

## CTE Assessments – Frequently Asked Questions

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**1. Who qualifies to take the CTE assessments?**

Students who are in the completion level course of their program of study must take both the Workplace Readiness Skills and End-of-Program assessments.

**2. If the student has already passed the Workplace Readiness Skills Assessment, do they have to take it again if they are completing a second program of study?**

No. If a student completed a program of study the prior year, and took and passed the WRS assessment, and is currently completing a second program of study, they will not have to take the WRS again. A student only needs to pass the WRS one time.

**3. When do students receive their results?**

Students will know right after they submit their assessment for grading how they scored.

**4. If a student passes the Workplace Readiness Skills Assessment will they receive a certificate?**

Yes. The WRS certificates are pulled from E-SESS located under the CTECS Certificate tab.

**5. How do I register students for the End-of-Program and Workplace Readiness Skills Assessment?**

Students must be identified as CTE completers by the end of January to participate in the current school year's testing window. A data file of CTE completers will be generated by the end of January and then uploaded to the online testing system at the state level.

**6. Will I be able to add students for testing after the file has been uploaded to the online testing system?**

No. In order to upload students to the online testing system and ensure test tickets are generated, only students identified in completer courses by February 12 will be eligible to test. Additional information related to this deadline will be sent to the CTE administrators.

**7. What is the definition of a completer student?**

A completer is a student who has completed the full program of study. A full program of study is generally a three-year course sequence, however, in some cases may only be a two-year course sequence.

**8. Are there any special IT requirements for CTE Assessments?**

Yes. The most reliable browsers are Mozilla Firefox or Google Chrome. If you use Internet Explorer you may run into issues when trying to login to the testing system, E-SESS.

- Refer to page A-1 in the CTE Test Coordinator Manual for additional tips and solutions.

**9. What if the student can't login?**

- Check for popup blockers.
- Check the browser. Make sure that the student is using Mozilla Firefox or Google Chrome.
- Have the student move to another computer.
- *Refer to page A-2 in the CTE Test Coordinator Manual for additional tips and solutions.*

**10. Can calculators be used on the CTE Assessments?**

Calculators are provided within the E-SESS system.

**11. When is the CTE testing window?**

Refer to the testing calendar located on the link

below. [http://cteae.nv.gov/Career\\_and\\_Technical\\_Education/CTE\\_Assessments\\_Home/](http://cteae.nv.gov/Career_and_Technical_Education/CTE_Assessments_Home/)

**12. Are the CTE assessments timed?**

Yes. Students have 60-minutes to complete each of the CTE assessments.

**13. What types of accommodations are allowed on the CTE assessments?**

Students who have documented accommodations in which they need additional time will be given 2.5 hours. Once the student logs in, he or she will be able to see the clock on their screen with the additional time. If a student that should have additional time does not, do not allow the student to begin the assessment. You will need to contact Marina McHatton at 775-687-7285 immediately, so that additional time can be added before the student begins the assessment.

**14. Can a student close out of the assessment and finish it at a later time?**

No. Once the assessment is initiated the 60 minute time allowance begins. The assessment will automatically submit at the end of 60 minutes.

**15. What if a technical issue occurs during testing?**

Stop testing and do not submit the test. Immediately contact Marina McHatton at 775-687-7285 or Alex Kyser at 775-687-7290.

- If the assessment is submitted for grading, the assessment score will stand.

**16. If a student is absent the day that the test is administered, can they make it up?**

Yes. As long as the testing window has not closed a student can still take the assessment.

**17. What if a student is caught cheating?**

Instances of cheating on CTE assessments need to be reported immediately and will require the test to be terminated. All instances of invalidations require that a written Report of Test Irregularity be filed with the NDE, Office of Career Readiness, Adult Learning & Education Options, regardless of the reason for the invalidation.

**18. If a student fails, can they retake/retest the assessment?**

Yes. A student can retake/retest a failed assessment during a retake/retest window. Refer to the testing calendar located on the link below.

[http://cteae.nv.gov/Career and Technical Education/CTE Assessments Home/](http://cteae.nv.gov/Career_and_Technical_Education/CTE_Assessments_Home/)

**19. How do I schedule a student to retake/retest?**

- Contact Marina McHatton at [mmchatton@doe.nv.gov](mailto:mmchatton@doe.nv.gov) to roster students for the retest.

**20. How much does a retake/retest cost?**

- Workplace Readiness Skills is \$10
- End-of-Program is \$8

**21. Who pays for the retake/retest?**

It will be the school's decision if they will cover the cost or the school may decide to have the student cover the cost.

**22. Who is the payment sent to?**

Each school will have to establish payment accounts with CTECS.

The payment must be sent directly to CTECS, the testing vendor.

<https://www.ctecs.org/nevada/retakes>