

Career and Technical Education

Skill Certificate Program



SKILL CERTIFICATION RESOURCE GUIDE

A Practical Guide for
CTE Instructors, Test Coordinators, and
Educational Professionals



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INTRODUCTION

In the late 1980s, Career and Technical Education (CTE) began the process of implementing competency-based testing. Career and Technical Education first piloted tests in accounting, word processing and data processing.

In 1995, the Utah State Legislature prompted further development of the testing system when it determined that up to 20 percent of Career and Technical Education funding would be allocated based on student performance. Since that time, competency-based testing has grown to become an integral part of Career and Technical Education curriculum, program improvement and accountability strategies.

Participation in the Skill Certificate program is voluntary. However, all of the state's 41 districts and many charter schools participate in the program. Through participation, they can qualify for incentive funding based on their students' performance on the tests. The testing program has continued to grow, from over 53,000 tests taken in SY 97 to over 253,000 tests taken in SY 2016.

Tests are offered in all Career and Technical Education program areas—Agricultural Education, Business and Marketing Education, Family and Consumer Sciences Education, Health Science Education, Information Technology Education, Skilled and Technical Sciences Education, and Technology and Engineering Education. Approximately 150 tests are offered through the Skill Certificate Program. Incentives are given to districts based on performance within each Career and Technical Education program area.

PURPOSE

The primary purpose of the assessment system is to improve Career and Technical Education program curriculum and instruction through the use of incentives based on student performance. The Skill Certificate Program is also used to report vocational and technical skill attainment for the accountability system mandated in the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

The state Career and Technical Education Testing Center administers the Skill Certificate Program, with districts receiving an incentive based on the performance of their students on the assessments in the various program areas. Students who pass the online objective assessment by correctly answering 80 percent of the questions and also pass the in class performance assessment are eligible to receive a skill certificate that lists the standards measured by the test. While the assessment system is not a formal certification program, the certificates issued to students can be used when seeking a job or in applying for further education and training as evidence of their accomplishments.

When available, industry-developed and licensure certification tests are utilized. Examples include cosmetology, certified nursing assistant (CNA), dental assistant or aide, ASE, NATEF, ProStart, CCNA, CompTIA, Microsoft+-MCP, Oracle Certified Professional, Novell, and others.

SKILL CERTIFICATE COMMITTEE

In accordance with [R277-911-3](#) of the Utah Administrative Code, a program advisory committee has been set up to provide advice and assistance to the skill certification program. Membership is made up of CTE Directors and representatives from the regional consortium.

The Skill Certificate Committee helps strengthen collaboration between those responsible for Career and Technical Education certification programs and the communities they serve. The committee serves as a structured means for sharing guidance and formulating recommendations through a focused structure.

STRANDS AND STANDARDS

Utah's Skill Certificate Program provides students with an opportunity to receive instruction aligned with strands and standards set by the state of Utah and industry. Within each CTE Area of Study, a set of strands and standards have been developed for CTE courses. Strands are broad statements by category of knowledge and skills that describe what students should be able to do. Standards are competencies included within a strand.

By first establishing a core set of skills identified by the state Career and Technical Education program specialists and teachers, with the support of business and industry, each of the assessments in the Skill Certificate Program is designed to find out how individual students, programs, schools and districts are performing based on the standards that are used in each CTE Area of Study.

ASSESSMENTS

The CTE Skill Certificate program includes both an online *Objective Assessment* and an in class *Performance Assessment* administered by CTE teachers within a particular CTE program area. Students must pass both assessments in order to qualify for a CTE Skill Certificate.

State-Developed Performance Assessments

The performance assessment is a required component of the Skill Certificate Program. In order to receive a Skill Certificate, students must demonstrate a level of moderate-to-high skill on each performance objective included in the performance evaluation. Each element within the performance assessment is tied to a program strand and standard for the course.

