

CTE Administrators Meeting

November 6, 2025

8:30 AM – 11:30 AM

Prescott Resort and Conference Center (1500 E State Route 69, Prescott, AZ 86301)

AGENDA

TOPIC/ACTIVITY	PRESENTER
Welcome and Introductions	Kevin Imes
Introduction of new ADE CTE Service Members	Kevin Imes
ACOVA	Eric Sorenson
Standards, Assessments, and Career Development <i>“Looking for TSA Best Practices”</i>	Kevin Imes & Hannah Higgs
Program Services/ACTEAZ: <i>Summer Conference</i>	Michelle Martinez & Stephen Weltsch
CTSO	Julie Ellis
WBL	Robert Garcia
Empowerment Scholarships Accounts and CTE	John Ward
<u>PARTNERS</u>	
ASA	Katherine Strevell
Project Change	Maya Sala
ACTEAZ	Stephen Weltsch
ACTECC	Jennifer Brooks
ACOVA	Eric Sorenson
Closing	



OUR PURPOSE

To CONNECT all CTE professionals with the network, resources, and abilities they need to make a meaningful difference.



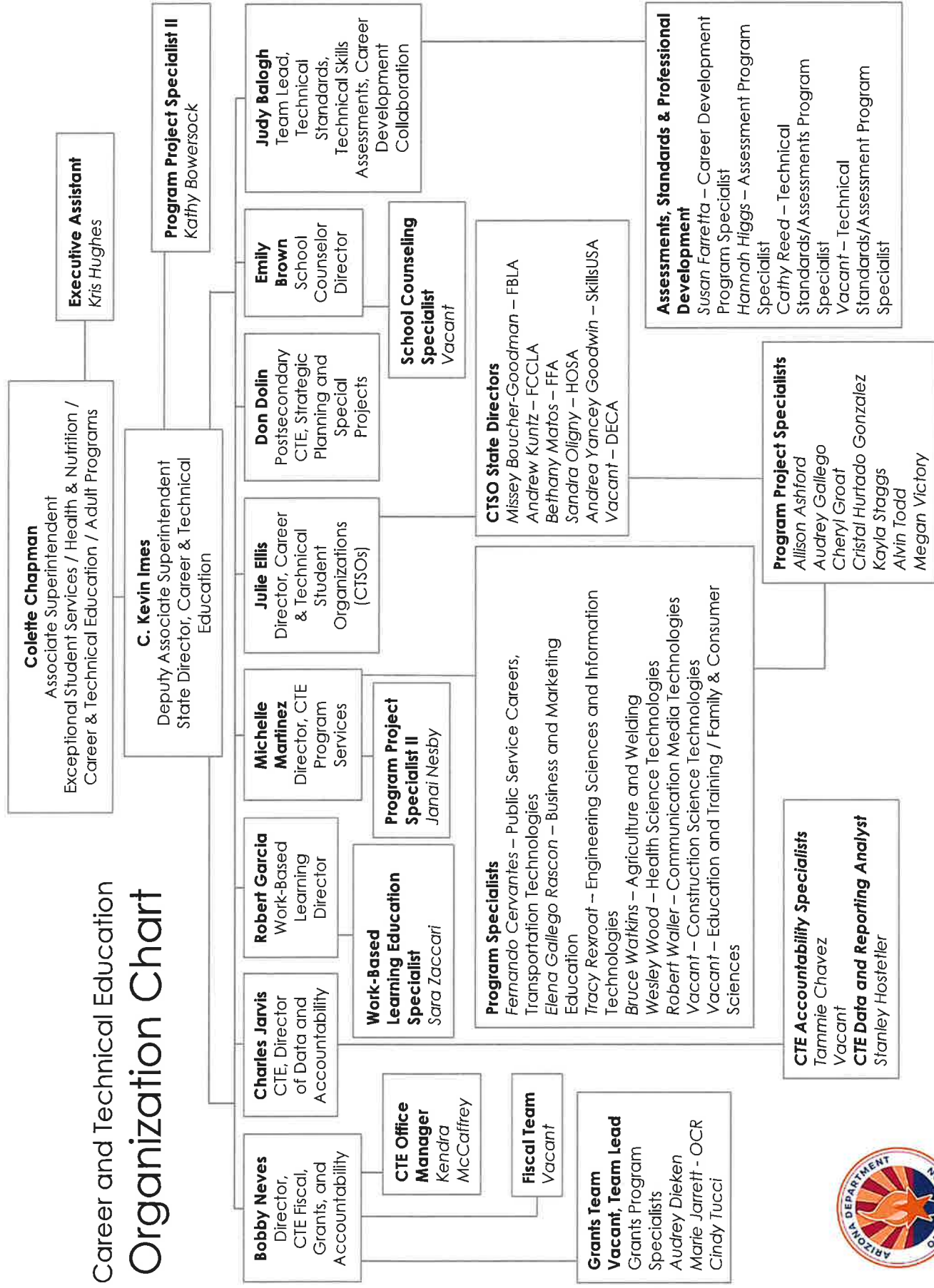
Plus (+) | Delta (Δ) 2025 Connection Conference

