



## **CTE Administrators Meeting**

**East Valley Institute of Technology – EVIT, 1601 E Main St, Mesa 85201**

**August 29, 2019**

**8:00am – 12:00pm**

**Sign-in begins at 8:00am**

**Meeting starts promptly at 8:30am**

### **AGENDA**

**Welcome – Introductions**

**ADE Updates: New School Counselor Specialist**

**Perkins V State Plan Progress**

**Career Exploration**

**Presidential Scholar**

**Julie Ellis: CTSOs**

***Updates: ACOVA – CTE Leadership Continuum***

**Cindy Gutierrez: Program Services**

***Updates: CTED – Post – Secondary – Project Change***

**Break**

**Marilyn Gardner and Terry Strayhand: Grants, Accountability**

**Comprehensive Needs Assessment Training**

***Updates: ACTEAZ – Premier Program Series- Curriculum Consortium***

**Cathy Reed and Judy Balogh: Standards and Assessments**

**Closing**

**Next CTE Administrators Meetings will be –**

**November 7, 2019 – Prescott Resort**

**February 6, 2020 – Prescott Resort**





VIDEOS-FLYERS-BROCHURES-POSTERS

# CTE Promotion Showcase

ARIZONA DEPARTMENT OF EDUCATION

NOVEMBER

7<sup>TH</sup>, 2019



*ACOVA Fall  
Conference*

Bring your best promotional materials to the Prescott  
Resort for a display at the ACOVA Fall Conference!



Angela Hardy, Career Connections Program Specialist, 602-542-5540  
[angela.hardy@azed.gov](mailto:angela.hardy@azed.gov)



# *We Invite You!*



ADE/CTE wants to help you promote your CTE programs and the success of your CTE students. We know you have promotional materials that demonstrate the unique, interesting, and awesome things happening in classes every day!

As a start, we want to showcase what's working for you at the ACOVA Fall Conference at Prescott on November 7<sup>th</sup>, 2019.

If you would like to participate, let us know by completing the provided information sheet.

We anticipate using your best material to create an online media tool kit with resources, ideas, facts, and data, that CTE classes around the state of Arizona can customize for their needs.

We will contact you prior to the conference to provide details about the showcase.





# CTSO MEMBERSHIP

CTSO	WHERE TO ENTER MEMBERS: STATE	NATIONALS	INDIVIDUAL DUES	AFFILIATION PROGRAM DUES (See Chart Below for Pricing)	MINIMUM MEMBERSHIP REQUIREMENT	PAY DUES TO: STATE	NATIONALS	RECEIVE INVOICE FROM: STATE	NATIONALS	DUE DATE: FALL	SPRING
Arizona DECA	No	Yes	\$25.00 per Student \$25.00 per Advisor	Yes	5 Students + 1 Advisor	Yes	No	Yes	No	30-Sep	1-Feb
EdRising Arizona	Yes	Yes	\$20.00 per Student \$20.00 per Advisor	No	5 Students + 1 Advisor	Yes	No	Yes	No	30-Sep	1-Mar
Arizona FBLA	No	Yes	No Individual Fee \$25.00 per Adviser	Yes	5 Students + 1 Adviser	Yes	No	Yes	No	30-Sep	1-Mar
FCCCLA Arizona	No	Yes	\$20.00 per Student \$20.00 per Adviser	No	12 Students + 1 Adviser	No	Yes	No	Yes	30-Sep	1-Mar
Arizona FFA	Input membership to the AET and FFA.org websites.		\$14.00 per Student only + \$350.00 Chapter Fee	Yes	5 Students	Yes	No	Yes	No	30-Sep	15-Feb
Arizona HOSA	No	Yes	\$20.00 per Student \$20.00 per Advisor	Yes	5 Students + 1 Advisor	Yes	Traditional	Yes	Yes	1-Nov	15-Mar
SkillsUSA Arizona	No	Yes	\$20.00 per Student \$27.00 per Advisor	Yes	5 Students + 1 Advisor	No	Yes	No	Yes	15-Nov	1-Mar
Arizona Thespians	No	Yes	\$28.00	Yes	5 Students + 1 Advisor	No	Yes	No	Yes	Yes No Specific Date	Yes No Specific Date