This portion of the assessment is completed in class and evaluated by the CTE teacher and can be administered by the teacher at any time during the course. Students may be encouraged to repeat the objectives until they perform at the required moderately to highly skilled levels.

Below are things for instructors to remember:

1. Students should be aware of their progress throughout the course, so that they can concentrate on the standards that need improvement.
2. Students should be encouraged to repeat the objectives until they have performed at a minimum of 80 percent (**moderately** to **highly** skilled) for each standard.
3. All performance objectives **MUST** be completed and evaluated prior to taking the online objective test.
4. The teacher marks the performance in the online system.
5. Student performance must be documented on the required performance document provided for each course.
6. A copy of the required performance document must be turned in to the district Career and Technical Education Skill Certificate Testing Coordinator for an audit at the end of the school year.

For a list of the *required performance expectations* for each course, go to Career and Technical Education Skill Certificate Tests listed by CTE Area of Study:

<http://schools.utah.gov/CTE/skill/All.aspx>

Click the appropriate course exam and then click on the “performance documentation” on the test protocol page to access the performance skill checklist for that particular course.

State-Developed Objective Assessments

An online objective assessment is another required component of the Skill Certificate Program. Course Strands and Standards form the basis of all test items included in each exam. Each test item is linked to a single strand and standard, which is then used for scoring, reporting and program improvement purposes. Some program standards may be weighted more heavily through the use of additional questions tied to that particular standard.

Each objective assessment has specific requirements, such as prerequisites and test length. The requirements for each assessment can be found on the test protocol page by clicking on the respective exam name on the [LIST OF AVAILABLE TESTS](#).

Industry Assessments

The Utah State Board of Education (USBE) encourages students to work toward a selected industry credential or license while pursuing a high school diploma. Schools that have students who pass an occupational assessment conferring certification or occupational competency from

a recognized industry, trade or professional association qualify for skill certification funding. Information about the exams and the district reporting requirements can be found here:

<http://schools.utah.gov/CTE/skill/Coordinator/Industry.aspx>

The respective industry certification requirements, assessments procedures, and standards fall under the direction of the particular entity or agency granting the certification.

A list of currently approved USBE industry exams can be found at the following location:

<http://www.schools.utah.gov/CTE/skill/Coordinator/Industry.aspx>

PRELIMINARY ASSESSMENT REQUIREMENTS

CTE takes appropriate measures to ensure the integrity of test items and assessments are not compromised. In order to help protect the validity of the program, assessments are delivered by trained teachers/proctors; all have read and signed the proctoring agreement. All assessments are delivered in class or at a designated computer lab by proctors. In addition, each school has a designated assessment coordinator available to answer technical questions. If evidence suggests that items or assessments are being misused in any way, appropriate actions are taken to discipline students and to replace the test items or the assessments that may have been compromised.

In an additional effort to help protect the integrity of the online testing system, only registered CTE teachers or other approved test administrators may administer state CTE tests.

Instructor Agreements

All teachers must sign an electronic instructor agreement at the beginning of each school year agreeing to administer exams in a manner that maintains high ethics and abide by all testing rules and procedures. The Instructor Agreement is available at the time a new teacher registers in the Precision Exams testing system. For existing registered teachers, the Precision Exams system prompts teachers at the beginning of each school to re-sign the Instructor Agreement.

Test Coordinator Agreements

Test coordinators are responsible to disseminate Skill Certificate testing information to CTE teachers. The CTE test coordinator is also responsible for collecting and submitting copies of the required performance documentation to their respective school district.

All test coordinators must sign a Test Coordinator Agreement. The Test Coordinator Agreement is available at:

<https://spreadsheets.google.com/viewform?hl=en&formkey=dFFPQnQ2aDI3SzVVLXZKLW9lQkIMY0E6MQ#gid=0>

Special Accommodations

The USBE serves special populations as defined by the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV). This includes, but is not limited to, individuals with disabilities and individuals with limited English proficiency. The local education agency (LEA) is responsible for providing special testing accommodations according to the terms outlined in a student's Individual Education Plan (IEP) or 504 plan.

