



Dear Advisor/Instructor:

This e-mail is being sent to our active advisor list. We thank those of you who have agreed to field test the Skill Connect Assessments and we hope others among you will sign-up.

Here is important field-test information:

- Field-testing will take place between September 15 and October 17.
- Field tests should take between one to two hours to administer.
- Assessments are all online and therefore require access to Internet-enabled computers.
- Field-testing should be done in a proctored environment. We highly recommend that the proctor be someone other than the assessment subject instructor but realize this may not be possible during field-testing.
- As an incentive for participation, SkillsUSA is offering a \$50 certificate to each school to be used to purchase SkillsUSA materials.

Please confirm your intent to participate as a field-test location by clicking the following link (or pasting it into your browser):

http://www.workforcereadysystem.org/field_test_form.shtml Within two business days of confirming your participation, you will receive an e-mail with instructions on how to enroll your students and to access the assessment(s). Please note you will not have access to the assessments until the first day of the test window.

In order to familiarize participants with the process, SkillsUSA and its assessment development partner, intelitek, inc., will hold a series of 45-minute Webinars. Please plan to participate in one of these Webinars in order to receive detailed information about the testing process. If you are not able to participate in a Webinar, and want to view it online to form your questions, please visit www.workforcereadysystem.com for a recorded Webinar after September 17. If you do not have administrator access to the computers on which the assessments will be taken, we strongly recommend you also ask your IT staff to participate. Webinar times and access information will be sent with the confirmation e-mail.

Please feel free to contact us at skillconnect@intelitek.com with any questions regarding this process. Also, we would greatly appreciate it if you could share this letter with others who may be interested in participating in the field test to get a sneak preview of the Skill Connect Assessments.

Sincerely:

Bruce Potter
Program Specialist
SkillsUSA