

CTE SKILL CERTIFICATE PROGRAM

Performance Accountability Report Instructions

2011-12 SCHOOL YEAR

Schools must complete an official **Performance Documentation form** for **every test administered**. Some tests may not have a current performance component, but an official form for the test in question must still be completed and submitted. (**Note: Class rolls do not replace the official form**)

Official performance documentation forms are located on the USOE website, on the test protocol page for each respective test at the following location:

http://www.schools.utah.gov/ate/Skills/All_Tests.htm

**Industry tests are not included in the performance review.*

1. Assembling the forms

- **ALL** the information on the top of the performance documentation form must be completed and signed by the teacher who evaluated the performance skills of the students tested.
- Don't separate by semester/trimester—combine all trimesters/semesters together for each test by teacher and **staple multiple class periods together**.
- Don't staple different **test numbers** together.
- Assemble the school by test number starting with the lowest number.
- If there are multiple teachers giving the same test, put those tests forms alphabetically by teacher's last name.
- Do not combine multiple schools together.

2. Submitting performance forms

- The performance documentation forms are no longer being collected by the State Office of Education.
- Performance documentation must be sent by the school to their respective district.
- Each district must establish a system for how the documentation will be collected (hard copy or electronic copy), who at the district level will collect it, and where the documentation will actually be stored.
- Performance documentation must be collected and in place on or before **June 15, 2012**.
- USOE will visit districts on a rotating schedule to confirm that all performance documentation is on file and complete.

3. The Performance Documentation Accountability Report

- The submitted documentation will be compared to the CTE test state report.
- **Teachers who do not submit the form(s) for tests administered will be placed on probation for the 2011-12 school year. If a teacher fails to submit the forms a SECOND year in a row, (they were on probation the previous school year) funding will not generated for ANY tests administered during the current year.**
- The district CTE Director will receive the report in August, 2012