Students who have been officially designated as English Language Learners (ELL), enrolled on or after April 15 of the current school year, and are new to the United States (first year of enrollment) are exempt from all state tests.

Parents have the right to opt their children out of any testing required by or facilitated through the Utah State Board of Education. In addition, students over 18 years old also have a right to opt-out of a state-level test with no academic penalty resulting for the student.

Teachers with such students exempt from testing must complete the following online form:

<https://docs.google.com/forms/d/1rTY43VhjcZzPZl6YwHf5EZ0bydJ52zmbt1etBpcgE20/viewform?c=0&w=1>

ONLINE OBJECTIVE TEST ADMINISTRATION

In order to ensure the integrity of the program, assessments are delivered by trained teachers/proctors; all have read and signed the proctoring agreement. Assessments are delivered in class or at a designated computer lab, by proctors. In addition, each school has a designated assessment coordinator available to answer technical questions.

The value of secured assessments and psychometric integrity depends upon students not having prior access to test materials and vital test information. Since online testing is set up and administered by the teacher, the disclosure of test data for the CTE program is based on certain ethical and legal obligations to provide data. The following additional rules have been adopted to help maintain test security and integrity.

Online Objective Testing Rules

Only students enrolled in the corresponding course, grades 9-12, may take the CTE test. Students in other grades may NOT take the CTE skill tests, even if they are enrolled in the course.

Enrolled students can take an exam only once during the course. Students who are enrolled in a one-trimester/semester course and don't receive a certificate may request from the State Board of Education to take the test again, provided they are re-enrolled in the same course

during the same school year. This rule does not apply to students in a two-trimester/semester or year-long course who test at the end of the first trimester/semester.

It is important that tests are administered in a consistent manner and every effort is made to maintain high ethics. Any violation to the testing rules and procedures for giving Skill Certificate tests will be considered a breach of professional ethics and will be referred to the Professional Practices Commission.

The following rules apply to all tests:

- Only students enrolled in a CTE class, (grades 9-12) may take CTE Skill Tests.
- The teacher is responsible for the security of the online tests.
- No talking during the test.
- No leaving the room by teacher or student while tests are being administered.
- Students can take an exam ONLY ONCE during a school year.
- Students may not supervise other students taking tests.
- Teachers must immediately suspend an assessment if cheating is observed.
- Tests may not be reproduced or reviewed by the students or teacher.
- Teachers MAY NOT preview a test, take the test, or create a key whatsoever.
- Reference materials, texts, notes, etc., may not be used (unless specified).
- Each test must be completed in five school days once the test is begun by the teacher.
- Tests may not be given prior to 20 school days before the end of the trimester/semester without permission.

Time

The CTE program – a computer-based non-adaptive testing program – strives to achieve an item selection matrix that allows the majority of students to complete their assessment under non-speeded conditions.

The maximum time allowed for a CTE assessment is 90 minutes. Once the psychometric item selection process has concluded, analyses are performed to determine the optimal time students need to complete each item. On the basis of this information, a final round of item selection is performed to adjust completion times to the specified assessment sitting time. Item selection at this juncture is driven by the skill domain specifications in the test standards with the objective of preserving, in the first instance, the specified breadth of coverage, followed by depth of coverage.

After analyzing student completion times over a three year period, it has been determined that the mean completion time for CTE Skill Tests statewide is 29 minutes.

SCORING

The number of points possible for a CTE assessment varies, and each item is scored against the end result of a set of independent tasks within the assessment. While some items involve more tasks than others, because all tasks are scored independently, students are graded on their total assessment score rather than on a pass/fail basis per item.

Cut Score

The CTE Skill Certificate Program has predetermined that an 80% cut score on all CTE exams represents the skill level necessary to reach a **highly proficient** threshold for the online objective assessment.

A **modified standard-setting practice** has been created to empirically justify the 80% cut score threshold that has been set for all CTE exams.

