

**Indiana Career and Technical Education
Indiana DOE, Indiana DWD, IACTED**

**End of Program Assessment Project
Guidelines for 2009-2010**

Assessment and reporting of technical skill attainment and improvement is required by the Carl D. Perkins Career and Technical Education Act of 2006. Assessment data is required to be reported specifically in the local level of performance core indicator **2S1 - Technical Skill Attainment**. Through a collaborative process that includes members of the Indiana Association of Career and Technical Education Districts, Indiana Department of Workforce Development, and Indiana Department of Education, the guidelines for implementation of the assessments for this school year have been developed. They are as follows:

CTE program areas required to administer tests in the spring of 2010:

- ◆ Piloted in 2008-2009 – required in 2010
 - Automotive Services Technology
 - Building Trades Technology
 - Drafting and Computer Aided Design (CAD)
 - Precision Machine Technology

- ◆ Additional end of course assessment results to be reported for 2009-2010
 - PLTW Pre Engineering courses
 - Introduction to Engineering Design
 - Principles of Engineering
 - Digital Electronics
 - Aerospace Engineering Technology
 - Biotechnical Engineering
 - Civil Engineering and Architecture
 - Computer Integrated Manufacturing

Who must take the tests?

1. All students who are completers in the four program areas piloted in 2008-2009 need to be tested. Students who have completed the program at the end of the first semester of 2009-2010 and meet the definition of completer ARE to take the NOCTI tests. **See the revised definitions for concentrators and completers at the end of this document.**

2. All students taking PLTW courses need to be tested at the end of each PLTW course, beginning with the 2009-10 school year.

Who is covering the cost of testing?

NOCTI tests for eligible students in the subject areas listed above will be paid for with Perkins funds by Indiana Department of Workforce Development through a contract with the Indiana Association of Career and Technical Education Districts. DWD is paying for only the post test. DWD will not pay for any pre tests. You may order blueprints, pre-tests, and other materials separately out of local funds.

PLTW end of course assessments are a part of the PLTW program and cost of testing students is included in program implementation costs.

INSTRUCTIONS FOR CTE DIRECTORS/AREA ADMINISTRATORS REGARDING PLTW END OF COURSE ASSESSMENTS

All schools in the Project Lead the Way (PLTW) network have agreed to use the end of course (EOC) assessments managed by PLTW. The EOC Assessments are available online and accessible to PLTW teachers.

Testing is required for all students who earn credit in any of the PLTW courses taught in Indiana. Test scores will be reported by the PLTW testing manager to the DWD. For any student on your PLTW course enrollment lists who is not tested, you will be asked by DWD to supply the reason the student did not complete the test (student is failing class, student dropped the class, etc.).

INSTRUCTIONS FOR CTE DIRECTORS/AREA ADMINISTRATORS REGARDING NOCTI END OF PROGRAM ASSESSMENTS

Testing is required for all completers (see definitions) in the four program areas listed above at all sites in Indiana. Students will be completing the NOCTI written tests. Online testing is strongly preferred but you can use paper pencil if you do not have the capability to do online.

Area directors/administrators are serving as the Site Coordinator for all the schools in their area district that have these programs. You may delegate site organization and site supervision to a Testing Coordinator.

Steps to take:

Step 1: Complete the Testing Agreement with each vendor

- ◆ NOCTI – Testing Agreement is at www.NOCTI.org. You will be given a site code if you are a new site (Must be done by December 1). You will be asked by NOCTI to sign a waiver allowing test scores to be released to DWD. You must agree. Scores will then be accessible by Chris Deaton at DWD. Each director/administrator will be able to access test results for all sites in their district. The NOCTI contact is Anne Gielczyk – Anne.gielczyk@nocti.org.

Step 2: List of completers will be created using InTERS data and provided to you.

Step 3: Review completer lists and make any adjustments to your list by contacting Chris Deaton at DWD – E-mail cdeaton@dwd.in.gov. The deadline for adjusting your list of completers in these four program areas is February 16, 2010. **Please do this before ordering the NOCTI tests.**

Step 4: On the NOCTI site, order the number of tests you will need to test all completers next spring. You must order no later than February 16, 2010. The specific tests are:

- Precision Machining #3052
- Carpentry #3015
- CAD # 3973
- Automotive Technician Core #4102

The tests will be sent directly to each director/area administrator per the address on your order. Make a copy of your order (click the view and print button) and fax a copy to Chris Deaton at DWD 317-232-8480. Be sure to indicate that you are part of the Indiana End of Program Assessment project and that DWD is paying for the tests. If you choose to order pre-tests, blueprints, or other materials from the test vendors, please order separately and pay for out of your local funds.

The director/area administrator is responsible for ALL schools in the district that have qualifying programs and for meeting with the pilot teachers in all schools in the district to make sure that they are aware of the reasons for the End of Program assessment. The director is responsible for communicating with superintendents, principals, and counselors regarding the requirements of the EOP assessment process.

For any student on your completer list who is not tested, you will be asked by DWD to supply the reason the student did not complete the test (student is failing class, student dropped the class, etc.).

Please contact Chris Deaton at DWD CDeaton@dwd.in.gov or 317-233-6697, Peggy Wild at DOE pwild@doe.in.gov or 317-232-9169, or Roberta Jackson rajackson@hughes.net or 812-653-0587 if you have questions.

Indiana Career & Technical Education Definitions September 15, 2009

A CTE PARTICIPANT is:

A student who has earned one (1) or more credits in any career and technical education course.

A CTE CONCENTRATOR is:

A student who has earned at least six (6) credits in designated CTE courses in a single state approved Career Pathway.

AN INDIANA CAREER PATHWAY (Program of Study) is:

An aligned sequence of secondary and, in most cases, postsecondary courses that leads to an industry-recognized credential or technical certification, or an associates or baccalaureate degree at an accredited postsecondary institution, or a registered apprenticeship in:

- 1) An occupation labeled as High Wage and Moderate/High Demand in Indiana, or
- 2) An occupation within the eight emerging career areas identified in the Indiana Strategic Skills Initiative, or
- 3) An occupation approved by the Indiana Commission on Career & Technical Education.

A CTE COMPLETER is:

A CTE concentrator who earns credits for all designated CTE courses in a state approved Career Pathway.