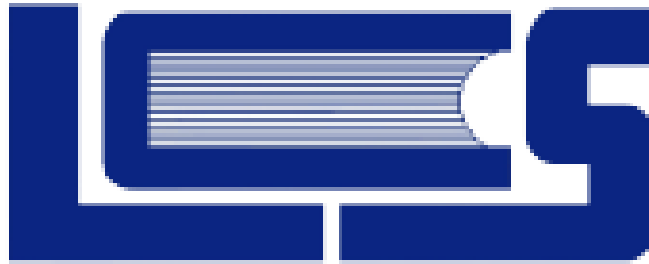


**Leon County Schools**



**Career and Technical Education**

# **Industry Certification and Digital Tools Manual**

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Contents

Industry Certification and Digital Tools Manual ..... 1

Purpose ..... 4

    Introduction ..... 4

    Leon County Schools Strategic Plan ..... 5

    State Requirement ..... 5

        CAPE Academies ..... 5

        Secondary School Grade ..... 5

        Diploma Designation ..... 6

    Federal Requirements ..... 6

Requirements for Industry Certifications for Career and Technical Education Students ..... 8

    Federal: ..... 8

    State: ..... 8

        • Designation of School Grade ..... 8

        • Standard High School Diploma Designation ..... 8

        • Students may earn a Scholar designation ..... 8

        • Students pursuing a Merit designation ..... 8

        • Florida Statute 1011.62: Calculation of additional full-time equivalent ..... 9

        • Industry-certified career education programs ..... 9

FLDOE CAPE Industry Certification requirements ..... 9

    Teacher Industry Certification Requirements ..... 9

    Test Administration Procedures ..... 10

        Frequently Asked Question ..... 10

School Responsibilities for CAPE Digital Tools and Industry Certification Testing ..... 12

    Test Scheduling: ..... 12

    Proctors: ..... 12

    Technical Requirements: ..... 13

Teacher and Proctor Conduct Provisions ..... 13

Teacher Responsibilities for CAPE Digital Tools and Industry Certification ..... 13

Proctor Responsibilities for CAPE Digital Tools and Industry Certification ..... 14

Resource Specialist Responsibilities for CAPE Digital Tools and Industry Certification ..... 16

Protocol for breach of testing procedures ..... 16

Local test administration procedures and training for industry certification exam administration. .... 17

Allowable Accommodations for Industry Certification.....	18
Industry Certification Assessment Accommodations .....	19
Appendix A.....	20
Administration Record Security Check List .....	20
Appendix B.....	22
Breaches of Administration .....	22
Appendix C.....	24
Incident Statement Form.....	24
Appendix D.....	26
Seating Chart.....	26
Appendix E.....	28
Security Log.....	28
Appendix F.....	30
Student Ticket.....	30
Appendix G.....	32
Restroom Sign Out.....	32
Appendix H.....	34
Testing Sign.....	34
Appendix I.....	36
Test Administrative Procedures Checklist .....	36
Appendix J.....	38
Form FCAPEA-04, Florida Administrative Code, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement.....	38
Appendix K.....	40
Statement of Education Integrity.....	40

# Purpose

## Introduction

In 2007, the Florida Legislature passed the Career and Professional Education Act. The purpose of the act was to provide a statewide planning partnership between the business and education communities to attract, expand, and retain targeted, high-value industry and to sustain a strong, knowledge-based economy. The objectives of the act are as follows:

- To improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- To provide rigorous and relevant career-themed courses that articulate to postsecondary level coursework and lead to industry certification;
- To support local and regional economic development;
- To respond to Florida's critical workforce needs; and
- To provide state residents with access to high-wage and high-demand careers.

To implement the act, the Florida Department of Education (FDOE), the Department of Economic Opportunity (DEO), and CareerSource Florida are partnered together. At the local level, the act mandates the development of a local strategic plan prepared by school districts with the participation of regional workforce boards and postsecondary institutions.

A key component of this act is a list of state-approved industry certifications that are critical to Florida's employers. The legislation originally tasked the Agency for Workforce Innovation (AWI) with defining "Industry Certification." The agency has provided FDOE with the following definition:

A voluntary process, through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system's targeted occupation list or determined to be an occupation that is critical, emerging or addresses a local need.