A compilation of survey and focus group insights to be explored and considered for future conferences. While each idea is valued, some may not be immediately feasible due to programming or financial constraints.

<u>Plus (+)</u>	<u>Delta (Δ)</u>
<h3 data-bbox="186 636 734 678">Strengths of the Conference</h3> <ol data-bbox="147 716 673 1650" style="list-style-type: none"> 1. 9% Increase Attendee Satisfaction 2. Conference Vibes and Feeling Tone 3. Keynote Speaker – John Mulcahy 4. Hotel Venues (return of Loews) 5. Premier Series Classes 6. Opening Session and Awards Ceremony 7. Challenge Coins – Cool Gift 8. Officer Greetings at Entry Points 9. Generic Packets 10. Exhibitor Bingo 11. Plenary Sessions 12. Retiree Committee – Seeing Friends Again 13. Fun Ribbons for Conference Attendees 14. Branding 15. Shuttle Between Hotels 16. Registration at Both Hotels 17. Personalization of App to Include Registration Confirmation and Schedule 18. AI Sessions 19. Off-site Locations for Hands-on Training 20. Monday Snack Break (cake) 	<h3 data-bbox="873 636 1414 678">Opportunity for Refinement</h3> <ol data-bbox="824 716 1437 1892" style="list-style-type: none"> 1. Conference Tracks – Include CTE Program Area and Session Strands for Clearer Attendee Tracks (new teacher, counselor, administrator, etc.) 2. Strengthen Sessions: <ol data-bbox="881 856 1437 1115" style="list-style-type: none"> a. Increase Hands-on Training in Sessions b. Increase Industry & Postsecondary Presenters c. Increase CTSO, Culinary, and ECE Sessions d. Increase Panels to Include More Teacher Sharing e. Add Favorite Speaker Icons to the Program f. Add a First Time Attendee Session & CTE 101 g. Consider a Tech Float to Assist Presenters 3. Have all sessions available to add at registration 4. Increase Efficiency of Onsite Check-In (wait time to get name badge and materials) 5. Improve the Conference App: <ol data-bbox="881 1276 1339 1419" style="list-style-type: none"> a. Improve Hotel Maps for Mobile Viewing b. Strengthen Exhibitor Engagement c. Increase User Speed d. Ensure Notifications for Attendees 6. AV Info Cards (QR code) in Each Room for Presenters 7. “Know Before You Go” Sessions for Presenters & Staff 8. Presenter and Exhibitor Badges Process 9. Clearer Raffle Process for Exhibitors and Attendees 10. Plenary Session Communication (timing and naming) 11. Advertise Meals as Breakfast with the Exhibitors 12. Increase Survey Responses (require for PD cert?) 13. Create a Hub for Session Materials to be Accessed by Attendees 14. Branded Slide Deck Template for Presenters to Use (embed branding, survey, sponsors & exhibitors) 15. Advertise On-site Restaurant Discounts (like Loews)

