Career and Technical Education Skill Certificate Program

A User's Guide for Teachers

Introduction

This is a "getting started" guide for teachers. Please read these instructions carefully! In order to use the *Precision Exams* test administration system you **MUST** register in the system, and have a valid ID (e.g., your CACTUS ID) and Password. If you need to retrieve your *Precision Exams* account information, or, if you have any questions about using the system, please contact *Precision Exams* at: **801-653-9356**, or e-mail us at: support@precisionexams.com

This guide reviews the following topics:

- Registering in the system
- Logging into the system
- Creating a class
- Creating an exam
- Proctoring an exam
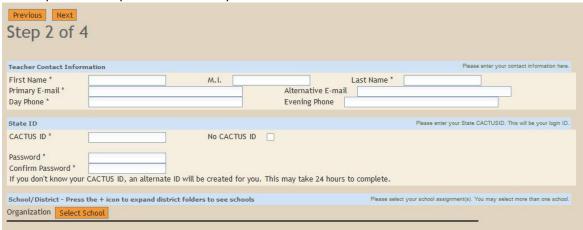- Printing certificates
- Showing active exams

Registration

1. Go to: www.precisionexams.com/usoe
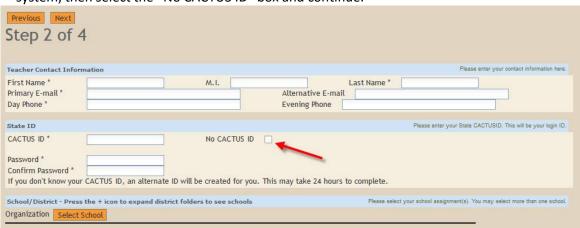2. Select **Teacher Registration**

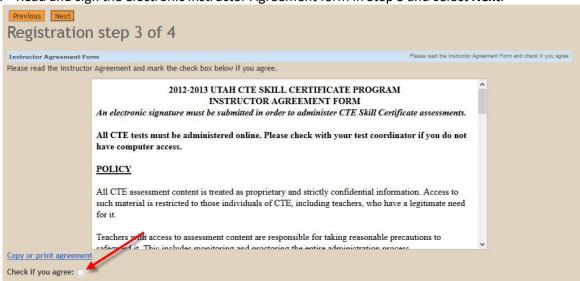3. Read the instructions and select the **Next** button.

Next

Welcome to the Utah CTE Teacher registration

In order to administer CTE assessments you must self-register.

You will need your state CACTUS ID to complete the registration process. If you don't have a CACTUS ID a new ID will be generated for you by an administrator. Please allow 24 to 48 hours for ID requests.

After you complete the registration, instructions and a random password will be emailed to you.

Please press the "Next" button to continue with your registration.

4. Complete the required fields in Step 2 and then select the **Next** button.

Previous   Next

Step 2 of 4

Teacher Contact Information		Please enter your contact information here.
First Name *	M.I.	Last Name *
Primary E-mail *		Alternative E-mail
Day Phone *		Evening Phone

State ID	Please enter your State CACTUSID. This will be your login ID.
CACTUS ID *	No CACTUS ID ☐

Password *
Confirm Password *
If you don't know your CACTUS ID, an alternate ID will be created for you. This may take 24 hours to complete.

School/District - Press the + icon to expand district folders to see schools   Please select your school assignment(s). You may select more than one school.
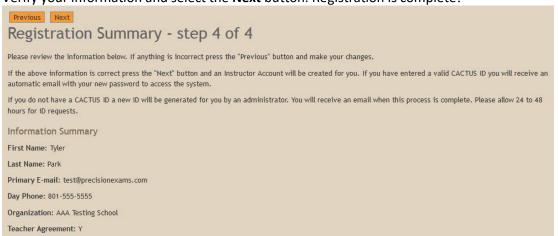Organization Select School

5. If you teach at multiple schools please add all the schools/districts that you teach at.
6. If you have entered the correct Cactus ID and you receive a message your ID is not in the system, then select the "No CACTUS ID" box and continue.

Previous   Next

Step 2 of 4

Teacher Contact Information		Please enter your contact information here.
First Name *	M.I.	Last Name *
Primary E-mail *		Alternative E-mail
Day Phone *		Evening Phone

State ID	Please enter your State CACTUSID. This will be your login ID.
CACTUS ID *	No CACTUS ID ☐

Password *
Confirm Password *
If you don't know your CACTUS ID, an alternate ID will be created for you. This may take 24 hours to complete.

School/District - Press the + icon to expand district folders to see schools   Please select your school assignment(s). You may select more than one school.
Organization Select School

7. Read and sign the electronic Instructor Agreement form in Step 3 and select **Next**.

Previous Next

Registration step 3 of 4

Instructor Agreement Form | Please read the Instructor Agreement Form and check if you agree.

Please read the Instructor Agreement and mark the check box below if you agree.

2012-2013 UTAH CTE SKILL CERTIFICATE PROGRAM
INSTRUCTOR AGREEMENT FORM
An electronic signature must be submitted in order to administer CTE Skill Certificate assessments.

All CTE tests must be administered online. Please check with your test coordinator if you do not have computer access.

POLICY

All CTE assessment content is treated as proprietary and strictly confidential information. Access to such material is restricted to those individuals of CTE, including teachers, who have a legitimate need for it.

Teachers with access to assessment content are responsible for taking reasonable precautions to safeguard it. This includes monitoring and proctoring the entire administration process.

