

**Application for Locally Produced Technical Skill Assessment**

Name of Applicant:

Affiliation:

Address:

Phone:

E-mail:

Identify the CTE Program of Study where the assessment will be used.

CIP Code (Post-secondary assessments only)

Identify the secondary or post-secondary institution where the assessment will be used.

Proposed proficiency level (Cut Score)

**The Oregon Department of Education does not distribute technical skill assessments. However, local developers may wish to share their work with others. If you wish to share that work, ODE will post information related to the standards addressed in the assessment and the name of a contact person.**

Are you interested in sharing this assessment with others?

**Please attach documentation for the following:**

|  |  |
| --- | --- |
| **Reliability** | TESTS - Statistical measurement of reliability using a pilot test.  OR  PERFORMANCE - Description of training process to insure interrater reliability including materials used in the training. |
| **Validity** | Written verification of assessment validity from an officer of an industry professional organization that represents the career area being assessed.  OR  Signed letter from members of an advisory group assembled for the purpose of evaluating the assessment validity.  OR  Table of specifications identifying the industry standards with specific questions in a test or sections in a scoring guide associated with those standards. |
| **Proficiency** | Description of how proficiency level was established including names and affiliations of individuals involved in the process. |
| **Assessment Materials** | Copies of all materials related to the assessment including the actual assessment. For performance assessments the materials should provide details about the setting for the assessment, the specific task, and all appropriate scoring guides. |
| **Copyright** | Verification that use of the assessment does not violate copyright laws. |

**Submit all materials to:**

Tom Thompson

Oregon Department of Education

255 Capitol Street NE

Salem, OR 97310

[Tom.Thompson@state.or.us](mailto:tom.thompson@state.or.us)

Materials will be reviewed by ODE. All materials completed and submitted by May 1 will be reviewed in time to be used during the next academic year.

Periodic review of locally produced assessments will be conducted on a four-year cycle that coincides with the CTE Program of Study renewal. Any changes in locally produced assessments made prior to the review must be approved by ODE in writing.

For additional information regarding Technical Skill Assessments and approval of locally developed technical skill assessments please refer to the following resource:

<http://www.ode.state.or.us/search/page/?id=1656>