## PROGRAM AFFILIATION MEMBERSHIP

ARIZONA DECA	
100% PROGRAM AFFILIATION	TOTAL COST
Must affiliate 100% of students in program including both Carnegie units, Student Based Enterprise, and internships. Number of members registered should approximately match current year 100th day enrollment.	# x \$15.00 per Student or Advisor
Chapter Activation Form and DECA Membership Portal must be completed for registration.	
ARIZONA THESPIANS	
TROUPE ENROLLMENT FOR 2019-2020	TROUPE DUES PER YEAR
6+	

ARIZONA FBLA	
CHAPTER ENROLLMENT FOR 2019-2020	CO-CURRICULUM PROGRAM
5-40	\$600.00
41-75	\$1,125.00
76-100	\$1,500.00
101-125	\$1,875.00
126-150	\$2,200.00
151-175	\$2,625.00
176-200	\$3,000.00
201-225	\$3,375.00
226-250	\$3,750.00
251-275	\$4,125.00
276-300	\$4,500.00
301-325	\$4,875.00
325+ or district wide	Contact FBLA Arizona
Add \$25.00 per Advisor for the Professional Division.	

ARIZONA FFA			
ENROLLMENT IN AG ED CLASSES	BASIC AFFILIATION FEE	ONE STAR SUPPLEMENTAL PACKAGE FEE	TOTAL ONE STAR AFFILIATION FEE
5-40	\$650.00	\$550.00	\$1,200.00
41-100	\$850.00	\$650.00	\$1,500.00
101-150	\$1,400.00	\$800.00	\$2,200.00
151-200	\$2,400.00	\$750.00	\$3,150.00
201-250	\$2,750.00	\$550.00	\$3,300.00
251-300	\$3,300.00	waived	\$3,300.00
301-350	\$3,850.00	waived	\$3,850.00
351-400	\$4,350.00	waived	\$4,350.00
401-450	\$4,850.00	waived	\$4,850.00
451-500	\$5,500.00	waived	\$5,500.00
501+	\$6,150.00	waived	\$6,150.00
For Two Star Supplemental Packages, contact Bethany Matos at <a href="mailto:Bethany.Matos@azed.gov">Bethany.Matos@azed.gov</a> .			

ARIZONA THESPIANS	
TROUPE ENROLLMENT FOR 2019-2020	TROUPE DUES PER YEAR
6+	

## PROGRAM AFFILIATION MEMBERSHIP (CONTINUED)

\*Due November 15. For more Members, please view the full document at: <https://www.skillsusa.org/?s=tpa>.

