

**Assessment Tip Sheet  
Education and Training  
Michigan Test for Teacher Certification (MTTC)  
Professional Readiness Examination (PRE)**

**Career Cluster:** Education and Training

**Programs:** 13.0000 Education General

**Assessment Name:** Professional Readiness Examination (PRE) **OR**

**WorkKeys®** (see bottom of this tip sheet for more information)

**Assessment Description:** The Professional Readiness Examination replaced the Basic Skills test.

**Content Areas Covered by the Assessment:** Reading, Mathematics, and Writing are skills tested on the Professional Readiness Exam.

**Test Vendor Website:**

<http://www.mttc.nesinc.com/index.asp>

**Who must take the assessment?**

Students enrolled in the state-approved CTE programs listed above whom either:

- 1) Completed the program in the current school year (have completed all 12 segments) and have at least a 2.0 GPA in each course section.

-OR-

- 2) Are program concentrators (completed more than half the program – seven or more segments and who will leave school at the end of the current school year.

**What is the procedure to order assessments?**

Pearson has developed a guide, *Guidelines for Registration of Career & Technical Education (CTE) Students* that is located on the CTE Skills Assessment website. This guide contains registration, payment, electronic voucher code order form, and information on the proper identification needed for the exam.

Please click on the following link to access the guide and please go to the Education section.

[http://www.michigan.gov/mde/0,4615,7-140-6530\\_2629\\_53970---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html)

If a student does not have a SSN, MDE will issue a unique identification number that the student will then need to have for life to access their results.

Students must select the "Michigan CTE Education Program" **code 097** for the assessment to count for state reporting. Students may select up to two other Michigan Institutions to receive their scores.

Please see the following links on the MTTC website for additional registration and test date information.

[http://www.mttc.nesinc.com/MI\\_toc.asp](http://www.mttc.nesinc.com/MI_toc.asp)  
[http://www.mttc.nesinc.com/MI17\\_testdates.asp](http://www.mttc.nesinc.com/MI17_testdates.asp)

### **How much does the assessment cost?**

The cost of the Professional Readiness Examination is \$50.

### **How is the assessment administered?**

The tests are administered as a paper-based test(s) on a scheduled test administration date(s). The paper-based test administration is a morning session. For current information about the scheduling of test sessions, go to the MTTC website at [www.mttc.nesinc.com](http://www.mttc.nesinc.com) and browse the information under Taking the Test: Registration Bulletin section. Computer-based testing is not available to CTE students at this time due to the cost.

### **Are practice tests available?**

Study guides to prepare for the test are available and there are also full-length practice tests available for purchase. Please see the following link:  
[http://www.mttc.nesinc.com/MI17\\_prepare.asp](http://www.mttc.nesinc.com/MI17_prepare.asp).

### **Pretesting**

Pretesting guidelines are established by the Office of Professional Preparation Services. Please contact this office at 517-373-3310 for any additional information.

### **How can my school become an Area Test Center (ATC)?**

Test sites have already been established through Pearson Professional Centers in Michigan. Please see the following test sites link:  
[http://www.mttc.nesinc.com/MI17\\_testsites.asp](http://www.mttc.nesinc.com/MI17_testsites.asp)

### **Exam Policies:**

There are rules for the paper-based testing. Students will not be allowed to enter the test late, or without their ticket and acceptable picture identification. Please see attached links:

Rules: [http://www.mttc.nesinc.com/MI17\\_compliance.asp?pagetype=PBT](http://www.mttc.nesinc.com/MI17_compliance.asp?pagetype=PBT)

Students may not bring items into the test session:

[http://www.mttc.nesinc.com/MI17\\_siterules.asp](http://www.mttc.nesinc.com/MI17_siterules.asp)

Acceptable identification: [http://www.mttc.nesinc.com/MI17\\_whattobring.asp](http://www.mttc.nesinc.com/MI17_whattobring.asp)

Students who do not follow the above policies will not be allowed to take the test.

### **What are the assessment dates?**

The paper-based assessment dates are **October 10, 2015, January 9, 2016, April 23, 2016, and July 9, 2016**. Please see the following link for registration deadline dates. [http://www.mttc.nesinc.com/MI17\\_testdates.asp](http://www.mttc.nesinc.com/MI17_testdates.asp). **Test registration dates are several months prior to the actual testing date, so careful advanced planning is required. It is suggested that test coordinators ensure that school events do not conflict with test dates. Also, all students do not have to be tested on the same test date. If it is more convenient, groups of students may be tested on separate dates.**

**In order for a student's score to be reported to the state, all testing should be completed by May 13, 2016. Therefore, the last test date that students should register for is April 23, 2016. Students may register for the July assessment, but these scores will not be included in state reporting.**

Transportation of students to and from the test site is coordinated by and at the discretion of each school district.

### **Is Training Available for Test Coordinators, Proctors?**

Pearson Education has already arranged test coordinators and proctors at the testing site. Local agencies do not proctor the exams.

### **How do I access technical support for the assessment?**

If test coordinators have issues with the assessment, they may contact Valerie Felder at 517-335-1066 or FelderV@michigan.gov.

### **How many Questions are on the assessment and is the test timed?**

There are 72 Multiple Choice Questions and the testing session is 4 ½ hours long. However, students should know that each section is untimed, so they will need to pace their own test taking. Please click on the following link for specific PRE objectives.  
[http://www.mttc.nesinc.com/MI\\_viewFW\\_opener.asp](http://www.mttc.nesinc.com/MI_viewFW_opener.asp)

### **Links to Useful Documents:**

#### **General Information about the test:**

Registration Options: Students may register only for the paper test.