In 2014, Senate Bill 850 amended s. 1003.492(2), F.S., to include the following definition of industry certification:

Industry certification as used in this section is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is nationally recognized and must be at least one of the following:

- a) Within an industry that addresses a critical local or statewide economic need;
- b) Linked to an occupation that is included in the workforce system's targeted occupation list; or
- c) Linked to an occupation that is identified as emerging.

## Leon County Schools Strategic Plan

Leon County Schools (LCS) Strategic Plan's Vision: LCS will provide an engaging, safe and respectful learning environment that fosters effective communication, collaboration and critical thinking while creating productive citizens who value diversity and positively contribute to society. Mission: The mission of LCS is to educate, inspire and empower all students to become responsible and engaged citizens who are equipped with the critical thinking skills needed to thrive in our global society.

Goals with regard to CTE include:

- Develop career academies that provide industry certifications for students in high-demand fields.
- Build career, business & vocational opportunities for secondary students.

## State Requirement

### CAPE Academies

The key Florida Statutes for the act are as follows:

- Section 570.07, Florida Statutes - Department of Agriculture and Consumer Services; functions, powers, and duties
- Section 1003.4203, Florida Statutes – Digital materials, CAPE Digital Tool certificates, and technical assistance
- Section 1003.491, Florida Statutes – Florida Career and Professional Education Act
- Section 1003.492, Florida Statutes – Industry-certified career education programs
- Section 1003.493, Florida Statutes – Career and professional academies and career-themed courses
- Section 1003.4935, Florida Statutes - Middle grades career and professional academy courses and career-themed courses
- Section 1011.62(1)(o), Florida Statutes – Calculation of additional full-time equivalent membership based on successful completion of a career-themed course pursuant to ss. 1003.491, 1003.492, and 1003.493, or courses with embedded CAPE industry certifications or CAPE Digital Tool certificates, and issuance of industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education or CAPE Digital Tool certificates pursuant to s. 1003.4203.
- Rule 6A-6.0573, Florida Administrative Code (F.A.C.)

## Secondary School Grade

Each school is graded based on the components for which it has sufficient data. School grades provide an easily understandable way to measure the performance of a school. Parents and the public can use the school grade and its components to understand how well each school is serving its students. Schools are graded A, B, C, D, or F.

A school's grade may include up to eleven components. There are four achievement components, four learning gains components, a middle school acceleration component, as well as components for

graduation rate and college and career acceleration. Each component is worth up to 100 points in the overall calculation.

**Middle School Acceleration:** This component is based on the percentage of eligible students who passed a high school level EOC assessment or industry certification.

**College and Career Acceleration:** This component is based on the percentage of graduates from the graduation rate cohort who earned a score on an acceleration examination (AP, IB, or AICE) or a grade in a dual enrollment course that qualified students for college credit or earned an industry certification.

## Diploma Designation

An indicator to designate that a student has earned a standard high school diploma under section 1003.4282, F.S., may receive a diploma designation per section 1003.4285, F.S.

### Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (per section 1003.492, Florida Statutes [F.S.]).

## Federal Requirements

The purpose of this Perkins Act is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs, by:

- building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high-skill, high-wage, or high-demand occupations in current or emerging professions;
- promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students;
- increasing state and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education, including Tech Prep education;
- conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities;
- providing technical assistance that promotes leadership, initial preparation, and professional development at the state and local levels; and improves the quality of career and technical education teachers, faculty, administrators, and counselors;
- supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries; and
- providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

## Accountability (Section 113)

The Act supports a state and local performance accountability system designed to assess the effectiveness of the state and local funding recipients in achieving progress in CTE secondary and postsecondary student performance.

The state-developed performance measures must consist of core indicators, any additional indicators that the state determines, and the “state adjusted levels of performance” for all the indicators. They must be developed with input from local recipients. States are required to develop performance measures for the following required core indicators identified in section 113 of the Act:

### Secondary Indicators:

- Academic attainment in reading/language arts and mathematics as measured by the Florida statewide assessments identified in statute
- Technical skill attainment, including achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate.
- Student graduation rates
- Student placement in postsecondary education or advanced learning, in military service, or in employment
- Student participation in and completion of CTE programs that lead to nontraditional fields

### Postsecondary Indicators:

- Technical skill attainment, including achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate
- Student completion of an industry-recognized credential, a certificate, or a degree
- Student retention in postsecondary education or transfer to a baccalaureate degree program
- Student placement in military service or apprenticeship programs or placement in high-skill, high-wage, or high-demand occupations or professions
- Student participation in and completion of CTE programs that lead to nontraditional fields

### State Adjusted Levels of Performance

The Secretary of the U. S. Department of Education (USDOE) and the state eligible agency will reach agreement on the levels of performance for each of the secondary and postsecondary indicators. With input from the eligible recipients, the state must establish and include in the state plan, levels of performance for each of the core indicators of performance above, as well as any additional indicators. These levels of performance must be expressed in percentage or numerical form, and must require continual improvement in the performance of CTE students.

