

Massachusetts Vocational Technical Teacher Testing Program

Greater Lowell Technical High School

Candidate Handbook 2018-2019

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This Handbook contains detailed information on the Massachusetts Vocational Technical Teacher Testing Program. Candidates are strongly urged to keep it on hand as a reference to be used to answer any questions that they may have regarding the testing process for Vocational Technical Teacher Testing Program Written and Performance Exams.



All of the information contained in the Candidate Handbook may also be found on our website as well as additional information regarding Massachusetts vocational technical teacher licensure including written and performance examination outlines which identify percentages of subtest areas and list recommended reference materials. The Outlines are revised periodically to coincide with changes in technology and are currently aligned with the Massachusetts Vocational Technical Education Frameworks (VTEF). Information regarding VTEF can be found at:

www.doe.mass.edu/cte/frameworks



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CONTACT INFORMATION

CONTACT:	Massachusetts Vocational Technical Teacher Testing Program (VTTP) Greater Lowell Technical High School 250 Pawtucket Blvd. Tyngsboro, MA 01879
TELEPHONE	(978) 441-4946 Office hours are 7:15 a.m.-2:45 p.m., Monday through Friday, excluding holidays.
FAX:	(978) 441-4893
PROGRAM E-MAIL	techteachtest@gltech.org
WALK-IN SERVICE:	7:30 a.m. – 2:00 p.m., Monday Through Friday, excluding holidays.
WEB SITE:	www.gltech.org/domain/69 The VTTP web site provides the complete and up-to-date 2018-2019 Exam Registration Information in an easy-to-access HTML format. Candidates can browse topics from the Candidate Handbook and find answers to their registration and testing questions.
PROGRAM PERSONNEL	Robert Lussier, Director Richard Marchand, Assistant Director **Lisa Boyd, Administrative Assistant lboyd@gltech.org **Contact Lisa Boyd for information regarding the VTTP

STEVENS AMENDMENT COMPLIANCE

The Massachusetts Vocational Technical Teacher Testing Program is partially supported by a \$220,000.00 grant from the Massachusetts Department of Elementary and Secondary Education.

VOCATIONAL TECHNICAL EDUCATION

The Massachusetts Vocational Technical Education Regulations require vocational technical teachers to pass, as part of the licensing requirements, a two-part exam of communication and literacy skills as well as a Vocational Technical Teacher Testing Program (VTTP) written and performance exam in the subject matter area taught. These tests are designed to ensure that Massachusetts vocational technical teachers can communicate adequately with students, parents/guardians, and other educators, and that they are knowledgeable in the subject area of the license sought

Licensure Exam Requirements

Teaching License	Testing Requirements
Preliminary Vocational Technical	1) VTTP written and performance subject matter test AND *2) MTEL Vocational Technical Literacy Skills Test OR *3) MTEL Communication and Literacy Skills Test

*The MTEL exam required of candidates for preliminary vocational technical licensure is administered by the Massachusetts Exam for Education Licensure. Contact information for these tests is located on page 4 of this Handbook.

Educator licensure candidates are also required to complete and submit a vocational technical licensure application with the Department of Elementary and Secondary Education, see page 3 for additional details.

Additional information regarding the licensure procedures, becoming an educator and potential employment opportunities are available at the Massachusetts Association of Vocational Administrator's website www.mava.us/BecomeaTeacher.aspx

The Massachusetts Department of Elementary and Secondary Education (DESE)

You may apply for a technical educator license at any time, before or after taking the technical teacher exams and MTEL exams. However, in order to determine the license requirements, including which tests to take, you must submit to the Massachusetts Department of Elementary and Secondary Education a complete license application, including official college or university transcript(s) if required, and fees. **Therefore it is strongly recommended that you submit an application for licensure to DESE early in the licensure process to ensure you qualify for that license.**

