

ROSTER CHEAT SHEET

Getting Started

- Go to the **Resources** page of the Testing website (www.okcttc.com). Choose the roster you wish to use. One roster lists the tests by test number, the other roster lists the tests by test name.
- Check with your instructors to determine which assessments they will need so you know which tests to schedule.
- For a list of available assessments, please refer to the **Study Guide** page on our website. The guides are linked on this page and can be used by the instructor as an instruction guide.
- Student logins are good for the current school year **only**, ending on June 30, 2020. If you need to administer tests after that date, you will need to submit a new roster.

Creating a Roster

- **Open and save the roster** you wish to use on your computer. Save it with a program name, instructor's name, or class name, plus the date. (FYI - you will use this name later to run customized reports.)
- **Enter student information** - first and last name, student ID#, and test they need to take.
- **Use the SAME STUDENT ID# for a student for each consecutive school year. This should be the same ID#** they used **in previous years** when completing Careertech competency tests. We recommend using the **State Testing Number**, but you can use your **school's student ID number** if you wish. The number must be a minimum of 5-digits.
- ***Please know that if you submit a roster listing different ID#s for a student, this will greatly delay our turn-around time for processing rosters***
- **Select the tests** you need to schedule from the drop down menu to the right of each assessment column. Click in the light blue cell directly under Assessment #1 to reveal a drop-down arrow. Click on the arrow and a list of tests will appear. Click on the test you need to administer to add it to the roster.
- As you set up your roster, if it is determined that a student **'might'** need a test later in the year, please include it in your roster now. If you end up not using it, you will not be penalized and this cuts down on future processing time.
- **INDICATE WITH AN X** any students listed that are **NOT** taking the exam. This will include students who have passed the exam, or have exceeded their allotted number of attempts.
- ***FYI - all other cells are locked.***
- When you receive a roster from us that contains login information, **save the roster** on your computer. This will help ensure that you have login information for testing later in the year.

Testing Students

- Each student will be scheduled for the correct allotment of attempts when we process your roster. Assessments will be scheduled for all requested tests as indicated by a **blank cell**. We will **black-out** the cell if a student is not scheduled to test. The cell will be green with a 'Scheduled' if an assessment has been scheduled for the student.

- ***You will not need to resubmit your original roster for retakes.***
- You **must wait** three (3) days to retest, as the system will not allow retests before then.
- If you are not certain you submitted a roster, please email or call us to confirm. **Do not upload the roster again** as this complicates the process, resulting in a longer turn around time.
- Do not upload several versions of the same roster in different file locations within your sftp account. The system notifies us when a file is uploaded, and we will find it.
- Do not create new sheets within the original roster. Use the roster template as created.
- The **Score Tracker** at the bottom of the roster is for **your records ONLY.**
- If you have student name changes and/or corrections, please include them at the bottom of your roster.
- If you have a new student that needs to test or you need to add a new test to an existing roster, you **will** need to re-submit the roster. Add the new students to the bottom of the original roster, or the new test in the next available column.