### Local Adjusted Levels of Performance

In a manner, similar to the adjusted performance level negotiations between the Secretary of Education and states, local recipients must also establish performance goals. Each local recipient must agree to accept the state adjusted levels of performance as their own local adjusted levels of performance, or negotiate with the state for new levels for each of the core indicators established by the state. Local

levels must also be expressed in percentage or numerical form and require continuous improvement. Local levels must be identified in the local plan submitted under Section 134. Local Adjusted Levels of Performance for the 2018- 2019 year will be determined once the state has negotiated state performance levels with the USDOE.

#### Local Reporting

Each local recipient must submit a report to the state each year regarding the progress the recipient has made in achieving its performance levels, including the performance of special populations. Data must be disaggregated for each indicator of performance by specified subcategories of students and the categories of special populations identified in Perkins.

## Requirements for Industry Certifications for Career and Technical Education Students

Recent legislation and initiatives concerning the requirement to earn industry credentials for CTE program students occurs at the federal, state and local levels.

#### Federal:

Perkins Federal Act / Technical Skill Attainment – Beginning in SY 2009-10, the schools in the School District of Leon County performance have been measured by the percentage of Career and Technical Education program concentrators who earned an industry certified credential through a third-party assessment approved by the FLDOE. A concentrator is defined as a student who has earned three or more credits in a single CTE program. Future funding includes performance measures, targets and potential sanctions regarding attainment of industry credentials by Career and Technical Education program concentrators.

#### State:

- **Designation of School Grade** – Florida Administrative Code 6A-1.09981 Participation and performance of students taking industry certification examinations on the CAPE Industry Certification list shall be calculated in school grade.
- **Standard High School Diploma Designation** – Florida Statute 1003.4285 established a new Scholar and Merit diploma designation for current and future high school students earning a standard high school diploma:
- **Students may earn a Scholar designation** if they satisfy course and testing requirements above-and-beyond those required for a standard diploma (e.g., earn credit in Algebra II and Chemistry or Physics and an equally rigorous science course, pass the Biology I end-of-course (EOC) assessment, and pass future English Language Arts and Algebra II assessments as applicable).
- **Students pursuing a Merit designation** must attain one or more industry certifications from the CAPE Industry Certification list. Rigorous industry certifications that articulate to college credit may satisfy up to two math credits and one science credit.



- **Florida Statute 1011.62: Calculation of additional full-time equivalent membership based on successful completion of a career-themed course or courses with embedded CAPE industry certifications or CAPE Digital Tool certificates, and issuance of industry certification identified on in the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education or CAPE Digital Tool certificates pursuant to ss. 1003.4203.1011.62**
  - A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool certificates earned by students in elementary and middle school grades.
  - A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a career-themed course as defined in s. 1003.493(1)(b) or courses with embedded CAPE industry certifications and who is issued an industry certification identified annually on in the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education.
  - A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued a CAPE an industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE industry certifications that do not articulate for college credit, the Department of Education shall assign a full-time equivalent value of 0.1 for each certification.
  - A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 15 to 29 college credit hours, and 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner
  - Creates a bonus program for teachers of industry certification courses
- **Industry-certified career education programs - Florida Statutes: 1003.492 – Career-themed courses and professional academies shall be coordinated with the appropriate industry indicating that all components of the program are relevant and appropriate to prepare the student for further education or for employment in that industry. The SBE shall use the expertise of Workforce Florida, Inc., and Enterprise Florida, Inc., to develop and adopt rules pursuant to ss. 120.536(1) and 120.54 for implementing an industry certification process. Industry certification shall be defined by the Agency for Workforce Innovation, based upon the highest available national standards for specific industry certification, to ensure student skill proficiency and to address emerging labor market and industry trends. The list of industry certifications approved by Workforce Florida, Inc., shall be published and updated annually by a date certain, to be included in the adopted rule.**

