TEST ADMINISTRATION MANUAL
FOR
END-OF-COURSE
TECHNICAL SKILLS TESTS

Document is available on the CTE website
http://careertech.k12.wv.us/documents/EOCTSTAdministratorsHandbookupdated2-7-08.pdf
FOREWORD

The Carl D. Perkins Career and Technical Education Act of 2006 prescribes an accountability process comprised of four core indicators of performance for technical education programs. One of these core indicators is intended to ascertain the extent to which career and technical education (CTE) students master technical skills. This manual is designed to assist local staff in the administration of end-of-course technical skills tests. The resulting data will be incorporated in the state’s accountability report to the United States Department of Education and to all interested stakeholders. More importantly, the data will provide state and local technical education staff with information vital to the task of improving the quality of instruction for all students.

The West Virginia Department of Education has prepared this document titled, “Test Administration Manual, End-of-Course Technical Skills Tests” to ensure teachers and schools work within the framework of federal law and policy. For additional information about End-of-Course Technical Skill Tests contact Donna Burge-Tetrick, Assistant Director, Office of Career and Technical Instruction, West Virginia Department of Education, Phone 304-558-2348 ext 53520, e-mail dtetrick@access.k12.wv.us

NCLB requires that states do the following:

- adopt challenging academic content and student achievement standards that apply to all schools and all children in the state;
- align the assessment to the state standards;
- assess all students;
- provide reasonable adaptations and accommodations for a student with a disability;
- use the same assessment to measure the achievement of all students;
- measure the progress of all students, including students with disabilities, relative to the “state” standards for the grade “in which the student is enrolled” and
- develop one or more “alternate” assessments to assess grade-level expectations for those students who, based on the findings of their Individualized Education Program (IEP) teams, cannot participate in all or part of the state’s assessments, even with accommodations.

The West Virginia Department of Education has crafted the document section titled Students with Disabilities: Guidelines for Participation in the West Virginia Measures of Academic Progress to ensure teachers and schools work within the framework of federal law and policy. Additional copies of this document may be accessed on the Office of Student Assessment Services website at http://osa.k12.wv.us or by calling (304) 558-2651.

Dr. Steven L. Paine
State Superintendent of Schools
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TEST ADMINISTRATION MANUAL

2007-08 END-OF-COURSE TECHNICAL SKILLS TESTS

End-of-Course Technical Skills Tests: These tests are course-specific criterion referenced tests consisting of selected response items used to measure students’ levels of achievement on West Virginia’s Content Standards and Objectives. Testing for 2007-08 will be at the end of each course, not end-of-program. End-of-Course Technical Skills Tests (ECOTST) are currently available for 121 courses. And can be accessed by students at http://www.techfluency.org/esess/. A video Tutorial is available at http://www.techfluency.org/test/WVCTE/ to explain or answer any questions you have concerning the new testing platform. Please save this link to your desktop for easy reference.

How to Access Student Passwords: Student login and password information can be accessed by principals of every school by logging onto http://www.techfluency.org/esess/Admin/ and using the password emailed by info@techfluency.org. The student login information will be displayed after the principal reads and agrees to adhere to the test security policy. Once the security agreement is made, student information can be displayed by clicking “Reports” and “Participant Information”. Select any filters wanted, but they are not required. Select “Password” in “Field 3” below the blue filters. Click “Submit” at the bottom of the page.

Accurate Student Enrollment: Information required for registering students will come from WVEIS. It is essential that the information be correct. Principals can enroll students on the EOCTST anytime during the testing window by logging onto http://www.techfluency.org/esess/Admin/. Students will be able to test immediately after they have been enrolled for a particular test at the school level. If a score did not automatically generate, principals are to make the request at the above website and a score will be generated within 24 hours of making the electronic request. Please see attached (Administrators2) or you can go to http://careertech.k12.wv.us/Administrators2.htm for the directions.

How Scores Will Be Used: Program improvement and accountability are the driving forces behind End-of-Course Technical Skills Testing. Course test results will be used to calculate whether concentrations meet standards and will be reported to the U.S. Department of Education for federal accountability. Test results will also be used at the state and local levels for identification of deficiencies that require technical assistance and/or staff development activities for instructional improvement. Teacher may view test item analysis for courses tested at http://www.techfluency.org/eoc.php. The test item analysis should be available within 3 days of the ECOTST window closing.