Name	Title	Email	Phone	Support Staff
ASSOCIATE SUPERINTENDENT				
Chapman, Colette	Associate Superintendent	Colette.Chapman@azed.gov	(602) 542-4352	Hughes, Kris
Hughes, Kris	Executive Assistant	Kris.Hughes@azed.gov		
CAREER & TECHNICAL EDUCATION UNIT				
Imes, Kevin	Deputy Associate Superintendent	Kevin.Imes@azed.gov	(602) 542-5805	Bowersock, Kathy
Dolin, Don	Postsecondary CTE, Strategic Planning and Special Projects	Don.Dolin@azed.gov	(602) 542-3112	
Bowersock, Kathy	Program Project Specialist	Kathy.Bowersock@azed.gov	(602) 542-5805	
Balogh, Judy	Team Lead, Technical Standards / Technical Skills Assessments / Career Development Collaboration	Judy.Balogh@azed.gov	(602) 542-4155	
Farretta, Susan	Career Development Program Specialist	Susan.Farretta@azed.gov	(602) 542-5540	
Higgs, Hannah	Assessment Program Specialist	Hannah.Higgs@azed.gov	(602) 542-5044	
Reed, Cathy	Technical Standards / Assessments Program Specialist	Cathy.Reed@azed.gov	(602) 364-0103	
Vacant	Technical Standards / Assessments Program Specialist		(602) 542-5051	
CTSO TEAM				
Ellis, Julie	Director, Career & Technical Student Organization (CTSOs)	Julie.Ellis@azed.gov	(602) 542-5350	Victory, Megan
Boucher-Goodman, Missey	FBLA State Adviser	Missey.Boucher-Goodman@azed.gov	(602) 364-2339	Todd, Alvin
Kuntz, Andrew	ECCLA State Adviser	Andrew.Kuntz@azed.gov	(602) 542-3040	Gallego, Audrey
Matos, Bethany	State FFA Executive Secretary	Bethany.Matos@azed.gov	(602) 542-5564	Groat, Cheryl
Oligny, Sandra	HOSA State Advisor	Sandra.Oligny@azed.gov	(602) 542-5770	Ashford, Allison
Yancey Goodwin, Andrea	SkillsUSA State Director	Andrea.YanceyGoodwin@azed.gov	(602) 364-1824	Staggs, Kayla
Vacant	Arizona DECA Executive Director		(602) 542-5354	Hurtado Gonzalez, Cristal
Ashford, Allison	Program Project Specialist	Allison.Ashford@azed.gov	(602) 542-5963	
Gallego, Audrey	Program Project Specialist	Audrey.Gallego@azed.gov	(602) 542-0000	
Groat, Cheryl	Program Project Specialist	Cheryl.Groat@azed.gov	(602) 542-5315	
Hurtado Gonzalez, Cristal	Program Project Specialist	Cristal.HurtadoGonzalez@azed.gov	(602) 542-5485	
Staggs, Kayla	Program Project Specialist	Kayla.Staggs@azed.gov	(602) 364-4032	
Todd, Alvin	Program Project Specialist	Alvin.Todd@azed.gov	(602) 542-5853	
Victory, Megan	Program Project Specialist	Megan.Victory@azed.gov	(602) 542-5076	
DATA & ACCOUNTABILITY TEAM				
Jarvis, Charles	CTE Director of Data & Accountability	Charles.Jarvis@azed.gov	(602) 364-1946	
Chavez, Tammie	CTE Accountability Specialist	Tammie.Chavez@azed.gov	(602) 542-3839	
Hostetler, Stanley	CTE Data & Reporting Analyst	Stanley.Hostetler@azed.gov	(602) 542-7881	
Vacant	CTE Accountability Specialist		(602) 542-3823	
FISCAL & GRANTS TEAM				
Neves, Bobby	CTE Fiscal Director	Bobby.Neves@azed.gov	(602) 542-5137	
McCaffrey, Kendra	Office Manager	Kendra.McCaffrey@azed.gov	(602) 542-3290	
Vacant				
Vacant	CTE Grants Lead		(602) 542-5356	
Dieken, Audrey	Grants Program Specialist	Audrey.Dieken@azed.gov	(602) 364-1368	
Jarrett, Marie	MOA Coordinator/Grant Specialist	Marie.Jarrett@azed.gov	(602) 542-4754	
Tucci, Cindy	Grants Program Specialist	Cindy.Tucci@azed.gov	(602) 542-5323	
PROGRAM SERVICES TEAM				
Martinez, Michelle	Director, Program Services	Michelle.Martinez@azed.gov	(602) 542-4365	Nesby, Janai
Cervantes, Fernando	Public Service Careers, Transportation Technologies	Fernando.Cervantes@azed.gov	(602) 542-5138	Staggs, Kayla
Gallego Rascon, Elena	Business and Marketing Education	Elena.GallegoRascon@azed.gov	(602) 542-5049	Hurtado Gonzalez, Cristal
Rexroat, Tracy	Engineering Sciences and Information Technologies	Tracy.Rexroat@azed.gov	(602) 364-0322	Todd, Alvin
Waller, Robert	Communications Media Technologies	Robert.Waller@azed.gov	(602) 542-3906	Todd, Alvin
Watkins, Bruce	Agriculture and Welding	Bruce.Watkins@azed.gov	(602) 364-1643	Groat, Cheryl
Wood, Wesley	Health Science Technologies	Wesley.Wood@azed.gov	(602) 542-5143	Ashford, Allison
Vacant	Construction Science Technologies		(602) 542-5515	Staggs, Kayla
Vacant	Education and Training / Family and Consumer Sciences		(602) 364-1838	Gallego, Audrey
Nesby, Janai	Program Project Specialist	Janai.Nesby@azed.gov	(602) 364-1846	
SCHOOL COUNSELOR TEAM				
Brown, Emily	School Counselor Director	Emily.Brown@azed.gov	(602) 542-5353	
Vacant	School Counseling Specialist		(602) 542-8081	
WORK-BASED LEARNING TEAM				
Garcia, Robert	Director of Work-Based Learning	Robert.Garcia@azed.gov	(602) 542-8789	
Zaccari, Sara	Work-Based Learning Educational Specialist	Sara.Zaccari@azed.gov	(602) 542-2968	

