

2021-22 USBE CTE SKILL CERTIFICATE PROGRAM PROCTOR / PROGRAM ADMINISTRATOR AGREEMENT FORM

*An electronic signature must be submitted in order to administer CTE Skill Certificate assessments.
This process must be completed annually (each school year).*

Thank you for serving as a proctor or administrator in the USBE CTE Skill Certificate Program using the YouScience certification software services. Proctors serve a special and important role in the skill testing process. In the role of Proctor and/or Program Administrator, you are responsible for testing at your location(s) and for each certification candidate/student you authorize to test. We want you and the certification candidates/students to have the best experience possible. If any issues arise during the testing process, please contact the USBE CTE skill certification representative or YouScience customer support at 801-653-9356 or support@youscience.com for assistance.

PURPOSE:

State CTE skill assessments allow students to demonstrate what they know and can do. Valid and reliable results from state CTE skill assessments provide information to recognize excellence, identify need for additional resources or reallocation of educational resources in a manner to ensure educational opportunities for all students, and improve existing programs. *(Utah Code 53E-4-301.5; 53F-2-311)*

Educators are obliged to provide students with opportunities to demonstrate their knowledge and skills fairly and accurately. Educators involved with state CTE skill assessments must conduct testing in a fair and ethical manner. *(Utah State Board R277-515-4(A-D))*

State assessments are defined as assessments that are federally mandated, state mandated, and/or require the use of a state assessment system or software that is provided or paid for by the state. *(Utah Code 53G-6-803.9a)*

POLICY:

We strive to provide the highest quality, industry-recognized certifications that reliably reflect an individual's knowledge and skills. To maintain the validity of the certification exams, proctors (including teachers, instructors, administrators, or directors) are NOT authorized for any reason to use or create a certification candidate/student account to access the exam platform or certification exam content.

All CTE Skill assessments are treated as proprietary and strictly confidential information. Access to proctor any CTE skill assessment is restricted to those individuals including CTE teachers, instructors, administrators, or directors who are authorized by their LEA (Local Education Agency) to proctor CTE exams.

Individuals with access to assessment content are responsible for taking reasonable precautions to safeguard all testing material. This includes monitoring and proctoring through the entire exam administration process.

Testing violations will be reported to the supervisor of the person who may be investigated, the school administrator, the LEA CTE director, and/or the USBE CTE department. For security reasons, all your actions within the YouScience Certification software services may be tracked and recorded.

PROCTORING:

- Only registered CTE proctors and program administrators are permitted to administer CTE skill assessments. Only students enrolled in an official approved CTE class, grades 9-12, may take state CTE skill assessments. Seventh or eighth-grade students may NOT take the state CTE skill assessments.
- Students are required to leave preparation materials and electronic devices outside of the testing area. Some materials may be allowed, and each assessment has an accepted protocol.
- Students may NOT access any unauthorized computer programs or browsers before, during, or after the testing session.
- Proctors must immediately suspend an assessment if cheating is observed.
- Proctors shall immediately confiscate any testing related material from individuals found cheating or copying, in any manner, any assessment material or YouScience system information; and, you shall immediately report any such improper behavior to the USBE and to YouScience.
- Proctors shall at all times be physically present with and have the ability to view all students taking an assessment. Active proctoring should take place through the test session. If you are unable to be physically present, you shall follow the USBE approved remote proctoring process which includes the YouScience provided remote proctoring service for all students testing in alternate locations.
- Students shall NOT supervise other students in any aspect of the testing process.
- No assistance may be provided to students regarding any exam content.
- Talking is not permitted during the assessment.
- Students may NOT begin an exam, leave the secured testing site, and then return to finish the exam at a later time or date.
- The LEA must provide testing accommodations as formally specified in a student's official IEP, 504, and/or EL and are consistent with those provided during instruction.
 - If a student needs testing accommodations, proctors or program administrators must contact YouScience customer support as the student is being authorized to take an assessment and request testing accommodations (additional time, pause/resume exam).
- Students can take an exam ONLY once during the semester in which the student is enrolled. If a certificate is not achieved, students must officially re-enroll in the course the following semester in order to re-take the assessment.
- Proctors may not examine, view, copy, reproduce, record, display, duplicate, or distribute any assessment in any manner whatsoever, or allow anyone else to do the same. Those who violate this agreement are subject to disciplinary action for educator misconduct by UPPAC (Utah Professional Practice Advisory Commission) and may be subject to a loss of teaching credentials and license.
- Proctors may not create or use a student account to access exam content.
- Proctors may not allow any other person to use your login to access the YouScience system, and program administrators shall only allow other authorized proctors or administrators to access the YouScience Certification software services and/or administer assessments.
- Proctors agree to safeguard access to all personal information accessed or received through the YouScience systems, including IDs, usernames and passwords issued to proctors, administrators, and test candidates/students, assessment information, reports, and candidate results, and if needed, you agree to keep printed copies of the same in a secure and locked location and to not allow access to said copies to any unauthorized person.
- Proctors understand and agree that under federal copyright law it is illegal to copy, reproduce, record, display or distribute any provided content without express written permission from YouScience; and that, copyright infringement can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

PROCEDURES:

1. Provide instruction aligned to the current CTE course standards and objectives along with the required performance skills.
2. Provide students with opportunities to demonstrate each performance skill for the course. All performance skills must be completed by the student at or above 80% AND the online test must be passed at or above 80% before proctor or program administrator can issue a CTE Skill Certificate.
3. Sign and return the required performance documentation form to the Test Coordinator at the end of the trimester/semester. A performance documentation review will be conducted at the end of each school year to ensure compliance.
4. Login and test using the secure Web site (<http://www.youscience.com/utah/>); no other forms of electronic submission are acceptable.
5. Establish an appropriate environment set for testing to limit distractions.
6. Remove any/all incomplete electronic tests from the computer by closing the Web browser.

In addition to these procedures, proctors must also:

- Verify the identity of each certification candidate/student and ensure that only eligible candidates/students are authorized to take the exam.
- Read test administration training material and proactively seek any additional training needed prior to proctoring an assessment.
- Ensure that the proper exam code is given to the correct candidates/students.
- At all times be physically present with and in view of all assessment candidates/students that you have authorized to test; and, you shall observe candidates' actions by moving about the testing area checking for any improper behavior, including accessing unauthorized computer programs before, during or after testing. If you are unable to be physically present, you shall utilize the YouScience provided remote proctoring service established by YouScience for all students testing in alternate locations. Any alternative online testing platforms must be approved by USBE.
- Provide a testing environment that meets all YouScience system requirements.
- Provide a testing environment that is quiet and distraction free, functional for all candidates/students, and meets local safety, health, and accessibility standards.
- Provide each candidate/student equal and fair treatment.

I certify that I have read and understand the policies and procedures described in this document. I understand that I am responsible for administering CTE skill assessments in an appropriate and ethical manner. I understand that failure to conduct testing in an ethical manner places me in jeopardy of losing my employment and/or my Utah teaching license. Any violation of these policies or procedures will be considered a breach of professional ethics and may be referred to UPPAC.