Copy or print agreement

Check if you agree: ☐

8. Verify your information and select the **Next** button. Registration is complete!

Previous Next

Registration Summary - step 4 of 4

Please review the information below. If anything is incorrect press the "Previous" button and make your changes.

If the above information is correct press the "Next" button and an Instructor Account will be created for you. If you have entered a valid CACTUS ID you will receive an automatic email with your new password to access the system.

If you do not have a CACTUS ID a new ID will be generated for you by an administrator. You will receive an email when this process is complete. Please allow 24 to 48 hours for ID requests.

Information Summary

First Name: Tyler

Last Name: Park

Primary E-mail: test@precisionexams.com

Day Phone: 801-555-5555

Organization: AAA Testing School

Teacher Agreement: Y

Teacher Login

Note You **MUST** register to continue. See above.

1. Go to: www.precisionexams.com/usoe
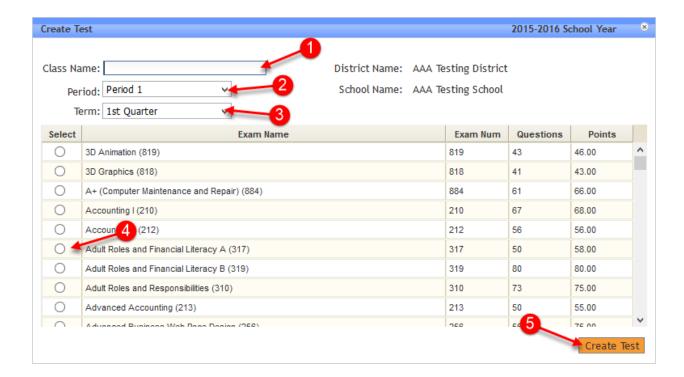2. Select **Teacher Login**

3. Enter your Teacher ID (your **Cactus ID**) and the Password you selected and click **Login**.
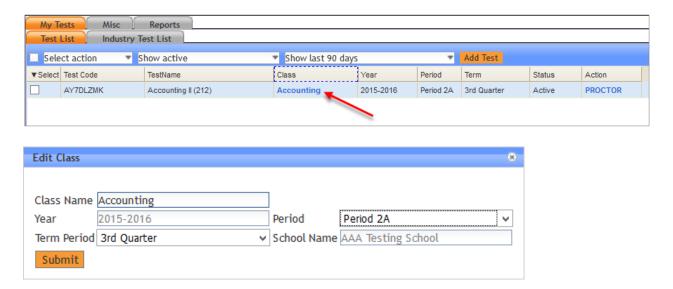

4. From the **My Tests** tab select: **Add Test**

5. Enter the required fields.
   a. Enter the desired class name.
   b. Select a period.
   c. Select a term.
   d. Select the desired exam.
   e. Click **Create Test.**

Editing Class Details

If the Class details need to be edited, the teacher can click the Class Name, edit the Class details, and resubmit the edited Class.

Test Administration

1. Login as a teacher (see above).
2. From the **My Tests** tab, find the **Test Code** for the class.
3. Provide students with the Test Code. Students will log in using the test code.
4. Select **Proctor**, to view the student names as they import into the class/test list screen.

5. If all of your students don't display, select the red refresh button on your proctor page.

6. Before testing, you **MUST** record the required performance evaluation. This is done by **selecting all students**, **choose YES** from drop down menu, click on **Performance Req**, "Y" will load in column – and then individually select the students who have not completed ALL the required performance objectives at the 80% level and select No from the drop down menu. A **Y** or **N** will appear in the Requirement Status field. Double check the list to make sure it is accurate. You can change the Performance Requirement to Y or N at any time.

If you DO NOT complete the Performance Requirement, the following message will appear:

All selected student(s) must have performance requirements equal to 'Y' or 'N' to Authorize.

OK

7. The Test Code also appears on this screen on the left side. Select students to test (click on the box by their name), then select **Authorize**. The exam is now available to your students. You can select all the students at once or individually.

Printing Certificates

Note: you will no longer receive state issued certificate paper. Please use your own paper to print certificates.")

1. Before printing certificates you **MUST** record the required performance evaluation. This is done by **selecting all students**, **choose YES** from drop down menu, click on **Req Complete**, "Y" will load in column – and then individually select the students who have not completed ALL the required performance objectives at the 80% level and select No from the drop down menu. A **Y** or **N** will appear in the Requirement Status field. Double check the list to make sure it is accurate.

2. Print certificates by selecting **All Students** and then click on the **Print Certificate** link. A PDF will be created of the student names that have a **Y** in the Pass and Requirements Status fields. You can select one or more individual students and then click on the print certificate function.
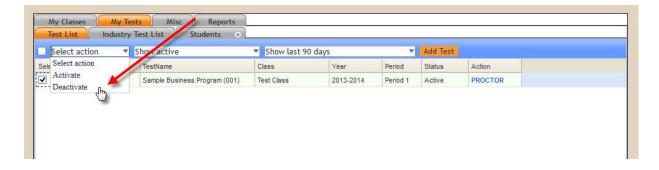
IMPORTANT

3. In order to **print standards on the back of the certificate** you **MUST** set your printer to print **ODD** pages first (this will print the front of the certificate with the student's name).

4. Once the certificates have printed, turn the certificate paper over and format your printer to print **EVEN** pages (this will print the back of the certificate with the standards).

Activating and Deactivating Exams

Teachers can activate and deactivate exams from current and previous years. This functionality allows them to view **ONLY** the exams for the current year, or view past exams.

To activate and show exams for the current year, use the "Select Action" drop down menu and choose **Activate**.

After activating the exams, choose **Show active** from the drop down menu.