



YOUR HELP IS NEEDED TO ENSURE THE INTEGRITY OF THE TECHNICAL SKILLS ASSESSMENTS

Dishonest behavior undermines learning and credibility.

Starting with the Fall 2019 Technical Skills Assessments, **teachers can no longer proctor their own students.** This is due to improprieties that occurred during the past testing cycle. Teachers can proctor other teachers' students. Ideally, there should be two people present when students are taking the tests. One person ensures students are registered for the correct test, know how to log onto the test site, and understand the mechanics of the assessment items. The second person observes that the testing protocol is being following. Remember! A proctor monitors the test to make sure students do not cheat or manipulate the test in any way. This means—

- ✓ No smart phones
- ✓ No cell phones
- ✓ No Google glasses
- ✓ No ear buds or Bluetooth earbuds
- ✓ No hacking into the test to change answers
- ✓ No looking up answers on the internet
- ✓ No screen shots of questions to share with other students

*All school/district/charter schools and community college personnel involved in the Technical Skills Assessments must sign the **Secondary (or Postsecondary) Security and Testing Protocol Agreement.** The signed agreements are to be kept on file by the designated testing administrator for up-to-5 years. This agreement can be found as a link on the home tab on the Technical Skills Assessment Dashboard.*

PLEASE SHARE THIS INFORMATION WITH ALL CTE STAFF.