Career and Technical Education Organization Chart



STUDENT TECHNICAL SKILLS ASSESSMENT (TSA) GUIDE

Sample Question – there are three ways to answer the assessment questions.

Question 11 of 100

What are the three colors of the American flag?

- Red, white, and green
- Red, white, and blue
- Yellow, white, and black
- Yellow, white, and purple
- No Answer (Skip This Question)

Mark for review.

1. **Select the Correct answer** from the four options.
 2. **Skip This Question** if you do not know the answer. You will be able to answer all Skipped questions at the end of the test.
 3. **Answer a question and Mark for Review** if you are not sure of your answer. You will be able to review all Marked for Review questions at the end of the test.
- For all options, the final step to move forward is to select **Save Answer**.

The TSA is a randomized test. All questions and answers are ordered and arranged differently in every assessment.

NOTE: It is important to answer ALL questions. Any question unanswered is a WRONG answer and counts against your final score. **Remember:** Select **Skip This Question** or **Mark for Review** if you are not sure of your answers. You can review your answers at the end of the assessment before submitting.

If you need to stop the test, please select the **Pause Test Button** on the screen.

To interrupt the test, select the **Pause Test** button. Use the **Resume Test** button at the top of the screen to resume the test at the last question you answered.

If the **Pause Test** button is not selected the system will automatically pause in about one (1) hour, and you will need to log back into the test with your original login information. The system will start the assessment where it was stopped.

After the last question, a summary screen will display.

Summary

1 skipped
1 marked for review

I have completed my assessment and want to submit it for final grading.

When you have answered all the questions, a **Summary** screen will appear. This will allow you to go back and answer all **Skipped** or **Marked for Review** questions. The example to the left shows **1 skipped** and **1 marked for review** question.

Select the **Review Assessment** button.

Review Assessment

When you click on the **Review Assessment** button, you will be able to answer the **Skipped** and the **Marked for Review** questions. When finished, select the **Review Assessment** button to see the screen to the right.

