



## TESTING POLICIES FOR THE SKILL CONNECT ASSESSMENT

The W.K. Kellogg Foundation and SkillsUSA have partnered to offer the Skill Connect Assessments for use by schools to evaluate students nearing completion of their studies. The Skill Connect Assessments are developed and delivered by SkillsUSA Tech Committees in partnership with intelitek.

For the SkillConnect Assessments to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the instructors who schedule the assessments and the proctors who administer them must strictly follow all program procedures.

**Dates and Times** – The SkillConnect Assessments may be administered anytime between three business days after purchase until the next following July 31st. During the assessment window, assessments can be scheduled for any time of the day that a proctor is available for supervision. The assessment is written to last one hour.

**Testing Environment** – The SkillConnect Assessments may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

**Proctors** – The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching the subject being tested. Students may not be proctors.

**Proctor's Responsibility** – The proctor is responsible for verifying the student's identity, designating and unlocking the forms of the assessment, and providing general oversight of the student during the session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

**Accommodations** - Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise assessment integrity.

**Reassessments** – Reassessments for completed SkillConnect Assessments are not allowed during the same day. Students who are unsuccessful in achieving a passing grade, or those who wish to improve their score, must use another purchased attempt. Schools are encouraged to purchase more than necessary to cover reassessment opportunities.

**Instructor Level Access** – Instructors are given unique password access to the assessment platform for enrolling students and monitoring their progress. Instructors may not share their access information with students and must take reasonable precautions to safeguard their password at all times.

**Cancellation of Scores** – SkillsUSA reserves the right to cancel any assessment score and/or bar participation in the SkillConnect Assessment program if SkillsUSA or its partners has reason to question the validity of a test score. Misconduct at the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

**Good And Reasonable Effort** – SkillsUSA considers each school participating in the SkillConnect Assessments to be an active partner in the assessment delivery process. As such, SkillsUSA expects all school staff involved in the assessment process to exercise good and reasonable effort to maintain the integrity of the program.