

2021-2022 Career and Technical Education (CTE) End-of-Program (EOP) Assessment

Critical Actions Required by February 1

1) Assign CTE EOP Assessment Coordinator (one required each school offering CTE)

- Identify the 2021-2022 CTE EOP Assessment Coordinator for each school by completing the 2021-2022 CTE EOP Assessment Coordinator Registration form. The request will be sent to District Assessment Coordinators (DACs) in July 2021 for review and updates. Contact [Sherri Craig](#), OCTE, for assistance.
- 2021-2022 DAC E-SESS accounts will automatically be renewed/updated. New users will receive their account information via email once the accounts are available.
- The DAC is requested to identify the 2021-2022 CTE EOP Assessment Coordinator (one required for each school offering CTE courses) and any additional (optional) E-SESS Report User(s) by **September 1**.

2) Select the school’s 2021-2022 CTE EOP Assessment testing window

Districts / Schools will schedule assessment administration during their school’s selected consecutive two-week school testing window within the assessment testing window. Schools must identify their two-week school testing window by **December 1** by completing a survey. More details will be provided to assessment coordinators.

CTE EOP Assessment administration will be available **in-person** pursuant to the [703 KAR 5:080](#), Administration Code for Kentucky’s Educational Assessment Program and [703 KAR 5:070](#), Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.

ASSESSMENT	TESTING WINDOW
CTE End-of-Program (EOP) Assessment	February 21 to March 31

3) Confirm students are properly identified as concentrator in TEDS by February 1

- Students must be identified as a concentrator in TEDS by **February 1** in the current school year to receive a test ticket. Test tickets will be generated at the students’ enrolled school.
- A concentrator is any student that has completed 2 courses in a single program of study (career pathway). *In Kentucky, a **course** is defined as 1 credit on the student’s official transcript*
- CTE EOP Assessment Coordinators should work with their TEDS Coordinator to verify each student’s concentrator status is correctly identified in all applicable pathway(s) and the correct CTE EOP Assessment(s) are indicated. Run the CTE EOP Assessment Test Ticket Report in TEDS prior to **February 1** to verify student data is accurate before the deadline.

Note: *If a pathway is aligned to multiple CTE EOP Assessments, then the TEDS Coordinator may refer to the Assessment Registration Page in TEDS to select the appropriate CTE EOP Assessment for testing, otherwise the default CTE*

EOP Assessment will apply.

- **UPDATE:** In 2021-2022, **all** concentrator students in a pathway, with a CTE EOP Assessment available, will be eligible to test. Test tickets will be generated for concentrator students, except if a student previously passed the specific CTE EOP Assessment.

4) Verify extended time accommodations are accurate in Infinite Campus (IC) by February 1

- Extended time accommodations will be pulled from Infinite Campus (IC) in order to reduce additional paperwork and duplication of data requests. Extended time accommodations must be identified in IC by **February 1**.
- IEPs: Student Information > Special Education > General > Documents Tab > Choose the IEP and ensure Extended Time is marked for Accommodations on Assessments.
- 504s: Student Information > General > Enrollments (open the enrollment record) > State Reporting and ensure Program 504 is marked.

***Note:** PSP extended time accommodation is not available to pull from IC, therefore schools will need to notify OCTE – Sherri Craig at Sherri.Craig@education.ky.gov or 502-564-4286 Ext. 4226 to request PSP extended time accommodations adjustments to the test tickets prior to testing. (Please do not submit any Personal Identifiable Information (PII) via email. More details regarding how to request extended time adjustments will be provided to CTE EOP Assessment Coordinators prior to the opening of the assessment testing window.)*

- After the CTE EOP Assessment test tickets are generated, CTE EOP Assessment Coordinators will have an opportunity to verify extended time accommodations prior to test administration.

5) Complete required Assessment Regulations Training

- CTE EOP Assessment Coordinators and DACs are responsible for administration of CTE EOP Assessments at the school level in accordance with [703 KAR 5:080](#), Administration Code for Kentucky’s Educational Assessment Program and [703 KAR 5:070](#), Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.
- All individuals participating in the administration of the CTE EOP Assessment are required to complete the [Assessment Regulations Training](#) prior to test administration at the school level.
 - Nondisclosure and Group Signature Sheets verifying training should be kept on file locally.
- Review and adhere to the CTE End-of-Program (EOP) Assessment Coordinator and Test Administrator Manuals. Refer to the [CTE EOP Assessment web page](#) for more information.

***Note:** The 2021-2022 CTE End-of-Program (EOP) Assessment Coordinator and Test Administrator Manuals will be available by **December 1**.*

- Refer to the [CTE EOP Assessment Frequently Asked Questions \(FAQ\)](#) for more information.