## Credentials to be Removed

CTE Programs	CIP Number	Industry Certification	Notes	On A-F List	On CTED List
Agribusiness Systems	01.0100.90	Global Logistics Associate	Not Applicable to Program		X
Agribusiness Systems	01.0100.90	Section 608 Technician Environmental Protection Agency (EPA)	Not Applicable to Program		X
Architectural Drafting	15.1300.20	Certified SolidWorks Professional (CSWP)*	Not Attainable at High School Level	X	X
Automation and Robotics	48.0500.20	OpenSpan Developer	Unrecognized Certification		X
Computer Maintenance	15.1200.20	CISA Certified Information Systems	Not Attainable at High School Level		X
Early Childhood Education	13.1210.00	Beginning to Teach Certificate (must be an EdRising member)	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	Bloodborne Pathogens	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	Child Find Certification	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	CPR/AED Certification	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	First Aid Certification	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	FoodHandlers Certificate	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	Mandatory Reporting, Child Abuse and Neglect	Advisory Recommendation to Remove		X
Early Childhood Education	13.1210.00	ParaPro – Paraprofessional Certification	Incorrectly Titled - Still Available under "Paraprofessional Praxis Certification"		X
Education Professions	13.1200.00	Beginning to Teach Certificate (must be an EdRising member)	Advisory Recommendation to Remove		X
Education Professions	13.1200.00	Child Find Certification	Advisory Recommendation to Remove		X
Education Professions	13.1200.00	CPR/AED Certification	Advisory Recommendation to Remove		X
Education Professions	13.1200.00	First Aid Certification	Advisory Recommendation to Remove		X
Electronic Technologies	15.0300.00	National Institute for Certification in Engineering Technologies (NICET)	Not Attainable at High School Level		X
Electronics Drafting	15.1300.30	CAD-CAM*	Not a Certification	X	X
Engineering	15.0000.00	Certified SolidWorks Professional (CSWP)*	Not Attainable at High School Level	X	X
Engineering	15.0000.00	Geographic Information Systems Technician (GIS)	Not Attainable at High School Level		X
Engineering	15.0000.00	International Society of Certified Technicians Certification (ISCET)	Not Recommended for High School Level		X
Mechanical Drafting	15.1300.40	CAD-CAM*	Not a Certification	X	X
Mechanical Drafting	15.1300.40	Certified SolidWorks Professional (CSWP)*	Not Attainable at High School Level	X	X
Network Technologies	15.1200.30	Certified Design Associate (CCDA)	Not Attainable at High School Level		X
Network Technologies	15.1200.30	Certified Entry Networking Technician (CCENT)	Not Attainable at High School Level		X
Network Technologies	15.1200.30	Certified IT Professional (MCITP)	No Longer Offered by Industry		X
Network Technologies	15.1200.30	Client Pro (Windows 7-8 management troubleshooting certification)	No Longer Offered by Industry		X
Network Technologies	15.1200.30	Global Security Essentials Certification (GSEC)	Not Recommended for High School Level		X
Network Technologies	15.1200.30	Linux Pro (Linux prep certification)	Not Recommended for High School Level		X
Network Technologies	15.1200.30	Microsoft Certified Professional (MCP)	No Longer Offered by Industry		X
Network Technologies	15.1200.30	Server Pro (Windows server skills)	Not Recommended for High School Level		X
Plant Systems	01.0100.30	Water Harvesting Certification	Unused - No Certifications in process		X
Precision Machining	48.0500.30	CAD-CAM*	Not a Certification	X	X
Precision Machining	48.0500.30	Certified SolidWorks Professional (CSWP)*	Not Attainable at High School Level	X	X
Precision Machining	48.0500.30	Tool Setter Certificate	Requires Industry Experience		X
Web Page Development** will be removed	15.1200.50	E-Commerce Specialist	Not Applicable to Program		X
Web Page Development** will be removed	15.1200.50	Web Design Professional	Not Applicable to Program		X
Welding Technologies	48.0508.00	CAD-CAM*	Not a Certification	X	X
Welding Technologies	48.0508.00	Certified SolidWorks Professional (CSWP)*	Not Attainable at High School Level	X	X
Welding Technologies	48.0508.00	Certified Welder (AWSI) SENSE	Certification under AWSI - Duplicate		X
Welding Technologies	48.0508.00	NCCER Sheet Metal	Not Applicable to Program		X





# Standards Validation Meetings for 2019-2020



## Standards Validation Meetings 2019-2020

Law and Public Safety	September 6, 2019
Construction	September 19, 2019
Veterinary Assisting	October 1, 2019
Electrical and Power Transmission Installation (New Standards)	October 24-25, 2019
Dental Assisting	November 20, 2019
Digital Communication	December 10, 2019
Diesel Engine Repair	December 17, 2019
Computer Maintenance	January 14, 2020
Precision Machining	January 30, 2020
Animation	February 11, 2020
Music and Audio Production	February 25, 2020

## What are Technical Standards?

Technical Standards are knowledge and skill statements about practices and processes used in design, manufacture, installation, and engagement of a material product, or assembly, and as well, those practices and processes related to

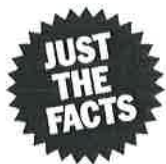
the development, management, and provision of services. When available and appropriate, they are aligned with nationally recognized standards and industry certifications. A Standards Validation Committee includes incumbent workers and/or their supervisors, secondary CTE instructors, community college instructors, and the CTE Program Specialist.





