

# CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: \_\_\_\_\_ Course: Computers in Business  
School: \_\_\_\_\_ Test Number: 245  
# Students in course: \_\_\_\_\_ Date: \_\_\_\_\_  
# Students tested: \_\_\_\_\_  
# Students who passed performance objectives at or above 80%: \_\_\_\_\_

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

Created a business plan including but not limited to the following sections:

1. Cover Sheet (Standard 3)
2. Executive Summary (Objective 6.1)
3. Organizational Plan (Objective 1.1)
4. The Marketing Plan (Standard 2 and Objective 1.3)
5. Financial Documents (Budget) (Objective 1.4)

Created supporting documents including:

6. Created a logo. (Objective 3.2)
7. Created a business card OR letterhead. (Objective 3.3)
8. Created an advertisement. (Objective 3.4)
9. Created a website with at least three linked pages. (Standard 4)
10. Evaluated their business plan (Objective 7.1)
11. Consistently practiced correct keyboarding technique. (Standard 7)

Each performance is documented and kept on file by the teacher for two years.  
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_