Test Site Rules: [http://www.mttc.nesinc.com/MI17\\_siterules.asp](http://www.mttc.nesinc.com/MI17_siterules.asp)

Release of Test Scores: [http://www.mttc.nesinc.com/MI17\\_releaseofscores.asp](http://www.mttc.nesinc.com/MI17_releaseofscores.asp)

Student scores are kept on file at MDE and will be used at the time of certification following college graduation to meet the basic skills requirement.

Taking the Test: The MTTC Registration Bulletin:

[http://www.mttc.nesinc.com/MI\\_toc.asp](http://www.mttc.nesinc.com/MI_toc.asp)

#### **Frequently Asked Questions document**

[http://www.mttc.nesinc.com/MI17\\_faq.asp](http://www.mttc.nesinc.com/MI17_faq.asp)

#### **Information about Exam Accommodations:**

Alternative testing arrangements that are reasonable in the context of this certification test and supported by documentation may be provided for the following examinees who would not be able to take the test under standard conditions:

- Examinees with physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, illness, injury)
- Examinees with disabilities other than physical (e.g., learning disabilities)
- Examinees whose religious practices do not allow them to take tests on Saturdays

[http://www.mttc.nesinc.com/MI17\\_altarrangements.asp](http://www.mttc.nesinc.com/MI17_altarrangements.asp)

As these arrangements must be made **well in advance** of the test date, and documentation must be submitted, it is advised to begin early to assure accommodations are granted.

## **Non-English Languages Available:**

The assessment is not offered in any other languages.

## **How are reports accessed?**

Test scores will be reported to the student, the MDE, and the institutions that were indicated at the time student registered. Please see the following link on MTTC score reporting: [http://www.mttc.nesinc.com/MI17\\_scorereport\\_opener.asp](http://www.mttc.nesinc.com/MI17_scorereport_opener.asp). Please ensure that students have a reliable address to send score reports. Some schools have chosen to have student reports mailed to the school address to ensure students receive their reports. This is at the discretion of each school district.

## **What is a passing score on the assessment?**

The passing scaled score is 220. Each test is scored separately. Once a student passes a section of the test, they have a "lifetime" score of passing on that section. Actual score is not reported. Students will receive "pass" or a detail of their deficiencies.

An Alternative-Pass Measure has also been established. If a student receives equivalent passing scores on the ACT or MME then, these scores are also acceptable for passing the PRE. Please see separate documentation on the CTE Skills Assessment website. Please click on the link below and go to the Education section.

[http://www.michigan.gov/mde/0,4615,7-140-6530\\_2629\\_53970---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html)

## **Who should teachers contact with questions about instruction?**

Teachers should contact their local CTE director or CEPD CTE administrator with questions about instruction. The OCTE website also has information about instruction: [http://www.michigan.gov/mde/0,4615,7-140-6530\\_2629\\_53970---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html) or you may also direct questions to the state program consultant for their program area. The state program consultant for Education and Training is Zena Lowe. She can be reached at 517-241-4355 or [LoweZ@michigan.gov](mailto:LoweZ@michigan.gov).

## **Who should assessment coordinators contact with questions about ordering, coordination, proctoring and obtaining reports?**

Coordinators will only be involved in assisting students to register for the tests. Coordination/proctoring are provided by Pearson. Test scores will not be available to local educational agencies, unless the student chooses to share their scores. Contact Evaluation Systems at Pearson Education, 413-256-0444, for registration assistance.

## **Who should assessment coordinators contact with questions about State of Michigan Technical Skills Assessments policy questions?**

Valerie Felder 517-335-1066 [FelderV@michigan.gov](mailto:FelderV@michigan.gov)

## ***WorkKeys®***

The *WorkKeys®* Assessment may be used as an alternative assessment. Please click on the following link for additional information: <http://www.act.org/products/workforce-act-workkeys/>

**The *WorkKeys®* Assessment is used for an educational paraprofessional and has been approved by the State Board of Education. *WorkKeys* does not substitute as a technical skills assessment for all CTE programs.**

**Note: If a student would like college credit, taking the PRE may be required. It is important that the student checks with their selected postsecondary institution to determine whether the PRE is a requirement to receive college credit and/or if the college accepts the alternative pass measures.**

The procedure documented below will allow CTE students to use WorkKeys scores as a substitute for the Professional Readiness Exam.

### **Procedure to Follow**

- 1) Each CEPD obtains documentation showing the official WorkKeys scores for students demonstrating that they meet the SBE requirements for employment as a paraprofessional (Passing scores: Reading for Information – 4, Applied Mathematics – 4, Writing – 3).
- 2) The official WorkKeys score documents must be scanned to a pdf file by the district and submitted on the OCTE Moodle site at the time scores are reported. Remember that a copy of the report will need to be maintained on site for five years and will be subject to verification as part of the TRAC data review.
- 3) Each CEPD must submit the following information for each student qualifying: Valid primary UIC, Student First Name, Student Last Name, Gender, Date Of Birth (these are the fields CEPI uses to validate UICs), Building Code, Building Name, PSN for the program completed by the student, and the three WorkKeys Scores.
- 4) District officials are to submit both the student WorkKeys scores and the pdf of the official score report online at: <https://octemoodle.com/course/view.php?id=11>
  - a. Registration for the site will be required and you will need to enter a room key for your first time entry.
  - b. The room key is: f@\$10Q79BnWxgw0V\*IFp
- 5) The WorkKeys score documentation and required data must be submitted by the appropriate date in which all assessments must be completed. For the 2015-2016 school year, the assessment **deadline date is Friday, May 13, 2016**. If the information is not submitted by this date, then the student's score will not be included for 2S1 federal reporting.

Please email or call Valerie Felder, [felderv@michigan.gov](mailto:felderv@michigan.gov), or 517-335-1066 if you have additional questions/concerns.