# 2019-2020 TECHNICAL SKILLS ASSESSMENT (TSA) UPDATE

Arizona Department of Education / Career and Technical Education / Technical Skills Assessments / August 2019



## Technical Skills Assessments

1. *The Technical Skills Assessments are developmental not standardized tests.* Because of changes in the workplace, the technical standards are reviewed and updated often. When standards change, assessment items are reviewed and edited, and new items are developed. New items need to be piloted and field-tested to achieve reliability and validity, or operational, status.
2. *The lack of common curricula and the experience of teachers often contributes to different interpretations of the content and the methodology used to teach skills, processes, and procedures.* Also, instructional time may differ from school to school, which affects the depth of instruction across programs. Teacher committees that work on assessment items have acquired a common understanding of the standards and an invaluable sense of community.
3. *The perception of CTE by school administration and parents and guardians and the knowledge of counselors about CTE programs often affects the kind of students who participate in CTE.* The profile of students in a program may vary widely by learning styles and performance indicators. Although CTE is respectful and responsive to all students no matter their special needs and competency levels, industry's requirements for entry-level performance in a job or occupation must not be jeopardized.
4. *Literacy and test-taking skills are important factors in assessment development.* Teachers report that some students do not finish the test because of their reading ability and/or the time limitation imposed on the computer lab. Although the aim is to test mastery of content and not reading comprehension, CTE programs do cover technical material that tends to heighten reading comprehension. Regarding time, the state does limit the amount of time students have to take the test. Ideally, there should be at least 2 hours with more time added if needed. Also, the same accommodations made for teaching students with special needs should be made for testing.
5. *Available funding influences the kind of testing that can be developed, maintained, and delivered across multiple CTE programs.* For example, there is a limit on the kind of assessment items—multiple-choice versus competency-based, interactive items—that can be maintained and delivered annually for all programs. Currently, there are 56 Technical Skills Assessments delivered online statewide at no-cost to students with immediate feedback on the assessment results.
6. *The TSA results focus on program improvement and high student achievement, and as well, they address high stakes accountability, namely, the A-F Report Card and the Performance Measures.* Assessment scores represent the extent to which students have met the standards. They provide feedback, help students evaluate strengths and weaknesses, and communicate student achievement to others. Teachers should not fear but embrace the test. There are several ways both teachers and students can ensure success on the TSAs.
  - Teach the content of the Technical Standards that are validated by Arizona's business and industry leaders.
  - Use the *Instructional Framework* to better understand the content of the standards and for occupational terminology.
  - Refer to the *Blueprint for Instruction and Assessment* for the recommended instructional time for standards, which also relates to the make-up of the Technical Skills Assessment.
  - Prepare students to take the test. Review the mechanics of multiple-choice questions and practice reading and interpreting multiple-choice questions.
  - Collaborate with other teachers to share good ideas and best practices.
  - Attend professional development events to improve knowledge and skills.
  - Participate in the Technical Skills Assessment Meetings to development, analyze, and edit assessment items.

The ADE/CTE Technical Standards, Technical Skills Assessments, Career Development Collaboration is always available to help you. If you have questions and/or suggestions, please contact us at 602-542-5452 or send an email to [CTEAssessmentHelp@azed.gov](mailto:CTEAssessmentHelp@azed.gov).