Calculating Student Achievement: Each instructor will collect scores of individual students from each student computer at the conclusion of each test or request the scores from their administrators. The scores may count as 15% of the final grade for the course(s) tested, which will be determined at the local level. For the purposes of determining whether or not a concentration meets the standard for 2008, 60% of students in a concentration will have to score 74% or better.

Testing and Accountability Reporting, Not Optional: Programs that do not test all students in courses for which tests are available for the 2007/08 school term, or do not submit Assessment of Educational Need and Plans of Improvement as required, may not be approved as technical programs for the 2008-2009 school year. This means the enrollment will not be included in the calculations for state and federal CTE aid and that no state and federal CTE aid can be used for support or improvement of those programs. They will become local electives.
Who Should Be Tested: All students enrolled in courses for which there are End-of-Course Technical Skills Tests will take the tests, with the exception of any student with a disability whose Individual Education Program (IEP) specifies he/she meets the criteria for participation in the West Virginia Alternate Assessment. Instructors/test administrators have the responsibility to administer the test with regard to testing conditions as specified on each IEP or Section 504 Plan.

General Testing Guidelines for All Students: Changes in testing for all students may be provided in presentation, response, setting, or timing/scheduling when participating in End-Of-Course Technical Skills tests. Changes may be made if the changes do not alter what the test measures or how the test is scored or reported. These provisions are intended to assure the best measurement of student technical skills.

Standard conditions are:

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have directions, stimulus material, questions, and/or answer choices read aloud verbatim by someone other than their own classroom teacher</td>
<td>• Use a calculator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Setting</th>
<th>Timing/Scheduling</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Take the test alone or in a study carrel</td>
<td>• Have flexible scheduling that does not result in extra time or opportunity to study information on a test already begun</td>
</tr>
<tr>
<td>• Take the test with a small group or different class</td>
<td></td>
</tr>
<tr>
<td>• Use Adaptive furniture</td>
<td></td>
</tr>
<tr>
<td>• Use special lighting and/or acoustics</td>
<td></td>
</tr>
</tbody>
</table>

End-Of-Course Technical Skills Test Administration: Access to the End-of-Course Technical Skills Tests is to be limited to the test administrator and students who are enrolled in courses to be tested. The test administrator and/or classroom teacher and test taker retain ultimate responsibility for test security.

- Testing sessions must be monitored by someone other than the classroom teacher to ensure that proper test taking procedures are followed. Teachers are not to administer EOCTST to their own students.

- The content of test questions is confidential. Specific questions or answers are not to be discussed with anyone.

- The test or test items are never to be reproduced by taking notes or by any other means.

- Passwords and testing codes are to never be discussed by test takers outside the classroom environment.

- Never compromise End-of-Course Technical Skills Tests by sharing information about test questions or answers.
• Any breach of security or other diversion from acceptable security procedures must be reported immediately to the principal, county test administrator, and to the West Virginia Department of Education at http://wvde.state.wv.us/irregularities/.

• The test administrator is responsible for ensuring test security.

• Students are to be given proper notification before testing and provided information on the purposes of the test and the uses of the test results.

• The testing environment should be reasonably comfortable and well lighted. Eliminate distractions such as ringing bells, telephones, and intercom announcements during the testing.

• Use a “Do Not Disturb” sign on the door of the testing room to eliminate interruptions.

• Make necessary arrangements for computer access for students taking End-of-Course Technical Skills tests.

• Make arrangements for test administration requirements on IEP or Section 504 Plans to accommodate students with disabilities. Each teacher should have a copy of WVEIS codes to arrange student accommodations. Section 504 Plans must include specifications for testing conditions if the student is determined to need accommodations in assessment.

• The testing site must provide electrical code books and /or calculators for students when needed.

PROCTOR GUIDELINES-Read before the Test

1. Verify that students can sign on to the local network drive. The testing program is best viewed using Internet Explorer 6.0+, but will work with Firefox 1.5+ as well. The program will work at 800 X 600 or higher resolution, but is best viewed at 1024 X 768 resolution. Set the resolutions before participants log into the testing program. (Click on Start, click on Settings, click on Control Panel, click on Display, click on Settings, go to Screen Area and change to 1024 X 768.)