When the **Review Assessment** screen shows **0**, check to make sure you see the word **No** in the **Review** column to verify that **ALL** questions have been answered. A **Yes** in the column will indicate the need to go back and answer that question.

When satisfied that all questions have been answered, click the **Return to Summary** button.

Review Assessment

You have 0 question(s) that you did not answer.
You have 0 question(s) that you did not answer.

Question	Answer	Review	
Question 1	Mop	No	<input type="button" value="Review"/>
Question 2	Label	No	<input type="button" value="Review"/>

Summary

0 skipped
0 marked for review

Review Assessment

I have completed my assessment and want to submit it for final grading.

Submit Assessment

Check the box showing that you have completed the assessment and select **Submit Assessment**.

KEEP THE BROWSER OPEN until the proctor says to close it.

Your test results will appear after submitting the assessment.

You will see your score once the test is submitted, and your teacher will get an email with the results.

- You can send the results to your school email address and/or your personal email address.
- Turn in all paper, pencils, Student IDs, and Passwords to the proctor.

To access the TSA, type this website address into your browser:

<https://ctetechnicalskillsassessments.azed.gov/student>. Once you have read the Student Test Agreement, select the **I Agree** button before moving on to the test questions. Be aware of the importance of this agreement, as students who have failed to comply with the stipulation have received invalid tests.

Student Test Agreement

During this Technical Standards Assessment, I will NOT:

- Copy this assessment.
- Use additional information or materials.
- Use any electronic device, including this computer, to look up information.
- Use Artificial Intelligence (AI) during the assessment.
- Talk during the assessment or use personal electronic equipment, including cell phones, smartwatches, smartglasses, tablets, headphones, etc.
- Discuss or share test content with others before, during, or after the assessment.
- Participate in any form of cheating.

Statement of Understanding

- I can use the standard computer calculator, a pencil, and paper provided for computations.
- If I fail to comply with the assessment requirements, I face consequences, including the invalidation of my assessment results and/or district discipline.

I Agree

Log into the Test

Login for the Test

Please enter below information to login. After login, you will have an option to start the test

Student ID:*

Password:*

Birth Date:* mm/dd/yyyy

Last Name:*

Login Clear

All four fields must be entered with the information given to you by your proctor. Select **Login** when all four fields have been accepted.

Student Name and Test Confirmation

Student Name and Test Confirmation X

Are you sure you want to continue as:
Sanchez, Ariana Rosa for the Assessment Test:
SURGICAL TECHNICIAN

Yes No

If your answer is **NO** to the question to the right, let the proctor know. The proctor will contact the assessment coordinator who will need to edit your registration. If your answer is **YES**, once selected, it will take you to the test.

GOOD LUCK! YOU CAN DO THIS!

PROCTOR INSTRUCTIONS FOR MONITORING THE TSA

The Proctor's role is essential to ensure that students sign in to take the test, understand what they are supposed to do, and remain on task to complete and submit their TSA. The Proctor should read the instructions below prior to the day of testing to know their responsibilities during the testing period.

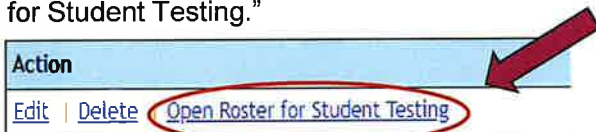
Note: It is recommended that the Proctor has access to the Roster in the TSA system in order to monitor time remaining for each student taking the test, to add time, and clear security if needed. The Proctor (or Assessment Coordinator or Teacher) must open the Roster when testing starts and close the Roster when testing is over to prevent students from reentering the test outside the testing period.

Proctor reviews the testing details.