CONTACT:	MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE) Office of Educator Licensure 75 Pleasant Street Malden, MA 02148-4906
TELEPHONE	(781) 338-6614
TTY-NET RELAY:	(800) 439-2370 Call center attendants are available 9:00 a.m. – 4:45 p.m. eastern time, Monday through Friday, excluding holidays. During especially busy periods, attendants may be available for extended hours. Please check the Automated Message System for up-to date information on call center hours. This information is also provided on the DESE Website.
WALK-IN SERVICE:	8:45 a.m. – 4:45 p.m., Monday Through Friday, excluding holidays.
E-MAIL:	VocEducators@doe.mass.edu
WEB SITE:	LICENSURE INFORMATION: http://www.doe.mass.edu/licensure/voctech/ , select “VTE Educator Licensure” and then select the appropriate license category. At the site you will find regulations, guidelines, and applications for Vocational Technical Educator Licenses. Access “Licensure Help” and “Apply Online” through the ELAR system for Vocational Technical Educator licenses. First-time applicants must create an ELAR profile to apply online.

The DESE is an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or sexual orientation. For further information regarding this policy, please visit the DESE web site at www.doe.mass.edu/resources/policy.html.

Massachusetts Exam for Educator Licensure (MTEL)

CONTACT: **Massachusetts Tests for Educator Licensure (MTEL)**
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9013

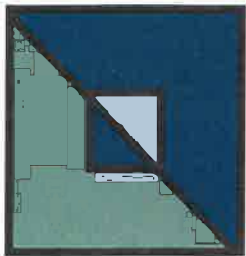
TELEPHONE (413) 256-2892 L
(866) 565-4894 (toll free) L

TTY: (413) 256-8032 L
Operators are available 9:00 a.m. – 5:00 p.m. eastern time, Monday L
through Friday, excluding holidays. Automated Information System is L
available 24 hours a day. L

FAX: (413) 256-7077 L
(Registration forms may not be transmitted by fax) L

WEB SITE: www.mtel.nesinc.com
At this website you will find MTEL notices, a list of exam preparation
resources available to the public, and frequently asked questions.

****The Vocational Technical Teacher Testing Program does not administer the MTEL Communication and Literacy Skills Exams. Above is the contact information for the Massachusetts Exam for Educator Licensure.**



Testing Program Overview

The Vocational Technical Teacher Testing Program (hereinafter referred to as the VTTP) includes a written exam of vocational technical subject matter knowledge and technical literacy and a performance exam in vocational technical skills and related knowledge.

The role of the VTTP is limited to the development and administration of the vocational technical subject area written and performance exams. All questions regarding licensure and the communication and literacy tests should be directed to the Department of Elementary and Secondary Education (DESE) and/or MTEL.

Candidates must pass the written exam prior to scheduling a performance exam. Exam results are reported simultaneously to the candidate and to the DESE.

The written exams are criterion-referenced and objective based. A criterion-referenced exam is designed to measure a candidate's subject matter knowledge in relation to an established standard rather than in relation to the performance of other candidates. The standard used for the written and performance exams is the Vocational Technical Education Frameworks.

The performance exams require candidates to demonstrate their manipulative (hands-on) skills as well as how to apply their technical knowledge in the planning and preparation of a specific product or diagnose and repair a technical problem characterized in the given licensure area. In most cases, candidates will demonstrate their vocational technical skills by completing a work sample using tools, machines, materials and equipment normally used in the area of licensure. These skills will be measured by predetermined criteria and aligned with the Massachusetts Vocational Technical Education Frameworks. The performance exams are administered by professionally licensed vocational technical instructors in the designated licensure area.

The scope of the written and performance exams are described in the **exam outlines** which are mailed to candidates upon registration and may also be obtained through our website www.gltech.org/domain/69. The exams are also designed to ensure that Massachusetts vocational technical teachers are knowledgeable in the subject matter of the license so that they can help their students meet the content standards set forth in the Massachusetts Vocational Technical Education Frameworks.