## A MESSAGE TO ALL CTE DIRECTORS AND CTED SUPERINTENDENTS:

Because of the increased need to update program standards and keep technical skills assessment items current, we are convening teacher committees for all programs during winter, spring, and summer. We plan to schedule as many meetings as possible on Saturdays, so teachers will not have to miss school. Also, ADE/CTE has previously paid for teacher stipends. Due to the number of programs to meet and the number of teachers involved, we can no longer do this. Beginning with FY 2019-2020, teachers will be asked to contribute their time and expertise to the TSA item development effort. Directors are being asked to support their teachers by covering their mileage and per diem expenses...a modest stipend for their one-day contribution would be appropriate as well.

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## TECHNICAL SKILLS ASSESSMENTS SUPER SATURDAYS GALORE for 2019-2020

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### TECHNICAL SKILLS ASSESSMENT (TSA) MEETINGS FOR ALL CTE PROGRAMS

<b>WHEN</b>	TSA meetings will be scheduled on Saturdays (unless otherwise specified) throughout the winter, spring, and summer.
<b>WHERE</b>	All meetings will be held at the Arizona Department of Education, 3300 N Central Avenue, Phoenix (unless otherwise specified).
<b>TIME</b>	All meetings will start at 8:30 and adjourn no later than 4:30. Lunch is "on your own."
<b>TEACHER COMMITTEES</b>	<p>Each teacher committee will be limited to 8-10 teachers plus a trained facilitator*. Committees will include teachers who have experience with the item development/analysis process, teachers who are new to the process, and teachers who represent various geographic areas.</p> <p>*Facilitators will be current and retired teachers trained in the ADE/CTE assessment item development process.</p>
<b>PROFESSIONAL DEVELOPMENT CREDIT</b>	<p>Teachers will earn 8 hours of professional development credit upon completion of the meeting.</p> <p><i>Note: There is no financial compensation provide by the state for this work. Participants are asked to check with their CTE Administrator to request support (mileage reimbursement and per diem).</i></p>
<b>TO APPLY</b>	Directors will be asked to recommend teachers who they want to receive an application for the Technical Skills Assessment Meetings. So as not to omit any teacher from applying, an application will be sent to all teachers with the message to contact their director for consent and to request financial support.
<b>NOTIFICATION</b>	Teachers and their directors will be notified if they have been accepted to participate.



# 2019-2020 TECHNICAL SKILLS ASSESSMENT (TSA) UPDATE

Arizona Department of Education / Career and Technical Education / Technical Skills Assessments / August 2019

**CTE staff must have access to ADEConnect for the CTE Technical Skills Assessments along with the appropriate assessment roles and permission to access “how-to” resources, register students for the assessments, develop rosters, and access reports.**

**Teachers will continue to be involved in the development and validation of items.** Additionally, assessment blueprints, professional development activities, and other teacher resources are available to assist in planning classroom instruction and lab activities.

## Test Schedule for Fall and Spring

FALL 2019	
October 7 – October 25	Registration for Fall Assessments
October 28 – November 29 ( <i>ends 12:00 pm</i> )	Fall Assessment Testing Period
December 2 – December 6	Congratulatory letters and certificates mailed to districts
SPRING 2020	
March 2 – March 20	Registration for Spring Assessments
March 23 – April 24 ( <i>testing ends 12:00 pm</i> )	Spring Assessment Testing Period
April 27 – May 1	Congratulatory letters and certificates mailed to districts

**Note to Administrators:** Please review the above schedule with your testing coordinators as soon as possible to ensure that computer rooms are reserved, and testing proctors have been identified.

