

2009-10 CTE Skills Testing “Cliff Notes” Instructions

These are “cliff notes” and are not meant to replace the training webinar or PowerPoint which provides visuals and greater explanation.

Teacher Registration Instructions

1. Go to: <https://precisionexams.com/usoe/welcome>
2. Select **Teacher Registration**
3. Read the instructions and select the **Next** button.
4. Complete the required fields in Step 2; then select the **Next** button.
5. If you have entered the correct Cactus ID and you receive a message your ID is not in the system, check the “No CACTUS ID” box and continue.
6. Read and sign the electronic teacher agreement form in Step 3; select **Next**.
7. Select the **Next** button; Registration is complete.
8. A confirmation email will be sent to your primary email address with your UserID and password.

Teacher Test Administration Instructions

Note You must be registered to continue. See above.

Before the Test

Go to: <https://precisionexams.com/usoe/welcome>

1. Select **Teacher Login**
2. Enter your User ID (Usually your **Cactus ID**) and the Password (**usooutah**) unless you have updated/changed your password.
3. Select: **Add Class**
4. Enter the Required Fields; Create a class name, make this name unique if you teach multiple classes of the same course. (i.e. 1st Computer Tech) as this the field displayed on the next screen.
5. Then select the appropriate options from the drop down menus.
6. Select **Submit** (the class is saved).
7. Select **My Tests**, and then **Add Test**. Complete the required fields.
8. Select **Submit** (the test is saved) and a unique Test Code has been created for that class.

The day of the test

1. Students need to register ONCE in the school year before they can test. (See student login instructions).
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. The test code also appears on this screen in 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.
6. 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 – Then individually select the students who have not completed ALL the required performance objectives at the 80% level and select No from the do the same for NO). A Y or N will appear on the Requirement Status field. Double check the list to make sure it is accurate.
7. 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 Req. Complete columns. You can select one or more individual students and then click on the print certificate function.

Student Registration and Test Taking Instructions

1. Go to: <https://precisionexams.com/usoe/welcome>
2. Select **Login**. Select **Register Student** (small orange box) if the student has not registered before.
3. Complete the required fields. The student number is the **High School Student ID**. Select **Submit**. ***Note*** Student only need to register **ONCE** a year. Once registered students can take tests for any CTE class by entering their High School Student ID number, District, and Test Code.
4. The **Student ID** and **District** automatically fill in if they are registering and testing the first time. The student then enters the **Test Code** then select **Go To Test**. If an error message occurs have the student reenter the test code as sometimes it has been entered incorrectly.
5. After selecting “**Go to Test**”, a welcome screen appears, indicating the student is connected to the server. The student waits for the teacher to “authorizes” your test (this may take several minutes).
6. Once the test has been authorized the “**Proctor authorization**” and “**Test Loaded**” boxes automatically update (a checkmark will appear in their boxes). Select **Start Test**, and begin the test.
7. To navigate through the test, use the “**Previous**” or “**Next**” buttons, or use the Navigation Pane and click on the specific test question button. ***Note*** To move an object to an answer box, move the cursor anywhere in the box. The shape will snap into place when the mouse is released.
8. Students can use the flag option to select questions they want to mark to return back to.
9. After completing the exam, select the “**Submit Test**” button. Then select the “**Close Test**” button.