- This method requires the assembly of a panel of subject matter experts when revising or developing exams.
- The panel is asked to review each test item and estimate a score that a “minimally competent” candidate would expect to achieve.
- The test item is then adjusted by the panel to reflect an expectation where 80% of “minimally competent” candidates are estimated to answer the test item correctly.
- The final 80% cut score represents the score a “minimally competent” candidate is expected to achieve.

Students’ total scores are categorized into one of three categories:

- **Highly Proficient:** 80% correct AND performance objective met (certificate issued)
- **Proficient:** 65% – 79% correct (certificate NOT issued)
- **Below standard:** Below 65% correct (certificate NOT issued)

CERTIFICATES

Students who achieve a 3 or 4 (moderately to highly skilled) or an 80 percent (moderately to highly skilled) on each performance objective **and** 80 percent highly proficient score on the online exam will be issued a Career and Technical Education Skill Certificate.



Certification for licensure and national test information is given under the program area and title of certification or licensure.

REPORTING REQUIREMENTS

Performance Documentation Accountability Report (Required)

Schools must turn in a required **Performance Documentation form**, completed by the teacher, for every test administered. All tests have a performance documentation form the teacher must complete (see Appendix B). Even if there is currently not a performance part of the test, there is a form to turn in. (Note: Class rolls are not to be submitted)

The Performance Documentation forms are located on the USBE website on the test protocol page by selecting the specific test at the following link: <http://schools.utah.gov/CTE/skill/All.aspx>. Industry tests (900 numbers) are not included in the performance review.

1. Assembling the forms

- **ALL** the information on the top of the Performance Documentation form must be completed and signed by the teacher who evaluated the performance skills of the students tested.
- Combine all trimesters/semesters together for each test by teacher.
- Please do not separate files by semester/trimester or staple different test forms together.
- Assemble the school by test number.
- If there are multiple teachers giving the same test, put those tests forms alphabetically by the teacher's last name.
- Please do not combine multiple schools together.

2. Submitting performance forms

- The Performance documentation forms are no longer being collected by the State Board of Education.
- Performance documentation must be sent by the school to their respective district.
- Each district must establish a system for how the documentation will be collected (hard copy or electronic copy), who at the district level will collect it, and where the documentation will actually be stored.
- Performance documentation must be collected and in place on or before June 15.
- USBE will visit districts on a rotating schedule to confirm that all performance documentation is on file and complete.

3. Performance Documentation Accountability Report

- The submitted documentation will be audited by USBE and compared to the CTE test state report.
- Teachers who did not submit performance documentation for a test administered will be placed on probation for the next year.
- Teachers who fail to submit a form for a performance test administered and who were placed on probation the previous year will not generate funding for any tests administered during the current year.

Industry Certification Report (Required)

In order to qualify for Skill Certification funding, districts must submit student results to the USBE annually for the approved industry exams. All results must be received *on or before June 15*. Any data received after that deadline may be considered for funding the following year.

Please input all student results into the Precision Exams system even if the student did not pass the industry exam. Verification documentation for students that did not pass does not need to be sent in. The data will be used to run Pathway reports.

1. **All industry test results** must be entered into the Utah Career and Technical Education test administration site at: <http://www.precisionexams.com/usoe/welcome/>.
2. Please follow the directions for inputting industry test results into the Precision Exams system outlined in the “Recording Industry Exams” document located on the CTE Training Tab at: <http://www.precisionexams.com/usoe/welcome/training.php>.
3. **Official verification** of results **must also be submitted to USBE** for each student tested in addition to entering the data into the Precision Exams system. Examples of verification include an official copy of actual test scores from the industry testing vendor, copies of licenses, certificates, or other official verification confirming that a student actually passed a corresponding industry exam. **Note:** click the specific industry exam and review the test protocol page on the Skill Certificate Program website for more information: <http://schools.utah.gov/CTE/skill/Coordinator/Industry.aspx>.
4. **Please print** a copy of the “**State Skill Certificate Industry Test Report**” (at the teacher level) from the Precision Exams website for each industry test and include it as a cover sheet to each of your official verification documents so we can match the results with the student verification data. Note: Make sure your verification documentation appears in a readable font and is sorted in the same order as it appears on the cover report.
5. Hard copies of verification results **and** the “**State Skill Certificate Industry Test Report**” (at the teacher level) must be clipped together and mailed (electronic copies will not be accepted) to Greg Richens at the address below. Industry Results may be input into the system and verification sent to USBE throughout the school year. All results must be received on or before June 15.