## FLDOE CAPE Industry Certification requirements

### Teacher Industry Certification Requirements

F.S. 1003.493 Career and professional academies and career-themed courses. —

- (4) Each career and professional academy and secondary school providing a career-themed course must:
- (b) Include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private 2-year

and 4-year postsecondary institutions and technical centers. The Department of Education, in consultation with the Board of Governors, shall establish a mechanism to ensure articulation and transfer of credits to postsecondary institutions in this state. Such partnerships must provide opportunities for:

1. Instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching.

Teachers must earn the industry certification(s) by September 1<sup>st</sup> of the academic year and existing certification(s) cannot expire during the academic school year to register the program as a CAPE academy.

## Test Administration Procedures

Florida Department of Education provides a checklist for the requirements to report industry certifications at <http://www.fldoe.org/core/fileparse.php/8904/urlt/testadmin-cklist.pdf>

The checklist reads as follows (See Appendix I)

1. Exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under extremely limited conditions.
  - a. If only one individual is approved by the certifying agency as a proctor, the teacher may proctor the exams and must be independently monitored by a second individual who does not provide direct instruction for the industry certification content to the individuals taking the test(s).
2. Exam questions are delivered in a secure manner and paper-based tests are not available to the proctor for an extended period of time.
3. Exam is scored by certifying agency (cannot be scored by anyone at the district).
4. Exam is administered in accordance with the certifying agency procedures.
5. The district has tracked and followed required test administration procedures:
  - a. Exam must not have been administered more than 3 times during the academic year.
  - b. A minimum of 20 days is required between test administrations.

Notes:

- Certification exams administered that do NOT adhere to all of the required test administration procedures cannot be reported to the state for funding or any other purpose.
- Certifications invalidated by the certifying agency cannot be reported to the state for funding or any other purpose.
- For non-CAPE Assessments, Licensures and Certifications, districts must adhere to the same test administration requirements.

## Frequently Asked Questions

Are teachers allowed to proctor the certificate and certification written exam administrations of their own students? *No, with one exception. The only condition under which a teacher may serve as a proctor is when he/she is the only individual approved by the certifying agency to serve as a proctor at the school. In extremely rare cases where only one individual is eligible to be approved as a proctor, the teacher may proctor the exams and must be independently monitored by a second individual who does not provide direct instruction for the industry certification content to the individuals taking the test(s).*

Is there a standard waiting period between test administrations for the written exams associated with the attainment of a CAPE Industry Certification, CAPE Acceleration Industry Certification, or CAPE Digital Tool Certificate? *Yes. State Board of Education rule specifies that in order for a district to report industry certification data, the written exams associated with the industry certification/certificate must have been administered with a minimum of 20 calendar days between test administrations. There are no exceptions to this rule.*

Is there a maximum number of times during an academic year that the written exams for a CAPE Industry Certification, CAPE Acceleration Industry Certification, or CAPE Digital Tool Certificate can be administered for the outcomes to be reported to the Florida Department of Education? *Yes. State Board of Education rule specifies that in order for a district to report industry certification data, the written exams must have been administered no more than 3 times during the academic year.*

Does the 20-day waiting period between test administrations apply to performance based exams that are not written exams? *No. State Board of Education rule references the written tests.*

If there are several written examinations required to earn a CAPE Industry Certification, CAPE Acceleration Industry Certification, or CAPE Digital Tool Certificate, does the 20-day waiting period between each written exam apply? *Yes. If multiple written examinations are required, the test administration procedures apply to each required exam. For example, MICRO069 requires a minimum of three written examinations. The 20-day waiting period applies to each of the required tests.*

If a student fails a written exam for a CAPE Industry Certification, CAPE Acceleration Industry Certification, or CAPE Digital Tool Certificate then retakes and passes it before the minimum 20-day waiting period, what should the district do? *The student attainment of the industry certification/certificate may not be reported to the FLDOE as it does not comply with the test administration procedures as outlined in Rule 6A-6.0573(13)(c), F.A.C.*