TITLE IX AND 622 AND E.E.O. COMPLIANCE (August 2017)

The Massachusetts VTTP does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identity, disability or homelessness in its admission, treatment or access to its program and activities and is committed to providing an environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this notice or for assisting in an investigation of such conduct. The following person has been designated to handle inquiries regarding educational nondiscrimination policies, including Section 504 compliance policies:

Name and Title: Tracy Encarnacao, Director of Guidance & Counseling Services Guidance
Department-Greater Lowell Technical High School, 250 Pawtucket Boulevard, Tyngsboro, MA 01879
Telephone: (978) 441-4956

I. EXAM REGISTRATION PROCESS

The VTTTP will mail a Candidate Handbook, which contains a Vocational Technical Written Exam Registration Form and a Testing Program Calendar for the upcoming school year. This calendar includes all exam dates and deadlines for registration.

A. How to Register for an Exam

- Exam registration and fees are due on the published registration deadline for both written and performance exams and must be received by 3:00 p.m. EST in order to avoid a late registration fee.
- Late registrations and fees are due by the published late registration deadline.

Procedures for Registration

Complete the following steps to register by U.S. Mail:

1. Obtain a registration form, which you may request by mail or by selecting "Candidate Exam Registration Form" on the VTTTP website.
2. d Complete the registration form and enclose the correct payment in U.S. dollars made payable to: GLTHS Teacher Testing. All fees must be paid by Money Order or Business Check. The VTTTP **does not** accept personal checks. DO NOT MAIL CASH.
3. d Read the "Compliance with Exam Rules and Regulations" and sign your registration form. Your signature must appear on your registration form in order for it to be processed. Incomplete registration forms will be returned to candidate for completion.
4. d Faxed or e-mailed registration forms will be accepted but NOT processed until the fee has been received. Please contact the VTTTP prior to faxing registration form.
5. d If you are requesting alternative testing arrangements, include the Alternative Testing Arrangements Request Form and all required documentation.
6. d Affix correct postage to the registration envelope. All registration materials must be sent to the VTTTP at Greater Lowell Technical High School.

****The VTTTP is not responsible for lost mail.**

Candidates may also register, in compliance with registration deadlines, at the VTTTP office during office hours located at Greater Lowell Technical High School. Payments may be made by money order or business check as outlined above, as well as cash payments.

B. Fee Schedule <

THE EXAM FEE SCHEDULE IS AS FOLLOWS:

Written Exam and Re-Exam Fee	\$175.00
Private Written Exam Fee	\$225.00
Performance Exam and Re-Exam Fee	\$275.00
Private Performance Exam Fee	\$375.00

Since participation in the performance exam is based upon passing the written exam, it is necessary to register for a performance exam **AFTER** passing the written exam. A registration form for the performance exam will be enclosed in your written exam results notification.

THE FOLLOWING FEES MAY BE ASSESSED

Late Registration (Mail), two weeks prior to Performance Exam	\$50.00
Emergency Registration (telephone) three business days prior to Written Exam	\$25.00
Reschedule of Written Exam Registration after the emergency deadline date	\$25.00
**Reschedule of Performance Exam Registration two weeks or more before the published exam date	\$25.00
Payment Default	\$25.00
Score Verification	\$50.00
Refund of Exam Fee (Processing Fee) prior to Deadlines for Rescheduling Dates	\$25.00
Private Performance Exam Materials	\$50.00
Accelerated Score Report for Performance Exam (15 business days)	\$25.00

****Rescheduling of a Performance Exam less than 2 weeks prior to the exam will result in canceling your exam and forfeiting your exam fee.**

C. Signature

After you have completed your registration form and checked it for accuracy, and after you have carefully read this Candidate Handbook and the Exam Rules and Regulations (refer to section V), sign your name and write the date on the line provided on the registration form. **Your signature on this form indicates that you attest to the accuracy of the information on the registration form and that you understand this information and the rules outlined for participation in the written and performance examinations and agree to follow these rules. Your signature also indicates that you are taking the Massachusetts Vocational Technical written and performance skills exams because you are seeking licensure as a vocational technical educator in the state of Massachusetts and for no other purpose.** Please be aware that your registration form will be returned unprocessed, if it is not signed.