- Date, time, room/lab location, and the computer setup.
- Emergency contact for questions about the student roster(s), adjusting the assessment time, IT support, and ADE/CTE support.
- Information about accommodations for special population students.
- Access to the roster to manage students' time, etc. **Note:** Assessment items are randomized so that the same questions do not appear on the computer screens at the same time.
- Sign-in/sign-out sheet for students who enter and leave the room.
- Cards/slips of paper containing student IDs and passwords for logging into the assessment. All assessment items are randomized so that the same questions do not appear on the computer screens at the same time.
- Pencils and scratch paper for students to use for calculations during the assessment. Computer calculators (standard only; no scientific or graphing) may also be used. Pencils and paper should be collected after testing, as well as assessment login information.
- Access to the **How to Take the Assessment**, a PowerPoint presentation about how to answer questions and submit the test, and the **Student Technical Skills Assessment Guide**, a 2-page handout to be distributed to students showing a sample assessment item and the Summary Screen showing how to mark the items, submit the test, and get the assessment results.
- Student access to the assessments: <https://ctetechnicalskillsassessments.azed.gov/student>

Right before students enter the computer lab, the Proctor (or Assessment Coordinator or Teacher):

- Opens the specific Roster for the group that is testing by clicking on the action link labeled "Open Roster for Student Testing."



Caution: Only click once to open the roster and once to close the roster. A double click will automatically open and close the roster all at the same time and students will not be able to test. If it says "Open Roster for Student Testing" it means the roster is currently closed and vice versa.

As students enter the computer lab, the Proctor:

- Tells them where to place their personal belongings including cell phones, smart watches, flash drives, and other electronic devices and have them sign in.
- Distributes the student ID and password to each student for one assessment only. If students are taking more than one assessment, they will receive a different password when that assessment is given.
- Asks students to take their places at the computers.
- Writes the assessment URL on the board: <https://ctetechnicalskillsassessments.azed.gov/student>.

Once students are seated, the Proctor says:

- “Welcome to the CTE Technical Skills Assessments. Today, you will be taking an online assessment to see what you have learned in your CTE program. If you pass the assessment, you will receive a congratulatory letter, certificate, and transcript approved by Arizona’s business and industry representatives. Let’s take a few minutes to review the mechanics of answering the assessment items.”

The Proctor should show the **How to Take the Assessment** PowerPoint slides and follow the dialogue on the next two pages or provide students with copies of the **Student Technical Skills Assessment Guide** and review the instructions on this 2-page handout. Both the PowerPoint and the handout help students understand how to answer the questions and how to submit the test at the conclusion of testing. In some situations, the teacher may have already familiarized the students with the assessment testing process.

<p>Sample Item</p> <p>What are the three colors of the American flag? Red, white, and green Red, white, and blue Yellow, white, and black Yellow, white, and purple</p> <ul style="list-style-type: none"> • No Answer(Skip This Question) <p><input type="checkbox"/> Mark for review. Save Answer Mark Test</p>	<p>There are three ways to answer an item.</p> <p>No Answer--Skip this Question. Click both – Answer and Mark for review. Click the Correct Answer.</p> <p>Click the SAVE ANSWER button and advance to the next item.</p> <p><i>There will be plenty of time to answer all the questions. After the last item has been answered, a Summary Screen will display. This will give you the opportunity to answer all <u>Skipped</u> or <u>Marked for Review</u> questions.</i></p>									
<p>Example Summary Screen</p> <p>1 skipped 1 marked for review</p> <p>Review Assessment</p> <p>In this example, there is one skipped item and one marked for review. Click the “Review” button to display the item. Change or keep your answer then click the “Save Answer” button. Repeat for each skipped or “Yes” in red under the Review column as shown in image to the right.</p>	<p>Example of Summary Screen, Continued</p> <p>You have 1 question(s) you did not answer. You have 1 question(s) marked for review.</p> <p>Return to Summary</p> <table border="1"> <thead> <tr> <th>Question</th> <th>Answer</th> <th>Review</th> </tr> </thead> <tbody> <tr> <td>Question 1</td> <td>mop</td> <td>No Review</td> </tr> <tr> <td>Question 2</td> <td>Clean</td> <td>No Review</td> </tr> </tbody> </table> <p>Questions not answered are shown as zero. Click on the “Return to Summary” button.</p>	Question	Answer	Review	Question 1	mop	No Review	Question 2	Clean	No Review
Question	Answer	Review								
Question 1	mop	No Review								
Question 2	Clean	No Review								
<p>Example Final Summary Screen</p> <p>Summary</p> <p>0 skipped 0 marked for review</p> <p>Review Assessment</p> <p><input type="checkbox"/> I have completed my assessment and want to submit it for final grading.</p> <p>Submit Assessment</p> <p>Click in the box and click the “Submit Assessment” button to end the test as shown.</p>	<p>Proctor says to students:</p> <ul style="list-style-type: none"> • “When you submit your assessment, you will see your score and know if you passed the assessment. You can send your test results to your school and/or your personal email address. Your CTE teacher will automatically get the test results. When the assessment is over, I will collect all paper, pencils, and Student IDs and Passwords. Remember, do not close the browser without my help or until I tell you to.” 									