## Eligibility Policy for Taking the TSA

- A. In a traditional or block schedule following the state’s designated course sequence, a student should take the test when completing a 2<sup>nd</sup> Carnegie Unit of a 2 Carnegie Unit program or when completing the 3<sup>rd</sup> Carnegie Unit of a 3 Carnegie Unit program. The student can only take the test one time.
- B. If a district has added courses to a program beyond the state’s designated course sequence, it will be the district’s decision as to when the student will take the test, that is, after the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Carnegie Unit. Caution should be used in making the decision because the student can only take the test one time.
- C. If a student fails a course and retakes the course, the student can retake the test in the next school year through special arrangements made with ADE/CTE. The last test score counts.
- D. If an IEP or 504 plan states that the student can take the test more than once, the student can retake the test in the current or next school year prior to graduation, through special arrangements made with the state’s testing coordinator. The last score counts.



## CTE Programs with TSAs

All assessments are 100 multiple-choice questions with 80 of the items being operational items (items proven to be valid and reliable over several testing cycles) and 20 field-tested items. All assessments have a 60% minimum pass score. Students are scored on the operational items only.

CIP	PROGRAM	CIP	PROGRAM
52.0300.00	Accounting	52.1800.40	Entertainment Marketing*
01.0100.90	Agribusiness Systems	52.1800.50	Entrepreneurship *
47.0600.50	Aircraft Mechanics	52.1900.20	Fashion Design and Merchandising
49.0100.00	Air Transportation	10.0200.90	Film and TV Production
01.0100.40	Animal Systems	52.0800.00	Finance
10.0200.60	Animation	43.0200.00	Fire Service
15.1300.20	Architectural Drafting	10.0200.30	Graphic and Web Design
48.0500.20	Automation and Robotics	49.0200.00	Heavy Equipment Operations
47.0600.30	Automotive Collision Repair	52.0900.00	Hospitality Management
47.0600.20	Automotive Technologies	52.1900.30	Interior Design and Merchandising
41.0100.00	Bioscience	51.0800.30	Laboratory Assisting
52.0200.00	Business Management	43.0100.00	Law and Public Safety
52.0400.00	Business Operations	52.1800.20	Marketing
46.0400.40	Cabinetmaking	15.1300.40	Mechanical Drafting
46.0400.30	Carpentry	51.0800.60	Medical Assisting Services
15.1200.20	Computer Maintenance	10.0200.00	Music and Audio Production
46.0400.20	Construction Technologies	15.1200.30	Network Technologies
12.0500.00	Culinary Arts	51.3900.00	Nursing Services
51.0600.00	Dental Assisting	51.0800.20	Pharmacy Support Services
47.0600.40	Diesel Engine Repair	01.0100.30	Plant Systems
10.0200.40	Digital Communication	48.0500.30	Precision Machining
10.0200.50	Digital Photography	15.1200.40	Software Development
10.0200.20	Digital Printing	51.0800.50	Sports Medicine and Rehabilitation
13.1210.00	Early Childhood Education	50.0500.20	Stagecraft
13.1200.00	Education Professions	51.3500.00	Therapeutic Massage
15.1033.00	Electronic Technologies	51.0808.00	Veterinary Assisting
51.0900.30	Emergency Medical Services	15.1200.50	Web Page Development*
15.0000.00	Engineering	48.0508.00	Welding Technologies

\*The highlighted programs are being discontinued; 2019-2020 is the final year for TSA testing.

**About program (assessment) name changes in the TSA system:** If the program name changes but the standards do not, the program name changes for the current SY testing cycle. If the program name changes and the standards are new/updated, the new name changes when first-time testing for the program and its new standards is scheduled, for example, the name change to Network Security and Software and App Design becomes effective in 2020-2021.