A student took and failed the written exam for a CAPE Industry Certification, CAPE Acceleration Industry Certification, or CAPE Digital Tool Certificate on October 1. What is the earliest date this student is eligible to retake the exam under the minimum 20-day waiting period? *A minimum of 20 calendar days is required between test administrations. The student is eligible to retake that industry certification/certificate exam on October 22. There is no exception should this date fall on a weekend.*

There was a technical glitch during test administration of a written exam. Does the 20-day waiting period apply to situations in which an exam was invalidated by the certifying agency? *No. Since the results of that exam were invalidated by the certifying agency, it does not count as one of the three allowable exam administrations and is not subject to the language in Rule 6A6.0573. FLDOE recommends that the district obtain a letter from the certifying agency explaining the technical glitch for audit purposes.*

The district has identified testing irregularities in which the written exams were not administered in accordance with the procedures specified by the certification agency. May the district report the student's certification outcomes for these irregular test administrations? *Districts are not permitted to report industry certification outcomes if the test administration does not comply with the requirements or if the certifying agency invalidated test results and/or revoked a credential.*

Do the test administration procedures on proctoring and delivery apply to the written certification exams that are part of a CAPE Innovation Course? *Yes. All of the test administration procedures in Rule 6A-6.0573, F.A.C., apply to the administration of written exams for all certifications and certificates on the CAPE Industry Certification Funding List. All industry certification exams that are part of a CAPE Innovation Course are included on the funding list.*

An industry certification awarded to a student was invalidated or revoked by the certifying agency. May the original award of the certification be used to award mathematics and science credit under the provision of s. 1003.4282? *No. A credential would be invalidated by a certifying agency under circumstances in which the test was not administered in accordance with testing requirements of the certifying agency. Districts are not allowed to report data on certifications that were not earned in accordance with test administration procedures.*

## School Responsibilities for CAPE Digital Tools and Industry Certification Testing

### Test Scheduling:

- Each school is to have a Career and Technical Education Testing Coordinator.
- Industry Certification Exam Testing should not occur during the same testing window as state FSA, EOC's, AP/IB, semester and final exams.
- School's CTE Testing Coordinators are responsible for coordinating test schedules, creating test sessions, and securing test materials.
- All CAPE industry certification requirements must be followed, see section – [FLDOE CAPE Certification Requirements](#)
- The school must have plans to address the following situations:
  - Late arrivals – Students arriving after the test has began
  - Early Completers – Students completing the test before the end of the test session
  - Non-testing students – Students that for a variety of reasons cannot test

### Proctors:

- Schools are responsible for securing test proctors prior to scheduling test and submitting proctor timesheets for payroll processing.

- All proctors will be qualified (verify vendor requirements and completed professional development of CAPE requirements). Training to be setup through the Career and Technical Coordinator.
- Training, security agreements and qualification of those proctoring CAPE industry certifications during the first semester must be completed by September 15<sup>th</sup> at the school's expense (CAPE Account).
- Testing rooms should be prepared by the instructors the day prior to the date the industry certification is administered.
- The school's testing coordinator should meet with the test proctor(s) at the beginning of the testing day to distribute testing materials and at the end of the testing day to collect testing materials.

### Technical Requirements:

- Schools are responsible for ensuring that all computers (including laptops) used for industry certification testing have the required internet connection, software, and updates.
- Computers should be checked, and errors resolved the day before testing. Technology Coordinator should be made available during the testing sessions.
- All IT issues, must be reported to the Technology Coordinator with administrative rights. CTE Testing Coordinators nor proctors will have administrative computer privileges.

## Teacher and Proctor Conduct Provisions

Rule 6A-6.0573 Industry Certification Process.

(16) Teacher and proctor conduct provisions for maintaining the validity of the industry certification credential. Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Teachers who provide direct instruction leading to industry certification exams and proctors assigned to administer industry certification exams shall not engage in any conduct that jeopardizes the validity of the industry certification exam results. Only authorized proctors may be provided access to testing materials associated with industry certification exams.

## Teacher Responsibilities for CAPE Digital Tools and Industry Certification

- Register students for testing following the vendor's registration process.
  1. Email address: (firstname.lastname@sdirc.org)
  2. Username: (firstname.lastname@sdirc.org)
  3. Password: SDIRC computer password (ex. 123456Fs).
  4. Please note that some students may already have an account due to enrollment in a prior year CTE course, those students should confirm that they are able to access their accounts. If a student has forgotten their username or password, they should follow the appropriate retrieval methods listed on the vendor website. Do not allow students to

create random usernames as they will use the same account throughout middle/high school.

