ROSTER CHEAT SHEET

Getting Started
- You may choose to work with either a roster listing the tests by test number, or a roster listing the tests by name. The rosters are linked on the **Resources** page of the Testing website (www.okcttc.com).
- When scheduling assessments, check with your instructors to determine which assessments they want to schedule for each student.
- For a list of available assessments, please refer to the **Study Guide** list. The guides are linked on the **Study Guide** page of the Testing website (www.okcttc.com).
    - **Reminder** – Study Guides can be used for course design, and to review for tests
- Student logins are good for the current school year, ending on June 30, 2019. If you need to administer tests after that date, you will need to submit a new roster.

Creating a Roster
- **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. Test results for the 2017-2018 can be found in your sftp account.
    - **Be consistent with the student ID numbers** you use. We recommend using the State Testing Number, but you can use your school's student ID number.
    - **Use the SAME TEST ID# for a student for the entire school year,** as well as **all years** they take Careertech competency tests.
    - If you list a student you submitted on a previous school year's roster, **use the same student ID# that was used on the previous roster.**
    - *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 retest roster.s*
- 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.
- 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, in the event you need to resubmit the roster for retests.

Submitting Retake Rosters
- When submitting retake rosters, **DO NOT change the file name**. Change **ONLY** the date so we know what the most current roster is.
- 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.
- 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**. To submit a roster for retakes, replace the student's PIN # with the test result as a percentage score. This score is used to process retakes.
    - The student's PIN # is the 4-digit code under the assessment column heading
- If you have student name changes and/or corrections, please include them at the bottom of your roster. They will be processed the next time the roster is uploaded for retakes