# 2019-2020 TECHNICAL SKILLS ASSESSMENT (TSA) UPDATE

Arizona Department of Education / Career and Technical Education / Technical Skills Assessments / August 2019

## Universal Test Administration Conditions and Accommodations Guide

Test administration manuals and guidelines address the need for all students to have a comparable opportunity to demonstrate achievement by providing them with a testing environment that is comfortable and free of distractions. Following are suggested Universal Testing Conditions, Tools, and Accommodations that administrators and teachers can use to meet student needs:

- Test in a small group, test one-on-one, or test in a separate location such as a study carrel.
- Sit in a specified location within the testing room and/or at special furniture.
- Have the test administered by a familiar test administrator. Teachers cannot proctor their own students, but they can proctor other teachers' students.
- Use read-aloud/text-to-speech software and other accessibility testing tools, i.e., magnification, and special lighting; zoom in/out, enlarge font, change font, screen readers, hearing aids, amplification, signing the scripted directions, use of different color choices, reverse contrast, color overlays, text blockers, and highlighting text.

Chrome Extensions for Universal Test Administration Conditions is a permitted tool for accessing the Technical Skills Assessment. Prior to testing, the district's IT Department should ensure that the application is installed and that all features are functional. The Extensions application should be added to the student's Gmail account and the test should be opened in the Chrome Browser. To prevent issues on the day of testing, the staff administering the test and the student taking the test should be familiar with the application's features (i.e., text-to-speech, highlighter, color overlay, reverse contrast, text blocker, font changing, screen reading extension).

- Wear noise buffers (headphones/earbuds only for blocking out noise) when taking the test.
- Repeat scripted directions, if needed, and answer all questions regarding the directions. Students may benefit by having directions they can read on their own.
- A student may be allowed to read the test quietly to himself/herself if other students are not being disrupted, or the student may sit in a different location.
- A student may take the test over multiple sessions and/or multiple days due to test fatigue, illness, school emergency, or having a parent or guardian remove them from school for an excused absence.
  - To interrupt the test, the student **should** use the "Pause Test" button.
  - A **Resume Test** button will display. Click this button to resume testing. The test will resume at the last question when paused.
  - If the **Pause Test** button is not used and the student exits the browser, the system will automatically pause within 15 minutes and the student can log on later using the original password and the system will start the assessment where it stopped.
- Extended time: Ideally, students should have 2 hours to take the test. Items are designed with the expectation of a 1- to 2-minute response time for each item. If there is insufficient time to complete the test, up to **180 extra minutes** can be added by the test proctor or assessment coordinator.

- Scratch paper can be used but must be securely shredded at the end of testing.
- Test settings and automatic features of the test [Pause Test, Resume Test, Mark for Review, Save Answer, No Answer (Skip This Question)] should be previewed before testing begins. See visual slides on the testing features in the *How to Take the Assessments* PowerPoint found under the Help Tab and under Links on the TSA Dashboard.

*While some of the items listed as Universal Test Administration Conditions might be included in an IEP or ILLP as an accommodation, for achievement testing purposes, these are not considered testing accommodations and are available to any student who needs them.*

**Accommodations for Students with Injuries.** A student with an injury, such as a broken hand or arm, may use, as appropriate, any of the universal test administration conditions mentioned above. There are no specific tools to support these accommodations. If the injured student requires an accommodation not mentioned, send an email to [CTEAassessmentHelp@azed.gov](mailto:CTEAassessmentHelp@azed.gov) or call 602-542-5452.

**Accommodations for English Learners (ELs) and Fluent English Proficient (FEP) Students.** For an English Learner or a Fluent English Proficient Year 1 or Year 2 student, accommodations are intended to allow the student the opportunity to demonstrate content knowledge even though the student may not be functioning at grade level in English. Students who are not proficient in English, as determined by the Arizona English Language Learner Assessment (AZELLA), may use, as appropriate, any of the Universal Test Administration Conditions and any of the EL accommodations mentioned above. (This includes English Learner (EL) students withdrawn from English language services at parent request.) Reclassified Fluent English Proficient (FEP) students are monitored for 2 school years. These FEP Year 1 and FEP Year 2 students may use, as appropriate, any of the Universal Test Administration Conditions and any of the following EL accommodations. If directions are read aloud, simplified, or translated as an accommodation, administration must take place in a setting that does not disturb other students (such as in a one-on-one or very small group setting). If an EL student requires an accommodation that is not listed, send an email to [CTEAassessmentHelp@azed.gov](mailto:CTEAassessmentHelp@azed.gov) or call 602-542-5452.