- Provide a list of students and identify which assessment will be tested to the school's test coordinator.
- Provide students and parents information on the testing vendor's process to request accommodations at least 30 days prior to the scheduled test date.
  - Provide student's username and the name of all certifications that the student will attempt.
  - Advise students to complete the form with their parents and the school's resource specialist.
- Create a testing card for each student, which includes: Student's Full Name, ID number, username, password, and name of test being administered.
- Report technology issues to the Technology Coordinator.
- Follow all rules as outlined in section [– FLDOE CAPE Industry Certification Requirements](#)

Rule 6A-6.0573 Industry Certification Process.

(16) (a) Teachers providing instruction leading to industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Administer an industry certification exam to students to whom they provide direct instruction for the certification, except as specified in paragraph (13)(c) of this rule.
4. Administer an industry certification exam to themselves or other staff members in the district, if they provide direct instruction to students for the certification.
5. Administer any industry certification exam to a family member.
6. Preview active exam content, even in the presence of a monitor or assigned proctor.
7. Access any testing materials, either computer-based or paper-based, unless assigned as the only available proctor as specified in paragraph (13)(c) of this rule.
8. Reveal, print, copy, screen capture or otherwise reproduce test questions that are part of an active version of an industry certification exam.
9. Take any industry certification exam using any name other than their own legal name.
10. Allow or entice another person to take an exam for a test candidate.
11. Interfere in any way that jeopardizes the integrity of the test with persons assigned to administer or proctor industry certification exams.
12. Provide answer keys to any student before, during or after test administration.
13. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

## Proctor Responsibilities for CAPE Digital Tools and Industry Certification

These responsibilities are to be used in addition to any specific instructions and responsibilities provided by the vendor of the CTE assessments.

The Proctor oversees the administration of an assessment, to include:

- Inventory testing materials before and after the assessment
- Maintain attendance and seating chart

- Distribute and collect testing materials
- Provide instructions to test takers
- One student at a time, is permitted to leave the testing room for a restroom break
- Keep track of time
- Maintain a presence in the testing room to discourage talking or cheating
- Protect the participants from disturbances and distractions
- Refrain from answering any questions relative to the meaning or intent of test items
- Report any irregularities or suspected breach of security to the school testing coordinator and the Career and Technical Education Coordinator
- Review and follow prescribed procedures for specific assessment administration
- Verify if any accommodations will be needed during administration for special needs students
- Verify that non-programmable calculators, scratch paper, and pencils will be available to the students during the assessment session as allowed by assessment sponsor
- Be aware of participants who may be experiencing problems with equipment, connectivity or any other technical difficulty, if a problem occurs contact the school's Technology Coordinator
- Collect testing materials for any participant who wishes to leave the room, as per assessment vendor's guidelines
- Complete end of assessment requirements as per the assessment vendor.
- Collect written assessments, answer sheets, or verify electronic tests have been completed properly
- Notify the school administration in the event of behavior issues

Rule 6A-6.0573 Industry Certification Process.

(16) (b) Authorized proctors or monitors for the industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Reveal, print, copy, screen capture or otherwise reproduce exam questions, unless expressly authorized by the certifying agency for the industry certification.
4. Provide access to an exam to any teacher or other district employee, except as part of any official administration of the exam for the purpose of that teacher or employee obtaining the industry certification.
5. Take any industry certification exam using any name other than their own legal name.
6. Allow or entice another person to take an exam for a test candidate.
7. Provide answer keys to any student before, during, or after test administration.
8. Share credentials provided by the certifying agency for the purpose of administering industry certification exams.
9. Administer any industry certification exam to a family member.
10. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

## Resource Specialist Responsibilities for CAPE Digital Tools and Industry Certification

- Accommodations are provided if requested by the parent.
- Provide a copy of the student's IEP/504 for submission along with testing vendor's accommodation request form.
- Assist the parent and student in completing the vendor required form(s) for testing accommodations and form submission.
- Work with the school testing coordinator to setup test sessions for students with approved accommodations.

