Testing Liaison Basic Training
Who can be a Testing Liaison?

INSTRUCTORS AND INSTRUCTIONAL AIDES CANNOT BE TESTING LIAISONS OR PROCTORS FOR MOST ASSESSMENTS

Typically, Testing Liaisons are

– Counselors or guidance staff
– Assessment center personnel
– Administrators or administrative support
Effective August 1, 2017:

- Teachers can administer the following assessments:
  - Financial Literacy
  - Workplace Readiness Skills
  - Job Seeking and Retention Skills
  - Introduction to Agriscience I
  - Agriscience II
  - Fundamentals of Technology
  - FACS Basics – End of Instruction
  - FACS Basics – Semester A
  - FACS Basics – Semester B
  - Surviving & Thriving

- Rules regarding Instructor-proctored assessments:
  - Teachers cannot administer exams to their own students
  - Teachers cannot administer exams in the areas they teach – i.e. Ag teachers cannot give any Ag exams even if it is a different subject matter covered
  - All assessments will be coordinated through the school’s testing liaison.
  - Instructors must provide the testing liaison the students score reports and scores achieved. Without this information, the testing liaison will not be able to request retest
How do I become my school’s Testing Liaison?

1. Take this training
2. Complete the Testing Liaison Agreement at the end of the training (link provided)
3. Upload roster(s) of students testing – a template is available at www.okcttc.com under the Resources tab

When these steps are completed, the CTTC will send a confirmation email to the Testing Liaison that the roster has been processed and is ready to be downloaded from the school’s SFTP account.
How often do Testing Liaisons and Proctors have to go through this process?

Because tests and testing processes change each year, Testing Liaisons and Proctors must complete training and submit the required documentation each school year.
Testing Liaison Responsibilities

1. Know and follow all CareerTech Testing Center (CTTC) policies and procedures when administering tests and distributing results.

The CTTC Policies and Procedures are under the Resources tab at okcttc.com.
2. Maintain security of test content

- Protect access information to the sFTP system, including TL and student usernames and passwords, PIN codes, etc.

  ***This information **cannot** be shared with instructors or others who are not **Designated** Liaisons or Proctors!***

- Authenticate test takers (picture ID)
- Monitor computer usage and prevent access to other resources
- Remove unauthorized resources from the testing area
- Prohibit access to and use of communication devices during testing
- Observe test takers to deter cheating behaviors
Testing Liaison Responsibilities

3. Maintain confidentiality of student information

- Protect access information to the online testing system and sFTP system, including TL and student usernames and passwords, PIN codes, etc.

  ***This information cannot be shared with instructors or others who are not Designated Liaisons!***

- Store student information and test results securely
- Distribute results to students quickly and in a confidential manner
Testing Liaison Responsibilities

4. Provide rosters that contain accurate student information to CTTC at least seven days prior to testing so that student accounts and testing schedules can be created.

- Student name is spelled as it appears on his/her identification
- The Student ID Number is used

*** DO NOT USE SOCIAL SECURITY NUMBERS ***

**NOTE:** The student’s name will appear on the Score Report and/or Competency Certificate exactly as it is typed into the online testing system. Therefore, it is very important to use appropriate capitalization and spell names correctly!
Testing Liaison Responsibilities

5. Ensure a safe environment where test takers can concentrate with minimal distractions
   - Adequate and consistent lighting
   - Comfortable temperature with proper ventilation
   - Quiet with minimal distractions
   - Properly functioning computer and mouse

6. Provide accommodations for students with special testing needs
Testing Liaison Responsibilities

7. Work with instructors to schedule students for the appropriate test at the appropriate time

8. Serve as resource for instructors and administrators on testing-related issues

9. Coordinate assessment delivery with instructors approved to administer the assessments approved for instructor-proctoring
Testing Policies

• Students may only take competency assessments in areas for which they have completed training.

  Competency assessments are not for use as pre-tests or to gauge progress throughout instruction

• Students should be administered the competency test as soon as possible after completing instruction and all required performance assessments.
Testing Policies

• Students may take a competency test no more than three (3) times.

• There is a three (3) day waiting period between retests. This enables the candidate to study areas that need remediation and also allows time to work with CTTC on scheduling the retest.

• Students who pass a test **may not** retake the test in an attempt to achieve a higher score – only the first passing attempt is retained and used for reporting.
Preparing to Test

Before you can test students, we will need to set up student accounts and schedule exams for them. In order for us to do this, you will need to provide a roster of student names, student identification numbers, and the assessments each student will be taking.