- Simplified Directions provide verbal directions in simplified English for the scripted directions or the directions that students read on their own as needed.
- Translate Directions provide oral translation of the **scripted directions** or the **directions that students read on their own as needed** in the student's native language. **Written translations are not permitted. Translation of the test content is not permitted.**
- Translation Dictionary provides a word-for-word published, paper translation dictionary. Students with a visual impairment may use an electronic word-for-word Translation dictionary with other features turned off.

**Accommodations for Students with Disabilities.** Students with disabilities may use, as appropriate, any of the Universal Test Administration Conditions and testing tool mentioned above and any accommodation designated in their IEP or 504 plans about retesting:

- If an IEP stipulates that a student can take the test more than once, the student can retake the test in the current or next school year prior to graduation. Special arrangements will be made with the state's testing coordinator. Also, if accommodations are not met according to the IEP as listed above in the Universal Test Administration Conditions and Accommodations, the student is eligible to retake the test. This accommodation should not be introduced for the sole purpose of testing but used during regular instructional times. **The last score counts.**

If a student with a disability requires an accommodation not listed, call 602-542-5452 or send an email to [CTEAassessmentHelp@azed.gov](mailto:CTEAassessmentHelp@azed.gov).

## Secondary Security and Testing Protocol Agreement: Arizona Department of Education, Career and Technical Education Technical Skills Assessment System

1. The **testing administrator** is defined as any of the following secondary school staff:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Testing Proctor – professional, certified staff or teachers</li><li>• District Central Office CTE Curriculum Specialist</li><li>• CTE Department Chair</li><li>• Building Administrator (Principal or Assistant Principal)</li></ul> | <ul style="list-style-type: none"><li>• District Assessment Coordinator</li><li>• Local CTE Director</li><li>• Testing Administrator</li><li>• Counseling Staff</li></ul> |
|--|---|

2. **Testing administrators** will take all necessary precautions to safeguard the CTE Technical Skills Assessment information by limiting access to only those with a legitimate educational interest.
3. **Testing administrators** will keep related materials, including student passwords, under lock and key thereby limiting access to those responsible for their security.
4. **Testing administrators** will follow all assessment protocols in the CTE Technical Skills Assessment User Guide, such as the guidelines set forth in the Proctor Instructions for Conducting the Assessments section.
5. **Testing administrators** will not examine the CTE assessments to determine the content beyond the requirements to administer the assessment. At no time will an administrator discuss the assessment items or disclose testing information related to the CTE Technical Skills Assessments.
6. **Teachers** may not proctor their own students, but they may proctor other teachers' students providing they adhere to all procedures and policies as stated in this Assessment Security and Protocol Agreement.
7. **Students** are not allowed to use electronic devices including cell phones and flash drives. Students will not use the Print Screen key and save assessment materials to PC or any other device, and they will not search the web for information during testing. In no case should students remove assessment material from the room where testing takes place except under supervision of professional staff.
8. All persons having access to the CTE Technical Skills Assessment System will sign the Security and Testing Protocol Agreement. These agreements will be kept on file by the district's designated testing administrator for 5 years. The district superintendent should sign for the district and enforce disciplinary policy and procedures for the violation of CTE Assessment Security and Protocol.

By signing my name to this CTE Technical Skills Assessment System Security and Testing Protocol Agreement, I assure the Arizona Department of Education, Career and Technical Education that the CTE Technical Skills Assessment System will be secure and I agree to the testing protocols.

SIGNED BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

DISTRICT SUPERINTENDENT/CHARTER OPERATOR: \_\_\_\_\_

This form and a **Postsecondary Security and Testing Protocol Agreement** are available on the CTE Technical Skills Assessments dashboard and in the TSA User Guide.

