

Assessment Tip Sheet

Energy

Career Cluster: Energy

Programs: 46.0303

Assessment Name: Energy Industry Fundamentals (EIF) Assessment

Note: This is the first year of implementation for the Energy assessment. Students, Proctors, and teachers' feedback is needed. Please fill out the surveys so that any assessment issues can be addressed. The survey links are at the bottom of this tip sheet.

Assessment Description: The EIF is designed to measure a students' mastery of the five modules in the course curriculum.

Test Vendor Website: [Assessment Systems](http://www.fasttest-web.com) is the vendor. (www.fasttest-web.com)

Content Areas Covered by the Assessment

The student will demonstrate basic understanding of the generation, transmission, and distribution of energy. The student will also demonstrate an understanding of safety policies and procedures as they relate to the energy industry.

How many questions are on the assessment, and is the assessment timed?

The Energy Industry Fundamentals Assessment comprises 50 questions and should be delivered in one three-hour session.

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 obtained a grade of 2.0 or higher 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?

Orders are placed by contacting **Julie Strzempko**. Below, please find ordering details to assist with successful placement of your assessment order.

1. Email Julie (julie@cewd.org)
 - Requests must be sent AT LEAST TWO WEEKS PRIOR to scheduled assessment date
2. Ordering institutions should provide the following information:
 - Number of assessments needed
 - Scheduled proctoring date

- All pertinent contact information for a designated point-of-contact (POC) who should be receiving the URL for assessments
- 3. Upon completion of the assessment, Julie will send a PO to the point-of-contact.
 - Institutions will generate a PO payable to CEWD for the number of assessments multiplied by the \$30.00 assessment fee
 - The PO must include:
 - i. Organization Name, Address (Street, City, State, Zip), Phone, Fax, Website, Primary Contact, Email Address, Proctoring Date, Number of Students
 - Make the PO payable to:
 - i. Center for Energy Workforce Development, 701 Pennsylvania Ave, NW, 3rd Floor, Washington, DC 20004
 - An invoice will be generated by CEWD for the amount due

What is the process for taking the assessment?

1. A URL is emailed to the instructor/proctor
 - a. INSTRUCTORS ARE **NOT** TO REGISTER FOR THE EXAM
2. Instructor/proctor will give the URL to the students
3. Students log into the URL and are emailed and shown a code
 - a. This code should be written down as it will be needed should there be any technical difficulties

To re-enter a test, a student must go to [Assessment Systems](http://www.fasttest-web.com) website (www.fasttest-web.com)

- b. enter unique code after the backslash
4. Students are notified at the completion of their score
5. Instructors or the designated point of contact will be emailed certificates

How much does the assessment cost?

\$30.00 per assessment (online administration)

How is the assessment administered?

The assessment should be given in one three-hour session. Students generally complete the assessment in 30-45 minutes.

Are practice tests available?

Practice tests are not available. Study guides are available at [Center for Energy Workforce Development](http://www.cewd.org)'s website:

<http://www.cewd.org/curriculum/downloads/StudentManual-online.pdf>

What is the testing window?

The assessment dates are district-determined. Orders for online assessments are processed in two business days. **All testing must be completed by May 19, 2017.** If an extension is needed, contact Diby Kouadio at 517-241-6202 or Joe Polasek at 517-335-3066.

Is Training Available for Site Coordinators, Proctors?

No, as it was deemed unnecessary.

How do I access technical support?

Contact Julie Strzempko first: 413-575-8605 Julie@cewd.org
If Julie is unavailable, contact Assessment Systems: 763-476-4764, press 1 for support.

Information about Exam Accommodations:

At times it may be necessary to allow accommodations when administering. Reasonable accommodations (larger font, use of a human or web-based reader) for the assessment shall be provided at no cost to candidates with special needs who submit a written explanation of their needs, along with appropriate documentation. CEWD reserves the right to provide only those reasonable accommodations as required by law. Requests should be submitted to Julie Strzempko at Julie@cewd.org.

Non-English Languages Available:

The assessment is not available in other languages.

How are reports accessed?

Within 24 hours after the completion of the test (Weekends not included). Julie Strzempko will send reports showing score by student and overall group data by module.

What is a passing score on the assessment?

The cut score is 68%.

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 Skill Assessments website](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html) also has information about instruction: 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 Energy is Nikki Rogers. She can be reached at 517-373-8904.

Who should assessment coordinators contact with questions about State of Michigan Technical Skills Assessment policy questions?

Diby Kouadio 517-241-6202 KouadioD@michigan.gov

Survey Links

Following are survey links for the Energy assessment. Your feedback is very important. The purpose of this survey is to gain feedback regarding selection of this assessment for statewide use.

If you have additional comments regarding the assessment or the process, please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066.

Thank you for your participation!

Teacher: <https://www.surveymonkey.com/r/EnergyTeacherEvaluation>
Student: <https://www.surveymonkey.com/r/EnergyStudentEvaluation>
Proctor: <https://www.surveymonkey.com/r/EnergyProctorEvaluation>