## Protocol for breach of testing procedures

In the event, of any incident during a testing session, the following procedure is to be followed:

- The person reporting the incident is to notify the Career and Technical Education (CTE) Coordinator of the incident
- The CTE Coordinator notifies the Director of Career, Technical and Adult Education
- The Director of Career, Technical and Adult Education notifies the Principal
- The Director of Career, Technical and Adult Education notifies the Assistant Superintendent of Curriculum and Instruction
- The Director of Career, Technical and Adult Education begins the investigation
- Talking to appropriate parties
  - Teachers
  - Proctors
  - Students
  - Vendor
- If the breach may lead to personnel disciplinary action, then the Director of Career, Technical and Adult Education will notify Human Resource Department
- The Director of Career, Technical and Adult Education will notify immediate supervisor of the findings
- Depending on outcome:
  - When appropriate the Director of Career, Technical and Adult Education will send findings to vendor
  - When appropriate the Director of Career, Technical and Adult Education will send findings to FLDOE

Rule 6A-6.0573 (18) Reporting requirements for violations of industry certification test administration provisions. In those situations where provisions of subsection (16) of this Rule 6A-6.0573 are violated by a teacher or proctor, the district shall prepare a report made to the department and the certifying agency. This notification must occur within five (5) business days, unless the certifying agency has a more stringent requirement. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate.



## Local test administration procedures and training for industry certification exam administration.

School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.

**These test administration procedures must include the following:**

1. Verification that each responsible teacher or proctor has received training on test security. Teachers and proctors must annually sign a Statement of Educational Integrity (See Appendix K) which includes the detrimental and negative impact academic dishonesty brings upon a profession, as well as safety and security hazards which may result when candidates have not met the industry standard for acceptable training.
2. Notification of disciplinary actions and consequences for engaging in or allowing testing irregularities and compromises.
3. Notification of disciplinary actions and consequences for failure to abide by all security protocol.
4. Procedures for handling test interruptions, testing irregularities and technical abnormalities that occur during exam administration.
5. Training on Florida Statutes and State Board of Education Rules pertaining to industry certification.
  - a. All teachers providing instruction, proctors administering industry certification exams, and monitors for industry certification exams must sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement (See Appendix J) (<http://www.flrules.org/Gateway/reference.asp?No=Ref-10029>), which is hereby incorporated by reference in this rule to become effective November 2018. Form FCAPEA-04 may be found on the department's website at: <http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.stml>.
  - b. School districts shall maintain records and rosters for required training, including signed documents, for a minimum of five (5) years.

## Allowable Accommodations for Industry Certification

Certification Title	Accommodations
Automotive Service Excellence	<a href="http://www.ase.com/Tests/ASE-Certification-Tests/ADA-Accommodations.aspx">http://www.ase.com/Tests/ASE-Certification-Tests/ADA-Accommodations.aspx</a>
Certified Internet Web (CIW) (Internet Business Associate, ICT Essentials)	<p>Select CIW testing services, including Pearson VUE and CTC Online can provide accommodations for candidates with disabilities. Accommodations may include extended exam time, scratch paper, readers, or other measures as deemed necessary.</p> <ul style="list-style-type: none"> <li>• If you are taking your exam through Pearson VUE, contact Pearson VUE directly to arrange accommodations. Be prepared to submit documentation of your disability for their review. Accommodation requests are forwarded from Pearson VUE to CIW for approval. CIW recommends making any accommodations requests as early as possible. Candidates who require accommodations must make their request at least 30 days before the scheduled exam appointment. Call the Pearson VUE registration telephone number for your region to arrange accommodations. Be prepared to submit documentation of your disability for their review.</li> <li>• If you are taking your exam through CTC Online, your CTC Proctor will submit a request for the accommodation directly to CIW, for review and approval. Be prepared to submit documentation of your disability for review.</li> </ul> <p><a href="https://www.ciwcertified.com/ciw-certifications/exam-info/taking-an-exam">https://www.ciwcertified.com/ciw-certifications/exam-info/taking-an-exam</a></p>
Certified Nursing Assistant (CNA)	See Instructor
Certiport Testing (Adobe, AutoDesk, MOS, Quickbooks)	<p>Individuals with physical, psychological, learning or other hidden disabilities may be eligible for special accommodations when taking exams. Accommodations may be made for candidates with a disability that impacts the testing experience. To request special accommodations, you and the qualified expert certifying your disability must complete the exam Accommodations Request form at</p> <p><a href="https://certiport.pearsonvue.com/Educator-resources/Exam-policies/Accommodations">https://certiport.pearsonvue.com/Educator-resources/Exam-policies/Accommodations</a></p>
ServSafe Certified Professional Food Manager (NRAEF)	<a href="https://www.servsafe.com/ServSafe/media/ServSafe/Documents/Exam-Accommodation_Foreign-Language-Forms- May-2015_1.pdf">https://www.servsafe.com/ServSafe/media/ServSafe/Documents/Exam-Accommodation_Foreign-Language-Forms- May-2015_1.pdf</a>

