step can be downloaded from**  
[www.careertechtesting.com](http://www.careertechtesting.com)



## Ordering

- Order Assessments from CTTC by Phone
- Receive "Welcome" Email from CTTC



## Registration

- Receive "Rosters Uploaded" Email from CTTC



## Testing

- Download Student Test Tickets from sFTP system
- Distribute Student Logins/Administer Assessments



## Reports

- Complete Student Registration Form at end of Assessment to capture student data
- Print Score Reports at end of Assessment for Students



## Certificates

- CTTC will create certificates & upload to sFTP
- Retrieve Certificates from sFTP system