Verification results must be mailed on or before June 15 to:

Greg Richens
Utah State Board of Education
Career and Technical Education
250 East 500 South · PO Box 144200
Salt Lake City, UT 84114-4200

TEST REPORTS

Help with running reports can be accessed in the “Report Guide” under the teacher training tab on the Precession Exams site: <http://www.precisionexams.com/usoe/welcome/training.php>.

Teacher-Level Reports

The following teacher reports are generated by the USBE and used for the purpose of accountability and performance analysis.

Teacher Summary Report

This report shows data for individual exams. The report displays the exam name, number tested, number sufficient, number substantial, number certified, percent certified, and state average.

Teacher Assessment Report

This report shows the frequency distribution (bar chart) for each percent score within a category range. The report also displays a table with the number tested, minimum correct, maximum correct, average total correct, total points possible, and average percent correct. Additionally, the report displays a horizontal bar indicating the average total score and average sub-scores by Standard.

Teacher Detail Report

This report shows test statistics for **individual** students. The report displays student name, raw score points, percent correct, requirements complete status (**Yes** or **No**), pass status (**Yes** or **No**), and whether a certificate was earned.

Teacher Standards Report

The Standards Report shows average percent correct by Standard for individual students. The Standards Summary Table displays the test standard, number of questions by standard, and total points by standard.

Assessment Report

The Assessment Summary displays student name, percent correct by Standard, total percent correct, requirements complete status (Yes or No), percent substantial (80% - 100%), and whether a certificate was earned.

District-Level Report

District Summary Report

The District Summary Report shows data for individual exams BY teacher. The report displays the exam number and name, teacher name, number tested, number sufficient, number substantial, number certified, percent certified, and state average.

STUDENT CONFIDENTIALITY

The CTE program does not disclose individual student data to third parties. Individual student data and aggregate reports are generated based on the following hierarchy:

DISCLOSURE OF PASSING STANDARDS

Since it is the intent that multiple forms of every CTE assessment be developed and managed at the same time, and the life-cycle for each assessment differs depending upon test volumes, passing scores are subject to change without notice and cannot be disclosed prior to test administration. However, upon completing an assessment a score report is made available to the test student indicating his/her assessment score and the score required to pass the assessment. Information about the range of passing standards for each assessment is not disclosed.

Appendix A

Frequently Asked Questions

Quick Objective Assessment Reference Guide for Teachers

Technical Support

For technical support please contact: support@precisionexams.com

For immediate assistance please call:

1-800-470-1215 (Toll-free)

1-801-653-9356 (Utah County)

1-801-653-9305 (Utah County)

Teacher Training

- Where can I learn more about the new CTE online testing system?
 - Refer to the Teacher Training tab on the Precision Exams Web page: <http://www.precisionexams.com/usoe/welcome/training.php>

Before Testing

- What are the system requirements?
 - Internet Explorer version 7.0 or higher
 - Mozilla Firefox 3.0 or higher (highly recommended)
 - Enable JavaScript in your browser
 - Screen resolution 1024 x 768 or higher
 - Disable pop-up blockers
- What if a teacher cannot log in?
 - Ensure that the teacher has registered on the Precision Exams Web page (<https://precisionexams.com/usoe/welcome/>), select the **Teacher Registration** tab, and then follow the four registration steps.
 - Refer to the Teacher Training tab, [Teacher Registration](#) resources.
- What if I don't know my CACTUS ID number?
 - Your CACTUS ID number is your state licensure number. If you do not have a CACTUS ID, or the system doesn't recognize your number, **choose the No CACTUS ID option** box from the Teacher Registration screen. Not all teacher licensure numbers are in the current testing database. A user ID will be generated for you (please allow 24-48 hours for processing).
 - Refer to the Teacher Training tab, [Teacher Registration](#) resources.

