

Promoting Career and College Readiness for Students  
by addressing the assessment needs of the career and technical education community

## WHO MUST TAKE THE ASSESSMENTS

Technical skills assessments are given to **all** students who have:  
Completed a career and technical education (CTE) program **OR**  
are leaving a program and have completed more than half of the program (at least seven segments)

## GENERAL UPDATES

### **2014-2015 TECHNICAL SKILLS ASSESSMENT COORDINATORS WEB BRIEFING** **EVERY MONTH ON TUESDAY FROM 3:00 TO 4:00 P.M.**

**2015**—January 13, February 10, March 10, April 14, May 12, June 16

Following are the required assessments for 2014-15. If there are any updates to these assessments, communication will be emailed.

### **PROGRAMS WITH REQUIRED ASSESSMENTS FOR 2014-15**

- Automotive Repair Technician (47.0604)
- Collision Repair Technician (ASE Certified) (47.0603)
- Maintenance and Light Repair (47.0604)
- Medium/Heavy Truck Technician (ASE Certified) (47.0613)
- Health Science (26.0102, 51.0000, 51.1000, 51.0707)
- Education and Training (13.0000)
- Business, Management and Administration (52.0299)
- Law and Public Safety (43.0100)
- Marketing (52.1999)
- Finance (52.0800)

### **PROGRAMS WITH ELIMINATED ASSESSMENTS FOR 2014-15**

Based on the survey data from teachers, proctors, and students, the decision has been made to eliminate the following assessments until further notice. The field will be informed when appropriate assessments have been identified for these programs.

*Radio and TV Broadcasting Technology (10.0202)*

*Graphics and Printing Technology and Communications (10.0301)*

### **For detailed information on 2013-14 Implemented Assessments:**

[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)

## TEST ADMINISTRATION

### Refreshers

#### **Assessment Extraction Dates**

In order to accommodate as many districts with quarter sessions, semesters, and trimesters, the dates of the student demographic data access will be made on the following dates:

**January 9, 2015**

**March 27, 2015**

**April 15, 2015**

#### **ASE Student Upload and Student Export Options**

As discussed in our last communiqué, these documents are located on the CTE Skills Assessment Website for your convenience.

#### **Assessment Tip Sheets**

All Assessment Tip sheets can be found on the CTE Skills Assessment website under each program area.

[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)

#### **Deadline for Assessment Testing**

All assessment testing should be completed by **May 15, 2015**, for state reporting purposes. If an extension is needed, please contact Joe Polasek ([polasekj3@michigan.gov](mailto:polasekj3@michigan.gov)) so that the exception can be noted.

### New for Review

#### **Assessment Analysis Reports**

Assessment Analysis Reports are now available through CTEIS.com. Upon logging in, select either "CEPD Admin" or "Fiscal Agent" from the left hand menu. Your selection should depend on the your current access level. Then, choose "Assessment Analysis" from the drop-down menu that follows. The report will show pass/fail rates for all program tests administered in a given CEPD. Only CEPD Administrators and Level 5/Fiscal Agents are able to view the reports, but they may be downloaded and shared at your discretion. Please note that student names will be listed on the report.

#### **Student UIC Corrections**

OCTE would like to reiterate the importance of correct student UIC information in the CTEIS system. OCTE had difficulties processing the student data for 2013—2014 due to incorrect UICs being entered into the CTEIS system through the registration process. Incorrect UICs cause delays the data processing and may result in student data being excluded from CPI reporting.

The UIC correction window for the 2014—2015 school year will be late August 2015. OCTE asks that a staff member with access and ability to change UIC data be available to make adjustments to UIC data during that window. The exact date is yet to be determined, but please be aware of the time frame and plan accordingly.

## OTHER INFORMATION

- ◆ Teachers who teach the content related to the assessment **should not** be administering the assessment to their students.
- ◆ None of the secondary CTE assessments currently identified in Michigan for federal reporting of CTE program effectiveness have been validated for measuring growth and should not be used as the sole element in educator evaluations at this point. Please see the following link for full policy statement: [http://www.michigan.gov/mde/0,4615,7-140-2629\\_53970---,00.html](http://www.michigan.gov/mde/0,4615,7-140-2629_53970---,00.html).