D. #Registering for Alternative Testing Arrangements

Alternative testing arrangements, that are reasonable in the context of this licensure exam and **supported by documentation**, may be provided, upon request, to candidates who would not be able to take the exam under standard conditions. Candidates who may be eligible for alternative testing arrangements are:

- YCandidates whose religious practices do not allow them to take tests on Saturdays; or
- YCandidates with physical disabilities (e.g., visual impairments, motor disabilities, illness, or injury) or cognitive or emotional disabilities (e.g., learning disabilities)
- YFood Allergies which would prevent participation in a particular portion of the Culinary Arts Performance Exam (i.e., fish, shellfish and certain food allergies)

You may make a request for alternative testing arrangements when you register for the VTTP only during the regular registration period. To ensure that there is adequate time to process your request, you are required to register and submit all required information no later than 30 calendar days prior to the scheduled examination.

The VTTP will review each request as it is received and determine on a case-by-case basis whether to grant requested alternative testing arrangements.

In some cases, the supporting documentation submitted with a request for alternative testing arrangements may not be sufficient to make a determination or may not support the requested accommodation. In such cases, you will need to submit additional documentation. The VTTP may contact you directly to discuss suitable testing arrangements.

How to Register

If you require special accommodations in order to take the vocational technical written or performance exam due to a disability, you must notify the Technical Teacher Testing Program in writing at least thirty (30) days prior to your requested examination.

If you require only minor adjustments to the testing environment, such as wheelchair accommodations, you may be able to take the exam under standard conditions, but you will be required to complete the Alternative Testing Arrangements Registration Form and the 30 day notification may be waived.

Initial Requests for Alternative Testing Arrangements

The first time you request alternative testing arrangements for a technical teacher exam, you must submit the following:

1. a completed registration form, Appendix D, with correct payment,
2. the Alternative Testing Arrangements Request Form, Appendix C, and
3. supporting documentation, if required.

The documentation is kept confidential to the extent required by law.

Subsequent Requests for Alternative Testing Arrangements

If you register for a subsequent exam date(s), and your condition, disability, or religious conviction and the recommended accommodation(s) for it have not changed, you must submit:

1. a completed registration form with correct payment, Appendix D, and
2. the Alternative Testing Arrangements Request Form, Appendix C.

If your condition or disability and/or the recommended exam accommodations have changed, you must submit additional documentation to support your request.

Making Determinations

The VTTTP reviews requests for alternative testing arrangements individually upon receipt to determine if the request and supporting documentation are complete and that any required tests and diagnostic documentation are current (conducted within the past five years). The VTTTP also reviews documentation to determine that it supports the requested accommodation(s) and that the requested alternative testing arrangement(s) is reasonable in the context of the selected vocational technical teacher exam. The VTTTP may grant or deny all or some of the requested accommodations. The VTTTP will notify you in writing whether your requested accommodation(s) can be provided for the requested exam administration date. If you do not receive a written notice from the VTTTP by the Monday before the exam administration date, please contact the VTTTP at (978) 441-4946 about your request for alternative testing arrangements.

In certain cases, your requested alternative testing arrangements may be granted, but they may not be able to be accommodated on the testing administration date that you requested. In such a case, the VTTTP will contact you to discuss a suitable testing arrangement. You will be given the choice of taking the exam with accommodation(s) at an alternative testing date. If you have any questions or wish to check on the status of your request, you may contact the VTTTP Office.

Unprocessed Requests

The VTTTP may return your request to you unprocessed if the required information is reviewed and determined to be incomplete. This will cause delays in the review process.

Denied Requests

The VTTTP may deny your request for alternative testing arrangements if:

1. the documentation does not support the request for alternative testing arrangements
- or
2. the requested accommodation(s) is not reasonable.

If your request is denied, you will be notified in writing and provided with the reason for the denial.

If your request is returned to you unprocessed or denied, the VTTTP will contact you and will offer you the opportunity to take the exam on the date requested without all or some of the requested alternative testing arrangements. You may provide additional supporting documentation and/or information to the VTTTP in support of your request, and you may request that your registration and exam fees be applied to a future exam date.