2. The URL for the testing site is http://www.techfluency.org/esess. It is case sensitive.

3. Access the Participants Guide by clicking on the link in the upper left corner of the login page. It is recommended that you go through the seven sections of the Participant Guide with the students before testing starts as indicated in the script. Also, note:

   • Students can return to single questions from the review page using the “Item View” button. This will take them to the first unanswered question and start forward again. So if they answered questions 1 through 5, then went to the review page, the “Item View” button would take them to question 6.

   • Students must click the “Done” button when they are ready to have their tests scored. If they do not, the system will lock them out when their time has completely expired and the system will record the student as having used the four hour time allotment.
Students need to know what test they are supposed to be taking and be sure they are signed up for the correct test. Before they click the “Begin” button, they should be sure they are taking the correct test. If it is NOT the correct test, they should let the proctor know immediately so they can be moved to the correct test.

**PROCTOR SCRIPT - Read to begin Test**

**NOTE:** Instructions to the Proctor are printed in regular font. **Information that should be read to the participants is printed in bold font.**

Verify that students can sign on to the local network drive. The testing program is best viewed using Internet Explorer 6.0+, but will work in Firefox 1.5 – 2.0 on the PC or Internet Explorer 5.5, Firefox 1.0, Camino 1.0 (Mac-native Firefox) on the MAC. The program will work at 800 X 600 or higher resolution, but is best viewed at 1024 X 768 resolution.

Set the resolutions before participants log into the testing program. (Click on Start; click on Settings; click on Control Panel; click on Display; click on Settings; go to Screen Area and change to 1024 X 768.)

Announce to the participants:

**Documents may not be saved to the local network drive, computer hard drive, or other device. Documents may not be printed.**

**No cell phones and/or electronic devices are allowed in the test area. Students may also use the calculator provided in the testing system. Click the “Calculator” button on the screen to activate the built-in four-function calculator**

Distribute Web site address and passwords with students’ names on them.

Announce to participants:

**Open the testing Web site using the Web site address http://www.techfluency.org/esess on your password form but do not log on with your password until I instruct you to do so.**

(Pause)
Verify that all participants have opened the testing Web site.

Announce to the participants:

**I will now review the E-SESS Participant Guide with you. Click on Participant Guide on the left side of your screen. Please follow along as I read through the instructions in the Guide.** (Read through the online Guide. Be sure to review the links on the left: Login, General Instructions, Navigation Options, Program Menu, Sample Assessment Item, Review Assessment, and Accessing Additional Information) **Are there any questions?** (Pause) **Close the E-SESS Participant Guide window.**
(For the Sample Test)
Announce to the participants:

Enter organization WVCTE with no spaces; first name enter sample; last name enter sample; password enter sample. Click on log in. Once you click on log in, read the General Instructions and click Continue, but do not click Begin until I instruct you to do so. The name of your test should be sample that appears on your screen. Verify that your test name is sample. If there is a discrepancy let me know immediately.

(For the Actual Test)
Announce to the participants:

Enter organization WVCTE with no spaces; first name; last name; password. Click on log in. Once you click on log in, read the General Instructions and click Continue, but do not click Begin until I instruct you to do so. The name of your test should be on your screen. Verify that your test name is correct. If there is a discrepancy let me know immediately.

Announce to the participants:

Are there any questions? (Pause) If you should experience hardware problems while taking the test, raise your hand and let me know immediately.

Read each question carefully and select your answer. When you answer a question, click “Save Answer” to move to the next question. You may mark any question for “review,” “skip,” or “save answer.” All answers may be reviewed and/or changed at any time during the testing. When you are in the Review screen, you may change answers, find unanswered questions or find ones that were marked for review. The answers you mark for review will be highlighted in blue.

Once you have clicked “Begin,” the first question will appear. Do not rush and do careless work in an effort to complete the entire test. When you are finished with the test, click the “Done” button. Once you click on “Done”, no further changes may be made. You may now click Begin.

Observation of cheating or other unethical conduct should be reported to http://wvde.state.wv.us/irregularities/.