- What if I can't see students in my class?
 - Students will not appear in the Class View until they enter the Test Code into the Student Login screen. Once this happens, they are immediately associated with a teacher and will show up in the teacher's class. Clicking on the refresh function on the teacher's screen will update the view.
 - Refer to the Teacher Training tab, [Teacher Account](#) resources.
- Can students take a practice exam?
 - Yes. Any registered student can take a practice exam (e.g., Sample Test) in order to familiarize himself or herself with the exam interface. Follow the registration instructions for teachers and students, and then add a class and Sample Test to your teacher account.

During Testing

- What if the test doesn't launch after the student enters the Test Code?
 - Try re-entering the **Test Code**. Test Codes are case sensitive; they are UPPERCASE, alphanumeric (i.e., they contain both letters and numbers), and eight characters in length.
- What if the student is "connected" to the test, but the test doesn't launch?
 - The teacher has not "authorized" the exam. From the proctor screen, select the student, then "authorize" the exam. The "Proctor Authorization," and "Test Loaded" boxes will update on the student screen. The student can then launch the exam.
 - Refer to the Teacher Training tab, [Teacher Account](#) resources.
- What do I do if I authorize the student, but he/she doesn't get all three checkmarks to start the test?
 - Check the box next to the student's name in the proctor screen, pause the student, then resume his/her exam.
- What if a student accidentally hits the Submit Test button?
 - The student will see a "Warning" screen asking him/her if he/she is sure he/she wants to submit the test. Select "No." The test will not be submitted unless the student selects "Yes." If a student accidentally submits the test by selecting the "Yes" button, please contact technical support to re-open the test.
- What if the graphics aren't loading on the test?
 - Select the students from the teacher proctor screen and **Pause** the exam. Clear the cache on the browser, close it, and then log back in. If graphics still are not loading, contact technical support immediately.

- How do I clear the cache?
 - All browsers should be set to clear cache every time it is shut down:
 - Internet Explorer: Click on Tools -> Internet Options. On the General tab there is a check box labeled “Delete browsing history on exit.” Click on “Delete” and put a check in all the boxes.
 - FireFox: Click tools -> Options, then click on the Privacy tab. Under History, click the drop-down box and select, “Use Custom Settings for History.” Uncheck all boxes, then check “Clear history when Firefox closes” then click the Settings button, and put a check mark on all boxes. Click OK, the click OK again.

- What if the Internet connection is lost during the test?
 - Once the Internet connection is re-established, ask the student to log back in and launch the test using the Test Code. The teacher must re-authorize the exam. The students’ answers should be saved, allowing them to resume where they left off before the Internet connection was lost. If their answers are not saved, contact technical support immediately.

- What if students have NOT finished testing, and the class period ends?
 - The testing system has been programmed so a teacher requiring an exam to be paused must call Precision Exams technical support or officials at USBE. Teachers must again call Precision Exams technical support at 801-653-9356 or officials at USBE so an exam can be resumed after having been paused. The policy for pausing an exam can be found at the following location: [Pausing an exam](#)

After Testing

- What if the student completed the test, but I don’t see a score?
 - Contact technical support immediately.

- How do I print a certificate?
 - From the proctor view, select “Students,” then select “Print Certificates.” The Test Name and Student Name will launch in a PDF document. Load the pre-printed CTE Certificate paper in your printer, and print the certificate using the print function.
 - Refer to the Teacher Training tab, [Teacher Account](#) resources.