# Industry Certification Assessment Accommodations

School: \_\_\_\_\_

Program: \_\_\_\_\_

STDT #	STDT NAME	G R	COURSE #	COURSE Name	Test	Documentation	Accommodation needed

Signature: \_\_\_\_\_

CTE Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A

### Administration Record Security Check List



## Appendix B

Breaches of Administration



## Appendix C

Incident Statement Form





## Appendix D

Seating Chart



## Appendix E

Security Log



## Appendix F

Student Ticket

CAPE Industry / Digital Tool Assessment Ticket

Name: \_\_\_\_\_ SDIRC # \_\_\_\_\_  
Last, First

Login User: \_\_\_\_\_ Password: \_\_\_\_\_

Test Name: \_\_\_\_\_

---

CAPE Industry / Digital Tool Assessment Ticket

Name: \_\_\_\_\_ SDIRC # \_\_\_\_\_  
Last, First

Login User: \_\_\_\_\_ Password: \_\_\_\_\_

Test Name: \_\_\_\_\_

---

CAPE Industry / Digital Tool Assessment Ticket

Name: \_\_\_\_\_ SDIRC # \_\_\_\_\_  
Last, First

Login User: \_\_\_\_\_ Password: \_\_\_\_\_

Test Name: \_\_\_\_\_

---

## Appendix G

Restroom Sign Out





## Appendix H

Testing Sign

# **Do Not Disturb**

## **Industry Certification**

### **Testing**

### **In Progress**

## Appendix I

### Test Administrative Procedures Checklist



## TEST ADMINISTRATION PROCEDURES CHECKLIST

Meet **ALL** of the following requirements in order to report industry certifications:

- \_\_\_\_\_ 1. Exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under extremely limited conditions.
  - \_\_\_\_\_ a. If only one individual is approved by the certifying agency as a proctor, the teacher may proctor the exams and **must be independently monitored by a second individual** who does not provide direct instruction for the industry certification content to the individuals taking the test(s).
- \_\_\_\_\_ 2. Exam questions are delivered in a secure manner and paper-based tests are not available to the proctor for an extended period of time.
- \_\_\_\_\_ 3. Exam is scored by certifying agency (cannot be scored by anyone at the district).
- \_\_\_\_\_ 4. Exam is administered in accordance with the certifying agency procedures.
- \_\_\_\_\_ 5. The district has tracked and followed required test administration procedures:
  - \_\_\_\_\_ a. Exam must not have been administered more than 3 times during the academic year.
  - \_\_\_\_\_ b. A minimum of 20 days is required between test administrations.

### Notes:

- Certification exams administered that do NOT adhere to all of the required test administration procedures cannot be reported to the state for funding or any other purpose.
- Certifications invalidated by the certifying agency cannot be reported to the state for funding or any other purpose.
- For non-CAPE Assessments, Licensures and Certifications, districts must adhere to the same test administration requirements.

For more information, please see Florida Rule 6A-6.0573 Industry Certification Process.



## Appendix J

Form FCAPEA-04, Florida Administrative Code, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement

# FORM FCAPEA-04, Florida Administrative Code

## Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement

Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Florida State Board of Education Rule 6A-6.0573 prohibits conduct that may threaten the integrity of the industry certification exams. Examples of prohibited conduct are provided in paragraph (16) of this rule, which may be accessed at [www.flrules.org](http://www.flrules.org).

Teachers providing instruction leading to industry certification exams shall not administer an industry certification exam to students for which they provide direct instruction for the certification, except as noted in section (13)(c) of this rule.

I have reviewed all test administration and conduct provisions for industry certification exams. I agree to follow all test administration and security procedures outlined in the Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of industry certification exams or cause student achievement to be inaccurately represented.

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*School District*

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*Name* *Print*

---

*Signature*

---

*Date*

Effective \_\_\_\_\_

## Appendix K

Statement of Education Integrity