Following the review of how to answer the assessment items and how to submit the assessment, the proctor says to students:

- "It's now time to start the test. You can access the online assessment by keying in this website URL address in your browser: <https://ctetechnicalskillsassessments.azed.gov/student>."

The proctor should verify that all students have opened the assessment website and that they review the Student Test Agreement with the students.

Note: All students must complete this agreement before beginning their assessment.

Proctor reads the Student Test Agreement screen which states the rules for taking the assessment and tells students they must click the "I Agree" button to move on.

Student Test Agreement

During this Technical Standards Assessment, I will NOT:

- Copy this assessment.
- Use additional information or materials.
- Use any electronic device, including this computer, to look up information.
- Use Artificial Intelligence (AI) during the assessment.
- Talk during the assessment or use personal electronic equipment, including cell phones, smartwatches, smartglasses, tablets, headphones, etc.
- Discuss or share test content with others before, during, or after the assessment.
- Participate in any form of cheating.

Statement of Understanding

- I can use the standard computer calculator, a pencil, and paper provided for computations.
- If I fail to comply with the assessment requirements, I face consequences, including the invalidation of my assessment results and/or district discipline.

I Agree

Proctor tells students to log into the test and enter their Student ID, Password, Birthdate, and Last Name, and click the green "Login" button.

Login for the Test

Please enter below information to login. After login, you will have an option to start the test.

Student ID:*
Password:*
Birth Date:* mm/dd/yyyy
Last Name:*

Login Clear

Proctor asks students to verify their name and the right assessment. If there is a problem with the student/assessment match, the student will not be able to take the assessment at this time. Contact your Assessment Coordinator about the issue. If the names and assessments are correct, students may begin the test by clicking the green "Yes" button.

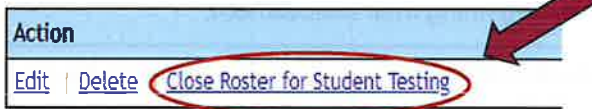
Student Name and Test Confirmation

Are you sure you want to continue as:
Sanchez, Ariana Rosa for the Assessment Test:
SURGICAL TECHNICIAN?

Yes No

When the testing session ends, the Proctor (or Assessment Coordinator or Teacher):

- Collects paper, pencils, and student ID and password cards/slips.
- Checks that all browsers are closed.
- Report absent students to the Assessment Coordinator/Teacher.
- Closes the Roster for the group that was testing by clicking on the action link labeled "Close Roster for Student Testing."



- Manually closes the Roster page on the computer.

Message to the Proctor:

You must actively monitor the computer lab during the entire testing session. Remote monitoring software should not be used in place of circulating the room and observing students while they are testing. Best practices for monitoring include:

- Walking around the room.
- Observing students' behavior to ensure they are adhering to the Student Test Agreement.
- Assisting students with any technical issues.
- Having students use a sign-in/sign-out sheet for those who must enter or leave the room.
- Communicating with the Assessment Coordinator if issues arise.
- Following the instructions of this guide and the CTE Staff Security and Testing Protocol Agreement.

As students submit their assessments, it is critical to remind them to keep their browsers open. When they are finished with their assessments, assist them with printing their results. If printers are not available, assist them with sending the results to their email address.