Any problem with the testing must be immediately reported to info@techfluency.org in order to provide appropriate time for the participant(s) to complete the test. General questions please call Donna Burge-Tetrick at 304-558-2348 Ext 53520 or e-mail dtetrick@access.k12.wv.us. For test specific content questions please see the attached (Supervisors Contact) or go to http://careertech.k12.wv.us/SupervisorsContacts.htm for contact information. If you have problems with the E-SESS online system please call 866 277-5061 or e-mail info@techfluency.org.

[End of Proctor Script]
**Testing Timeline:** The testing window will be open for test administration the first two weeks in January and the month of May of each year for testing. Below is the (ECOTST) testing window schedule. The testing window should remain consistent from year-to-year, with no more than a 1-week variation.

<table>
<thead>
<tr>
<th><strong>END OF COURSE TECHNICAL SKILLS TEST (EOCTST) TESTING WINDOW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
</tr>
</tbody>
</table>
APPENDICES
Appendix I

END-OF-COURSE

TECHNICAL SKILLS TESTS

WVEIS CODES
Automotive Technology
1631 - Fundamentals of Automotive Technology
1625 - Brakes
1637 - Suspension and Steering Diagnosis
1623 - Basic Engine Concepts

Collision Repair Technology
1671 - Fundamentals of Collision Repair Technology
1675 - Non-Structural Analysis and Damage Repair
1677 - Structural Analysis and Damage Repair
1679 - Surface Preparation and Refinishing

Air Conditioning/Refrigeration Technology
1605 - Fundamentals of Air Conditioning/Refrigeration
1607 - Heating Systems
1601 - Basic Control Circuits
1603 - Domestic Refrigeration

Computer Systems and Operational Support
1705 - Fundamentals of Computer Systems
1709 - Technical Computer Applications
1707 - Systems Software
1703 - Computer Maintenance and Repair

Conventional/Computer Aided Drafting
1729 - Fundamentals of Drafting
1727 - Drafting Techniques
1725 - Drafting Specialization, Mechanical
1721 - Drafting Specialization, Architectural

Technology Education Drafting
2439 - Fundamentals of Drafting – Use Test 1729
2433 - Drafting Techniques – Use Test 1727
2430 - Drafting Specialization, Mechanical – Use Test 1725
2427 - Drafting Specialization, Architectural – Use Test 1721

Electronics Technology
1793 - Fundamentals of Electricity
1787 - DC Circuits and Electron Physics
1795 - Wiring and Soldering
1783 - Basic AC Circuits

General Building Construction
1827 - Fundamentals of Building Construction
1825 - Foundation and Framing
1829 - Masonry and Plumbing
1823 - Finishing Carpentry
Electrical Technology
1763 - Fundamentals of Electricity
1769 - Residential Wiring
1765 - Industrial and Commercial Wiring
Not a fourth test at this time due to change in programming

Masonry
1919 - Fundamentals of Masonry
1917 - Foundation and Footings
1913 - Bricklaying
1911 - Block and Rock Laying

Graphic Communications
1835 - Fundamentals of Graphic Design and Production
1831 - Basic Darkroom Procedures
1839 - Image Assembly and Platemaking
1841 - Offset Press and Bindery Operations

Graphic Design
1857 - Fundamentals of Graphic Design and Production
1851 - Basic Illustration
1861 - Illustration
1859 - Graphic Design

Machine Tool Technology
1903 - Fundamentals of Machine Tool Technology
1907 - Machining Processes and Applications
1905 - Machine Processes
1909 - Metal Trades Processes and Applications

Welding Technology
1985 - Fundamentals of Welding Technology
1995 - Thermal Cutting and Welding
1993 - Shielded Metal Arc Welding
1987 - Gas Metal Arc Welding

Metals Technology
2117 - Fundamentals of Welding Technology
2112 - Fundamentals of Machine Tool Technology
2115 - Machine Processes & Applications

Plant Systems
1943 - Greenhouse Technology-Use Test 0214
1947 - Landscape Design and Installation-Use Test 0215

Forest Technology
1811 - Forestry I-Use Test 0182
1812 - Forestry II-Use Test 0183
1817 - Wildlife Management-Use Test 0190
Marketing Education
0413 - Introduction to Business and Marketing-Use Test 1439
0416 - Management and Entrepreneurship-Use Test 1445
0422 - Marketing Principles I
0425 - Marketing Principles II