The Roster Template that you should use to provide this information to us is posted on our website. Go to www.okcttc.com and select Resources to download the template.
Using the Roster Template

- You can cut/paste information from other programs into this template – please use the paste special function
- Submit rosters by **School name+roster+most current date**. Please note that each file submitted must be maintained & used throughout the entire testing period
- Rosters are submitted by uploading the document to your sFTP account
- You will receive your login when training is completed and your designation and agreement forms (via SurveyMonkey) are received
Pre-Testing Procedures

• Download processed rosters from the sFTP system (the same system used to download certificates)

• Verify that students do not have communication devices or other personal property in the testing area

• Ensure allowed resources are available (www.okcttc.com/Resources)

• Provide blank paper and a writing instrument, if requested
Accessing Tests

1. Go to www.okcttc.com and click on the Online Testing link on the left side of the page.

2. Student inputs his/her username and password and selects the test that he/she is scheduled to take.

   -- if multiple tests are requested for a student, there will be a drop-down menu listing all the assessments available to the student. Please make sure the correct assessment is selected before proceeding.
3. Testing Liaison reviews the Non-Disclosure Agreement (NDA) with students. The NDA addresses appropriate behavior during and after testing and addresses the consequences of misbehavior and cheating.
   - Students who do not accept the NDA will be asked to confirm their selection. If they confirm, they will be exited from the system. Students can log into the system again, but the test will only be delivered if the student accepts the NDA.

4. When prompted, enter the PIN for the exam schedule.

5. Once the PIN is successfully entered, the first question of the exam will be displayed.
Administering Tests

Testing Liaisons **may not:**

- Translate questions or allow test takers to use translation devices
- Explain questions
- Define words
Administering Tests

- Questions are delivered one at a time
- Questions are pulled randomly from the item bank per the test plan in the study guide and randomized within the test itself
- Use the Previous Question and Next Question buttons to move one question forward or back
- Use the Flag button to mark questions to revisit later
- Use the Overview button to quickly access any question on the exam
Finishing a Testing Session

1. Student clicks on Complete Test button
2. A pop-up appears that will tell the candidate how many questions have been answered and flagged
   - Student can return to questions by clicking on the question number
3. Student confirms that he/she is ready to submit the exam for scoring
4. Student confirms a second time that he/she is ready to finish and submit the exam
Finishing a Testing Session

5. Once the exam has been successfully submitted, the student receives a confirmation screen.

6. Click Next to display the Score Report.

7. Click on the Print icon in the upper right corner to print the Score Report for the student. Additional copies can be printed if the test center retains a file copy or if the student is encouraged to share the result with his/her instructor.

   -- if a printer is not available, please know there may be a delay in obtaining copies from CTTC. Another option is to install Microsoft Print to PDF and save the score report on the computer, so that it can be retrieved for printing later.

8. Click on the Exit button to return to the student login screen.
Obtaining Results

The Score Report:

- Shows the student’s outcome on the test (pass/fail)
- Breaks down student performance by duty area
- Documents competency attainment
- Identifies areas where remediation is needed
Q: How do I print a Score Report after the student exits the testing session?

A: If you need to print a Score Report after exiting the testing session, they are now available by logging into the student’s dashboard.
Retaking Tests

- A student **cannot** take a test more than three (3) times
- Remediation is recommended prior to retesting
- Students must wait three days before retaking an examination
- A student **may not** retake a test that he/she has already passed
- Violations of the above can result in loss of access to the CTTC Online Testing System and invalidation of student competency test results
Retaking Tests

Q: What do I do if I have students who need to retest?

A: At the end of each testing session, make sure all scores are recorded for completed assessments (both passing/failing) in the processed roster file downloaded from the sFTP system. Please save the file with the same name, but change the date to the date submitted. Upload the file to the sFTP system for processing.
Testing Liaisons should check the Updates section at [www.okcttc.com](http://www.okcttc.com) for:

- Information on new feature rollouts and procedural changes
- Information on new products and product revisions
- Answers to frequently asked questions
- Troubleshooting hints
Congratulations! You have completed the CTTC Testing Liaison training. In order to set up your site, you must complete the Testing Liaison Agreement.

To complete the Testing Liaison Agreement, please click here.

Once the Agreement is completed and we have your school’s roster(s), we will complete your site’s setup and notify you that rosters have been processed and are ready to download from sFTP.