Unable to Accommodate Request

Because of the amount of time required to adequately review requests for alternative testing arrangements there can be no assurance that requests for alternative testing arrangements, received after the regular registration deadline, can be accommodated for the chosen exam date. If your request cannot be accommodated, the VTTP will contact you and offer you the opportunity to take the exam on a date requested without all or some of the requested alternative testing arrangements, or you may request that your registration and exam fees be applied to the next available exam date.

If your request for alternative testing arrangements was denied and you wish to have the decision reviewed, you may submit a written request for a review to the Commissioner of Education at the Department of Elementary and Secondary Education. Requests for a review should be received no later than 30 days after denial of the request for alternative testing arrangements. To facilitate the Commissioner's review, requests must include all supporting documentation submitted to the VTTP as part of your original request for accommodation(s). Any new, updated, or additional information should first be submitted to the VTTP for consideration and decision, prior to submitting a request for a DESE review.

The request should include a cover letter that contains the following information:

- your name,
- home address,
- date of birth,
- date on which you are making the request for review,
- date of the exam administration for which you are requesting a review,
- the reason you believe that the requested accommodation(s) should be granted,
- any supporting documentation and
- your signature.

Send your request for a review to the Commissioner of Education, c/o State Director of Career/Vocational Technical Education, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant St., Malden, MA 02148-5023. You may also fax your request for review to the State Director at (781) 338-3950. Requests for a review, received by the State Director less than 30 days prior to the exam administration date for which you seek the alternative testing arrangements, may not be processed by the exam administration date. The decision of the Commissioner or the Commissioner's designee shall be final.

Registering for an Alternative Exam Date for Religious or Military Reasons

An alternative exam date may be arranged for candidates whose religious practices do not allow them to take tests on Saturdays. An alternative exam date may be arranged only for religious reasons or if you are a member of the U.S. Armed Forces and your duties preclude you from taking a Saturday test.

- ○ To register for an alternate exam date for religious reasons, submit with your registration form a letter of explanation on your cleric's letterhead. Also include the name of the agency requiring you to take the test.
- ○ To register for an alternate exam date because of military duties, submit with your registration, a copy of your orders.

The alternative exam date for written exams will be mutually agreed upon and on a weekday following the regular Saturday exam date. The alternative exam date for a performance exam will be on a weekday following the scheduled exam. To request an alternative exam date, you must submit **both** of the following:

1. ○ a completed registration form, Appendix D, with correct payment, and
2. ○ a completed Alternative Testing Arrangements Request Form, Appendix C

Registering for Alternative Testing Arrangements Because of a Disability

To request an alternative testing arrangement, you must submit all of the following:

1. ○ a completed registration form, Appendix D, with correct payment;
2. ○ a completed Alternative Testing Arrangements Request Form, Appendix C, identifying the disability and the specific arrangements requested; and
3. ○ recent documentation, within the past five (5) years, listing your disability by a licensed professional, on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment or physical therapist for mobility impairment). This information is important to ensure that the appropriate accommodations are made for you. The statement must indicate the following:

- ○ the disability for which alternative testing arrangements are being requested

and

- ○ recommended exam administration modifications that are specifically related to the disability and are reasonable in the context of this licensing test.

If you are requesting alternative testing arrangements due to a cognitive or emotional disability (e.g., learning disability), you must submit all of the following:

1. Y a completed registration form, Appendix D, with correct payment;
 2. Y a completed Alternative Testing Arrangements Request Form, Appendix C, identifying the disability and the specific arrangements requested; and
 3. Y a statement by a licensed professional, on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment or physical therapist for mobility impairment). This information is important to ensure that the appropriate accommodations are made for you. The statement must indicate the following:
 - a. Y the disability for which alternative testing arrangements are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or as separate documentation:
 - Y a full educational history with complete documentation of special education services, including other disability-related testing modifications received within the past five years, along with the name, date, and results of the test(s) or evaluations(s) administered within the past five years, used to document the disability;
- or
- Y results of a psychological, neuropsychological, or psychoeducational exam battery administered within the past five years, interpreted by a qualified professional, whose license or credentials are appropriate to diagnose the condition:
- or
- Y results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping exam administered within the past five years;
- and
- Y recommended exam administration modifications that are specifically related to the disability and are reasonable in the context of this licensing test.

