

TESTING CHECKLIST

School: _____

Not sure what to do? Additional resources area available at www.okcttc.com

TL Designation

- Submit Testing Liaison Designation Form
- Submit Proctor Designation Form (if required)

Registration

- Complete Online Training
- Complete Testing Liaison Agreement
- Download Student Roster Template (distribute to instructors if they will be completing it)
- Complete Student Rosters (or collect completed rosters from Instructors)
- Upload Student Rosters to CTTC via sFTP
- Receive Notification Email from CTTC to download updated Student Rosters with usernames, passwords, and PIN numbers

Testing

- Download Updated Student Rosters from sFTP system to obtain Student Logins
- Distribute Student Logins
- Administer Assessments

Reports

- Print Score Reports at end of Assessment for Students

Certificates

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