- What if I know the student passed, but I still can’t print a certificate?
 - It’s likely that you have not set the Performance Requirements for the student. Before printing a certificate the Performance Requirements must be set to Yes.
 - Refer to the Teacher Training tab, [Teacher Account](#) resources.

More Questions

- Can students retake the Skill Certificate test if they do not attain the 80 percent certificate score?
 - Students may retake the same Skill Certificate test during the NEXT school year if they are enrolled again in the same class in which the test was administered.
- Can students retake the Skill Certificate test if they obtained a certificate and enrolled in the same class or related class in a new school year?
 - Students may retake the same Skill Certificate test during the NEXT school year if they are enrolled again in the same class in which the test was administered.
- When will I get my results?
 - Once online tests are submitted they are scored immediately. Reports and certificates are available in real time.
- How can I prepare my students for the state Skill Certificate test?
 - Teaching the standards and objectives keep the class on track with the needs of the test. The performance requirements should be incorporated into the course, and scoring may be used on the student grade. The results of the objective test may also be incorporated into the grading system. Reviewing the teacher report may assist the teacher to identify areas for improvement when teaching the course in the future.
- How can a student get a new certificate?
 - Replacement certificates may be obtained from the teacher at the school where the test was taken.
- What kind of help can a teacher give a student during a test?
 - Instructors are not to give students any assistance.
- Where do I get the required performance documentation for my class?
 - The required performance documentation for every test is on the Skill Certificate Program website. Visit <http://schools.utah.gov/CTE/skill/All.aspx> and click the appropriate test and follow the performance documentation link.
- Who is the Skill Certificate Test Coordinator at my school?
 - Check with your district's Career and Technical Education (CTE) director. He/she should be able to direct you to the assigned person.
- May I preview a test, so I know if I am teaching the right subject matter?
 - Teachers are NOT to preview state Skill Certificate tests.

- I have a special needs student or a student who is limited English proficient (LEP); do you have a special version of the test for him/her?
 - There is only one version of the test for all students. If the student has an IEP, IRP, 504, LEP, or ELL plan and there are special provisions for helping the student. The school is responsible for meeting the requirements of the student and those provisions may be used in giving the Skill Certificate test.

- What do I do if students are absent?
 - The teacher has up to five school days to complete testing. The Test Coordinator will hold on to your class paper scans/headers for up to five days. The students must make up his/her test within this time period.

- How do I benefit from giving the Skill Certificate tests?
 - Teachers benefit from students gaining the necessary knowledge and skills as determined by state, industry and national standards. The district is able to generate funding from each certificate.

- Where do I go if I have additional questions?
 - The Test Coordinator is equipped to handle the various problems and questions that arise. Please utilize him/her. If he/she does not know the answer, the Test Coordinator can contact the Skill Certificate office.

Appendix B
(Sample)

Animal Science I
Test Number: #120

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Date: _____
School: _____ District: _____
Students in course: _____ # Students tested: _____
Students who passed the *online test* at or above 80%: _____
Students who passed each *performance objective* at or above 80%: _____
Students who earned a skill certificate: _____

This is to **verify** that students passed each performance objective at or above the 80% (moderately to highly skilled) level.

1. Explain the FFA Creed.
2. Identify key components of the FFA Organization.
3. Prepare a plan for a Supervised Agricultural Experience (SAE).
4. Record all transactions and activities for a SAE, using an approved record book.
5. Demonstrate reproductive technologies.
6. Utilize livestock management practices.
7. Identify breeds of beef, dairy, swine, and sheep.
8. Research and debate a current animal welfare and animal rights issues.
9. Identify a career opportunity in animal science.
10. Demonstrate occupational competencies associated with an animal science career.

This performance document will be kept on file by the teacher for two years. (Check the documentation method used to verify that students passed each performance objective at or above 80%).

- Class period summary score sheet.
- Recorded and identified in the class grade book.

Instructor's Signature: _____ Date: _____