E. Withdrawal/Refund Request

You may withdraw from a written exam administration and receive a partial refund by completing the Withdrawal/Refund Request Form, Appendix B which must be received by the VTTTP by 3:00 p.m. on the late registration deadline for the exam date in which you have registered. If your request is received after the late registration deadline or if you are absent from the exam administration you will receive no refund or credit of any kind.

F. Absentee Policy

If you are absent from an exam from which you did not properly withdraw, you will not be entitled to any refund or credit. You will need to register and pay again to test at a future exam administration.

Emergency circumstances: If you are absent from an exam administration because of an emergency circumstance (illness, injury, hospitalization, or death in the immediate family), you may be eligible to receive a fee voucher that you may use to register for a future exam date. To request a voucher, you must contact the VTTTP office within four (4) days of the exam date and explain the reason for your absence and your intention to apply for an exam voucher. You must then mail or fax to the VTTTP a letter describing the emergency situation. Include written documentation, such as a letter signed by a professional licensed to diagnose or treat the emergency condition (ie: Physician), on that person's professional letterhead, or a dated newspaper obituary. The letter and required documentation must be received at the VTTTP within 30 calendar days after the missed exam date.

A response to your request will be sent by U.S. mail within two weeks after your request is received. If your request for a fee voucher is granted, the fee voucher you receive will be in the amount of the exam fee that you paid for the missed exam date. Late and emergency registration fees are not included in the fee voucher amounts; any such fees are the responsibility of the candidate.

G. Exam Cancellation

In the event of severe weather conditions, call (978) 441-4946 to receive information regarding exam cancellation. The VTTTP will also announce cancellations on TV Channel 7 and WRKO AM/680 radio Storm Force. Cancellations will also be posted on the Greater Lowell Technical High School website (www.gltech.org/domain/69) If, in your judgment, the conditions are too extreme for you to travel, write or e-mail us within three days of the missed exam and you will be scheduled for the next written exam without penalty. **Weather conditions vary in our geographic area so consult TV weather reports and utilize our website to determine if an exam has been cancelled.**

II. THE WRITTEN EXAM

A. The Written Exam Description

All written examinations are held on scheduled Saturdays throughout the year at Greater Lowell Technical High School.

Access to the campus is restricted to the Pawtucket Boulevard entrance **only**. Parking is available in the second parking lot designated for Faculty. Enter the building through the school entrance adjacent to the Faculty parking lot.

The Massachusetts vocational technical skills written exams are designed to measure candidate knowledge of the specific technical subject matter in relationship to the established content standards as detailed in the Vocational Technical Education Frameworks. As such, they are criterion-referenced exams. The vocational technical skills written exam is designed to measure the candidate's knowledge of the specific vocational technical skills, related mathematics and science, as well as any technical regulatory guidelines (i.e., OSHA, electrical code, etc.). These exams are revised to align with the appropriate Massachusetts Vocational Technical Education Frameworks (VTEF). The written exam consists of 100 multiple choice questions and are developed by fully licensed Massachusetts vocational technical educators. A candidate's performance on the exam is evaluated against an established standard (VTEF). The passing score of 70% is approved by the Commissioner of Education. Candidates who do not achieve the 70% passing score may retake the exam at any subsequent scheduled exam administration.

Outlines of skill exams, which include a list of resources, are provided to candidates when they register for an exam or may be obtained through the VTTP website.

B. Your Written Exam Admission Letter

After your registration has been processed, you will be sent an admission letter, which will include your **admission ticket** into the exam and serve as receipt for your exam fee. If you do not receive correspondence from the VTTP within ten (10) working days of mailing your registration form, please call the number on the front of this handbook. Your admission to the exam site will be delayed if you do not have your admission ticket.

It is your responsibility to take the exam on the date you are scheduled. If you **CANNOT POSSIBLY** take the exam on the date you are scheduled, please call the number on the front of this handbook, as soon as possible, to be scheduled for the next available examination.

Your **admission ticket** lists the personal information you provided when registering, as well as testing information.