**Arizona Department of Education
Career and Technical Education
Technical Skills Assessments Helpline:**

Call: 602-542-5452

Email: CTEAssessmentHelp@azed.gov

Proctor Notes:

Solutions to Common Issues That May Occur During Testing

For more solutions to common issues, please read *TSA Troubleshooting Guide*

What if the student starts the assessment and it's the wrong one? They must wait for the Assessment Coordinator to change the registration to reflect the correct assessment. After the student's registration information is corrected, they can log on to the test site and take the assessment using the same log on information received previously. However, if the student answers several assessment questions before realizing that it's the wrong assessment, they must close the browser and wait for the Assessment Coordinator to reregister them. This requires the Assessment Coordinator to complete a Change Request to delete the student's assessment and then reregister the student for the right assessment to generate a new password the student can use to log into the correct assessment.

What if there is a fire alarm and students must leave the computer lab? To interrupt the test for a fire alarm, for illness, etc., direct students to use the "Pause Test" button on the testing screen so they can reenter the test. If the "Pause Test" button is not used and students exit the browser, the system will automatically pause after one (1) hour. When students return to the assessment and log back into the test, a "Resume Test" button on the testing screen will allow them to finish the test where they left off. The Assessment Coordinator or the Teacher/Proctor may need to add additional time to the student's assessment or clear security.

What if there is insufficient time left on the test for students to finish the test? Can more time be added? If students need additional time to take the test, more time can be added by the Assessment Coordinator or the Teacher/Proctor following these steps.

1. From the Roster Dashboard, click on the Roster Name.
 - a. For a Single Student: At the far right of the row with the student's information, click on "Add Time". It will display the Add Time to Individual Student screen.
 - b. For a Group of Students: At the top of the screen, click on the "Add Time to All Students" action link. It will display the Add Time to Entire Roster screen.
2. Key in the number of minutes to be added (ex: 120 = 2 hours; the system allows students a maximum of 360 minutes to take the assessment. If more time is needed and the system will not allow more time to be added, please contact the TSA Helpline or email address).
3. Click on the "Add Time" button.
4. Refresh your browser page to update the time left.

What if the student gets an error message that says, "This test is open in another browser"? Within each roster, there is a "Clear Security" function. This will appear if a student opens another tab in the web browser while taking the assessment. The student will be automatically logged out when attempting to resume testing and cannot log back in to the assessment until the Proctor clears the security. Before doing so, investigative measures such as viewing browser history can be used to identify student attempts to look up information pertaining to the assessment. This could indicate the student is not complying with the Student Test Agreement, and a Change Request to Delete Assessment should be submitted, as well as any other disciplinary measures taken as the school sees fit. If there is nothing to indicate a student has purposely attempted to cheat on their assessment, the Proctor can override this by following these instructions:

1. From the Roster dashboard, click on the Roster Name.
2. For a single student: At the far right of the row with the student's information, click on Clear Security. The student will be redirected to log into the assessment again.
3. For a group of students: At the top of the screen, click on "Clear Security For All Students". This is helpful if a group of students resume their assessment on another day.

What if a student is caught cheating? Have the student pause their test. Document the occurrence, that is, what was the student doing, such as opening another browser, looking up answers to questions on a cell phone, using AI applications, or asking questions of other students. What day and time did the incident occur? Ask the student to leave the room. Report the incident to the Assessment Coordinator and Teacher, who should interview the student. If the incident is confirmed as cheating, the student should be subjected to your district's disciplinary policy. Please report the incident with details to the TSA Helpline at 602-542-5452 or email CTEAssessmentHelp@azed.gov. Submit a Change Request to "Delete Assessment" for the student. The student cannot retest during the same testing period.

3. How do you and your students celebrate when they pass the TSA? Do teachers talk to students about how to use the "industry-endorsed" Congratulatory Letter, Certificate, and Transcript?

4. What are your school's policies and penalties for dishonest behavior? What are some examples of best practices you use when there is a problem?

***Name:** _____

***Contact Information:** _____

*(*Not required but helpful information if we have a question about your TSA best practices.)*