Business Education
1439 - Introduction to Business and Marketing
1401 - Accounting Principles I
1403 - Accounting Principles II
1411 - Business Computer Applications I
1413 - Business Computer Applications II
1445 - Management/Entrepreneurship
1449 - Office Management

Health Occupations
Science Technology
0711 - Health Care Fundamentals
0715 - Concepts of Health Care
0717 - Clinical Concepts
0719 - Diversified Clinical Applications
0721 - Medical Terminology-(Students are not required to test unless they desire EDGE credit.)
0725 - Understanding Human Behavior-(Students are not required to test unless they desire EDGE credit.)
0716 - Body Structures and Functions-(Students are not required to test unless they desire EDGE credit.)

Occupational Family & Consumer Sciences
1003 - Child Development Specialist I
1004 - Child Development Specialist II
1008 - Child Development Specialist III
1009 - Child Development Specialist IV

ProStart Restaurant Management
1013 - ProStart IA - Family & Consumer Science
1014 - ProStart IB - Family & Consumer Science
1019 - ProStart IIA - Family & Consumer Science
1020 - ProStart IIB - Family & Consumer Science

ProStart Restaurant Management
1953 - ProStart IA - Technical & Industrial
1954 - ProStart IB - Technical & Industrial
1955 - ProStart IIA - Technical & Industrial
1956 - ProStart IIB - Technical & Industrial

Agricultural Education Core Courses
0101 - Agriculture and Natural Resources I
0102 - Agriculture and Natural Resources II
Agriculture Mechanics
0112 - Agriculture Mechanics I
0113 - Agriculture Mechanics II

Agriculture & Agribusiness
0132 – Agriculture Biotechnology
0133 - Agricultural Cooperative Education
0135 - Agriscience 11
0136 - Agriscience 12
0137 - Animal and Veterinary Science-Large Animals
0138 - Animal and Veterinary Science-Small Animals
0139 - Animal Processing
0140 - Animal Science and Production
0141 - Aquaculture
0145 - Hydroponics
0146 - Leadership Development
0149 - Small Animal Care and Management
0150 - Soil and Plant Science (Agronomy)
2007 - Equine Science

Ornamental Horticulture
0213 - Floriculture
0214 - Greenhouse Technology
0212 - Horticulture
0215 - Landscape Design and Installation
0216 - Landscape Maintenance
0217 - Turf Management

Natural Resources
0182 - Forestry I
0183 - Forestry II
0187 - Forestry Sciences and Ecology
0190 - Wildlife Management

(Revised) February 7, 2008
Appendix II

(Administrators2)

Log into the E-SESS Admin system with the organization and password provided to you. You may log in at http://www.techfluency.org/esess/Admin/

**Enroll Students**

1) **1 Student**
   1. Click Forms.
   2. Click Add Participant – Long.
   3. Complete all of the information on the form (Password and E-mail are not necessary).
   4. Click Submit.

2) **2 Many Students**
   Please call for detailed instructions on how to import an Excel spreadsheet of students.

**Switch Tests**

1) Click Updates.
2) Click Assessment – Assign.
3) Select the participant from the top list.
4) Click Submit.
5) Check the box beside the test name to add the student to the test. Uncheck the box to remove them from the test.
6) Click Submit.

**Adjust Time**

1) Click Updates.
2) Click Assessment – Adjust Time.
3) Select the student’s name from the list at the top left.
4) Select a number of minutes to add to their time from the far right drop-down box.
5) Click Submit.

**Retrieve Passwords**

1) Click Reports.
2) Click Participant Information.
3) Select any filters you wish to limit the students displayed from the filters with the blue background.
4) Choose Password in Field 3 below the filters.
5) Choose any other necessary fields such as Student ID in Field 4 or higher.
6) Click Submit.

**Retrieve Scores**

1) Click Reports.
2) Click Participant Information.
3) Select any filters you wish to limit the students displayed from the filters with the blue background.
4) Choose Assessments in Field 3 below the filters.
5) Choose any other necessary fields to distinguish the students, such as Student ID, in Field 4 or higher.
6) Click Submit.
Appendix III
(Supervisors Contact)

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