2026-27 CTECS TESTING INFORMATION FORM

1. **Name of Test from CTECS**

- **Architecture and Construction**

Architectural Design, Mechanical Design, Building Construction Cluster, Carpentry, Electricity, HVAC Technology, and Masonry

- **Business Management and Administration**

Administrative Services, Business Information Management, General Management, Human Resource Management (Pilot), and Operations Management

- **Finance**

Accounting, Business Finance

- **Hospitality and Tourism**

Baking and Pastry

- **Information Technology (IT)**

Information Support and Services, Networking Systems, Computer Programming with C++, Computer Programming with Visual Basic, Web and Digital Communications

- **Manufacturing**

Mechatronics (Pilot)
Welding

- **Marketing**

Marketing Communications, Marketing Management, and Merchandising

2. **Name And Address of Test Provider**

CTECS
1866 Southern Ln.
Decatur, GA 30033

3. **Number Of Test Items (Each of Test If Multiple Tests)**

85

4. **Length of test (each test if multiple tests)**

One hour (exception: Electricity, 1.5 hours, NEC book required) See Question #9.

5. **Technology Requirements for Testing Lab**

South Carolina Testing Prep – My Website (ctecs.org)

6. **Step-By-Step Directions for Registering Students for Test**

1. Identify programs and students for testing. Use CIP code to determine which test to administer.
2. Complete the Student Registration spreadsheet that will be sent to you from the SC Department of Education within the time given.
3. If the student being tested is not in a program at the home high school, identify the location where the student will be taking the test.
4. Identify the correct test for each student.
5. Upload completed spreadsheet to ADT or File Drop.
6. Identify and fill out test site administrator form. This person can also be the proctor. CTECS will be sending the testing tickets to the designated test site administrator.
7. Get the testing materials. All testing materials including the IT Checklist can be found at the **South Carolina – CTECS website**.
8. Test the students. Fall semester completers: November 9, 2026 –January 15, 2027; April 5, 2027–June 4, 2027. Students may test at any time during that window. If there is any issue during testing, please contact Tim Withee at 404-994-6535, or by email at **twithee@ctecs.org**.
9. Retrieve test results. Once testing is complete Test Site Administrators will be able to access the testing data. Students will know their scores as soon as they finish the test. Test Site Administrators will have immediate access to this data with the login information given by CTECS.
10. Email Tim Withee for certificates for students who demonstrated mastery of content.

7. **Web Site for Test Administration Directions**

South Carolina – CTECS

8. **Test Provider Contact Person's Name and Title**

Tim Withee 404-994-6535 or **twithee@ctecs.org**

9. **Test Contact Person's Phone Number**

Tim Withee 404-994-6535 or **twithee@ctecs.org**

10. **Test Contact's Persons E-Mail Address**

Tim Withee 404-994-6535 or **twithee@ctecs.org**

11. Phone Number for Technical Assistance During The Test

Tim Withee 404-994-6535 or twithee@ctecs.org

12. Is a sample test provided?

Yes--for many, but not all of the tests.

13. Are sample test items provided?

1. The available practice tests are 25 questions in length and give a sample of what the questions on the actual test might look like.
2. To access the test practice website, go to http://www.techfluency.org/esess/
3. Use the following information to login:
    i. Org. South Carolina CATE
    ii. First Name: Sample
    iii. Last Name: Sample
    iv. Password: CATE14
4. The sample tests will show a grade and results by the standard at the end of the test, but none of the scores are kept. All that is necessary to access the practice test is the sample test ticket above. Once you enter the ticket info you will be able to select the practice test that aligns to your program.
5. Completing the practice test is also a good check to make sure your computers meet the technical requirements. Be sure to complete the IT requirements before trying any of the practice tests.

14. What fields of data are required to be entered to register students for a test?

1. First, Middle, and Last Name of Student
2. 10-digit Student PowerSchool I.D.
3. Home School
4. Name of Test
5. Location Where Student Will Be Taking Test If Not His or Her Home High School

15. Who can administer the test?

Designated test site administrator/proctor

16. Are teachers allowed to administer/proctor the tests?

No

17. Remote/virtual proctoring available?

Contact Tim Withee 404-994-6535 or twithee@ctecs.org

18. What are the rules for proctors?

Yes. Rules are included in the **South Carolina – CTECS**

19. How do test administrators/proctors advise you of accommodations needed by students, as required in student's IEPs, for example?

- Accommodations required during academic testing (as specified in a student's IEP) must be provided to students taking CTE tests.
- The CTECS Test Site Administrator at each school or center should contact Tim Withee at CTECS (**twithee@ctecs.org** or 404-994-6535 prior to testing date to request accommodations for students taking a test.

20. What accommodations do you routinely provide for individual students?

Extending the time a student has to complete a test; reading a test to a student in a separate setting

21. What are the dates for test administration during the 2026-27 school year?

- Fall semester completers: November 9, 2026 –January 15, 2027
- Spring semester completers: April 5, 2027–June 4, 2027

22. When are the results available?

Students see raw scores upon completion of test; CTECS Test Site Administrators can access test reports once all students have completed a test.

23. Who receives the test results?

CTECS Test Site Administrators can run individual student and CTE program reports. Each test question is tied to a course/program curriculum standard.

24. Are digital badges available?

They are not available at this time.

25. How do students receive certificates?

Contact Tim Withee 404-994-6535 or **twithee@ctecs.org**

26. What extra steps, if any, are required to be completed by schools/teachers, before student can be registered for tests? These steps might be specific to SC.

See number 7.

27. What is the cut score for the test?

Test	Cut Score
Accounting	55%
Administrative Services	70%
Architectural Design	65%
Baking and Pastry	57%
Building Construction Cluster	55%
Business Finance	76%
Business Information Management	64%
Carpentry	55%
Computer Programming w/C++	78%
Computer Programming w/Visual Basic	70%
Electricity	65%
General Management	55%
Human Resource Management	PILOT
HVAC Technology	56%
Information Support and Services	61%
Marketing Communications	65%
Marketing Management	61%
Masonry	55%
Mechanical Design	65%
Mechatronics	PILOT
Merchandising	64%
Networking Systems	75%
Operations Management	65%
Web and Digital Communications	70%
Welding	60%