

PERKINS GUIDANCE

TITLE: TECHNICAL SKILLS ASSESSMENT DOCUMENTATION AND REPORTING
NUMBER: PG-002
DATE: July 1, 2020
PURPOSE: Perkins Guidance-To Define Requirements for Reporting Technical Skills Assessment Results for Perkins Performance

Introduction: This is guidance concerning the requirement that local Perkins recipients report results of technical skills assessments taken by students for performance measurement purposes.

Authority: *Strengthening CTE for the 21st Century Act of 2018*
Title I Part A Sec. 113 Accountability (b)(2)(B)(ii)
ADHE shall identify in the State Plan core indicators of performance for career and technical education at the postsecondary level that are valid and including:
The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within one year of program completion.

Requirement: Local recipients must collect and report results of technical skills assessments attempted by CTE students. Because the intent is to report overall use of industry-based assessments, results are not limited to CTE students. Any result received during the reporting period for any student should be reported. These results must be valid, reliable, complete and timely.

Evidence of Validity: Valid refers to the extent to which a measurement does what it is supposed to do. Assessments are considered valid if they are developed by third-party vendors and are industry-based. This excludes GPA-based assessments and locally developed assessments unless the locally developed ones are state-approved or collaboration with a third-party vendor can be documented.

Evidence of Reliability: Reliable refers to the consistency, stability or dependability of the data. In order for the data to be considered reliable, assessment results must be reported using the same criteria across years.

Evidence of Completeness: Complete refers to the degree to which all data is reported. All student attempts are to be reported. This includes results that are routinely reported to colleges as well as results for which the college must proactively seek.

Evidence of Timeliness: Timeliness refers to whether results were reported in the required time period. Results are to be reported when the college receives results; not when the assessment was administered.

Local Written Procedures:	<p>A local written procedure is required to ensure that submitted information meets data quality requirements. The local procedures should describe the following:</p> <ol style="list-style-type: none"> 1. A list of programs for which assessments are potentially available. (This is generally all CTE programs.) 2. Describe the process for reporting assessment results. This includes who initially receives results; how they are collected and by whom; and how they are processed for input into the AHEIS Perkins II-Supplemental Credential annual file. 3. Describe where the supporting documents are stored so that the information can be reviewed during the annual compliance review. 4. Document variables to ensure that data is reported consistently from year to year. Variables include but are not limited to: <ol style="list-style-type: none"> a. Which result will be reported if the student took multiple assessments? b. Which result is reported if the student both failed and passed the same assessment? c. Which result is reported if the student took multiple assessments and passed some but failed others? d. What is reported if the assessment has multiple sections and student failed one or more sections? e. What is the cut-score for passing an assessment for which results are not reported as pass/fail?
Perkins Annual File:	<p>Technical skills assessment results are reported into AHEIS in the Perkins II-Supplemental Credentials file. This data is used to calculate the Perkins 2P1 core indicator performance results.</p>
Important Dates:	<p>The time period for reporting is the Perkins program year: July 1 through June 30. All assessment results <u>received</u> during this time period are to be reported in the Perkins Annual File. Results are reported when received by the institution; not the date the assessment was taken.</p> <p>The Perkins Annual File is due mid-August. See the AHEIS Manual for the specific date and for additional submission information.</p>
Treatment of Staff Time:	<p>The collection and reporting of data is an eligible use of Perkins administration funds. If admin funds are used for salaries of individuals involved in this process, a time and effort report must be provided to the Perkins coordinator.</p>