

# 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: Retailing – School Store  
School: \_\_\_\_\_ Test Number: 408  
# 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.

## Performance Objectives – Required

Students must complete **BOTH** of the required performance objectives below to fulfill the state requirement for performance. Indicate completion of competencies below.

1. Demonstrate the sales process in a retail setting.
2. Operate a point-of-sale terminal or register, including all associated activities: count change, calculate sales tax, balance and verify till, and process merchandise returns.

## Performance Objectives – Additional Activities

Select and complete **five (5) of the thirteen (13)** additional performance objectives below to fulfill the state requirement for performance.

1. Analyze the product mix for a retail store, and recommend changes or improvements to the mix.
2. Review security measures for the school store and make recommendations for improvements.
3. Arrange purchase and ordering of a product.
4. Create an organizational flowchart for the school store.
5. Outline the distribution channel for a product.
6. Review or design a pricing strategy for the school store.
7. Determine or outline a receiving process for a small business.
8. Describe ethical behavior for employees in a retail setting.
9. Design or review a store policy manual for the school store.
10. Design a retail sales promotion for a product or service.
11. Design a retail store layout or blueprint identifying different types of displays.
12. Construct a merchandise display or point-of-sale promotion
13. Conduct a physical inventory count of merchandise.

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: \_\_\_\_\_