TESTING CHECKLIST

Assessment(s): _____

Test Date(s): _____

Not sure what to do? Instructions for each step can be downloaded from 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**	• Request Certificates via Email from CTTC • CTTC will create certificates & upload to sFTP • Retrieve Certificates from sFTP system