

# Creating and Validating Assessments for CTE Programs August 2014

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## Objective: Confirm an assessment system for Maine CTE programs

1. Convene Group
2. Draft Protocol
3. Protocol approved by MACTE
4. Gather and Confirm standards for programs
5. Assessment used/available by program  
Recommendation which of three
6. Tech update input
7. Discuss relative validity and/or usefulness of assessment
8. Confirmation which of the following three should be utilized:
  - A) Only Industry Recognized Certification (IRC): or
  - B) Only third party assessment (existing or needs to be created): or
  - C) Dual system- third party assessment (existing or needs to be created) plus Industry Recognized Certification (IRC) assessment.

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**Step 9)** Determine assessment status of given CTE program – whether currently lacks available assessments and new third party assessment will need to be created, and/or whether available assessments currently exist. Depending on findings, go to either first or second column below:

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| Validating Existing Assessment  | Creating Assessment   |
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| <p><b>Step 10)</b> Convene CTE tech update group</p> <p><b>Step 11)</b> Work with tech update group to determine alignment of assessment(s) to existing standards</p> <p><b>Step 12)</b> Determine whether existing assessment(s) adequately meet the standards</p> <p><b>Step 13)</b> If assessment(s) adequately meet standards- confirm assessments conditional on successful report-out of findings to CTE Assessment Group, tech update group, and MACTE and start back at above Step 4 in three years.</p> <p><b>Step 14)</b> For standards not being met by the assessment: Create industry criticality survey including the standards not met by the assessment and ask for responder to assign to each standard at the performance indicator level a rating of <b>a)</b> nice to know <b>b)</b> needs to know, or <b>c)</b> must know. Depending on overall ratings, determine for each standard whether additional assessment question(s) is warranted.</p> | <p><b>Step 10)</b> Contact CTE tech update group to schedule an assessment development meeting</p> <p><b>Step 11)</b> Contact third party company to schedule a meeting for determining a fair and just assessment</p> <p><b>Step 12)</b> Contact industry to determine willingness to complete a criticality survey</p> <p><b>Step 13)</b> Create survey using existing CTE program standards by asking <b>a)</b> nice to know <b>b)</b> needs to know <b>c)</b> must know; for each standard at the performance indicator level.</p> <p><b>Step 14)</b> Use survey as a way to create the assessment with SREB*, CTECS*, NOCTI*, or some other 3<sup>rd</sup> party</p> <p><b>Step 15)</b> Invite teachers and assessment team members to assessment meeting.</p> <p><b>Step 16)</b> Convene group and develop assessment.</p> <p><b>Step 17)</b> Inform MACTE and CTE Assessment Group of status.</p> <p><b>Step 18)</b> Pilot assessment-Year 1</p> |

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| <p><b>Step 15)</b> If additional assessment question(s) is/are warranted, develop required questions, potentially working with Industry recognized assessment organization to create a fair and just assessment on standards identified in above Step 8 and confirm new assessments contingent on successful report-out to CTE Assessment Group, MACE and MDOE</p> <p><b>Step 16)</b> If gap between standards and existing assessment(s) requires development of an entirely new, not-yet-existing assessment, go to step 4 in first column, “Creating Assessment.”</p> <p><b>Step 17)</b> Reconvene CTE tech update group in three years to repeat above process or, in case of new or significantly modified standards for which assessments are not available, proceed at that time to steps in first column, “Creating Assessment.”</p> | <p><b>Step 19)</b> Inform MACTE and CTE Assessment Group of status.</p> <p><b>Step 20)</b> Implement throughout State- Year 2</p> <p><b>Step 21)</b> Reconvene CTE tech update group in three years to determine if assessment is still accurate</p> <p><b>Step 22)</b> Reconvene CTE tech update group in three years to follow steps in second column, “Validating Existing Assessment “or, in case of new or significantly modified standards for which assessments are not available, repeat above steps related to “Creating Assessment.”</p> |
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- (SREB) Southern Regional Education Board
- (CTECS) Career and Technical Education Consortium of States
- (NOCTI) National Occupational Competency Testing Institute