- exam area
- exam date
- reporting time

Check the information on your **admission ticket** upon receiving it. Notify the VTTP on the day of your exam, during pre-registration, if any testing information is inaccurate. You may not change your exam area at the exam site.

If you need to correct or update personal information (i.e.: your mailing address, phone number, e-mail), you may do so on the day of your exam or by contacting the testing program office.

Keep the copy of your admission letter for your records.

If you lose your **admission ticket** before the testing date, you may request another copy by contacting the testing program by e-mail at lboyd@gltech.org. A copy of your admission letter and ticket can be e-mailed or faxed to you.

You must bring your **admission ticket** and **current government issued picture ID**, which has a photograph, signature, and name which you registered for the test. Only calculators provided by the VTTP are allowed to be used for written examinations. Personal calculators must not be brought to the exam site. Please do not bring any materials other than those noted specifically on the exam outline sheet sent to you. Reference material, **cell phones and other electronic devices**, notebooks, or briefcases will not be allowed into the exam site and our staff is not responsible for looking after your property while you are taking the examination.

IMPORTANT: Personal digital assistance and all other types of electronic information or communication devices are strictly prohibited in the exam site. Possession or use of any such device may result in the voiding of your exam score(s).

Leave all personal electronic devices and your cell phone in your vehicle.

C. Exam Site

Allow plenty of time for the trip to the exam site. You are expected to arrive on time. Not being able to find the school or excessive traffic is not an excuse. If you are unsure of the location of the school, please call our office. A detailed map with directions is included with all admission letters.

If you wish to stay overnight in the Greater Lowell area during the testing period, there are several hotels, which have reasonable rates and are within a twenty minute drive from the school.

When you enter GLTHS, you will register in the school lobby outside the cafeteria. **Be sure to have your exam admission ticket** and present a current valid form of a government issued picture identification (i.e.: Driver's License or Passport) to the VTTTP personnel. Upon receipt of this letter, you will be checked in. Exam "check in" is from 8:00 A.M. - 8:45 A.M.

Once you "check-in", you will proceed to the cafeteria and obtain your exam package. You will be required to sign in on the provided sheet, this indicates your presence at the exam and that you agree to the rules and regulations of the exam administration.

You will be given two pencils, an answer sheet, your exam package and you will obtain a calculator for your use during the exam.

You are not allowed to open your exam package until told to do so by the Program Administrator.

The exam administrator will give a brief orientation and instructions. Follow these instructions carefully. If you have a question, raise your hand and the exam administrator will assist you.

After the orientation and instructions, the exam will last three (3) hours. During the exam session, you will be permitted to work at your own pace. The exam schedule has been developed to allow sufficient time for candidates to complete the test, and some candidates may finish their exam well before the scheduled completion time.

D. Exam Session

Each exam session is three hours long. After admission to the exam site, you may not leave the exam area for any reason until you have completed your exam and all exam materials have been collected by the exam administrator. Once you have completed the exam, or at the end of the exam session, the exam materials will be collected and you will leave the exam site.

Candidates who take a rest room break will be required to sign out with the exam proctor and sign in when returning. No materials, including hand bags, may be taken to the rest room. No extra time will be awarded during absence from the exam site.

Throughout the exam session, you will have nothing on your desk but the provided exam materials: exam booklet, answer sheet, pencils, eraser, calculators, and any other necessary materials that are provided for you during the exam session.

You may use the margins of the exam booklet for any intermediate work you need to do to answer the specific questions. However, only answers recorded on your answer sheet will be scored.

E. Late Arrivals

It is essential that you report promptly to the exam site when it opens for admission. Only in rare cases, candidates who arrive up to 30 minutes after testing has begun may be admitted. However, admittance of each late arrival will be evaluated on a case-by-case basis by the exam administrator.

If you are admitted late to an exam session, you will **not** be given additional time beyond that already allotted to the other candidates for the session, and you will be required to sign a statement acknowledging your understanding of this fact.

F. Written Exam Materials

During testing, only pencils, the exam booklet and envelope, and the answer sheet will be allowed on your table, as well as any other materials provided by the VTTTP for your use. During the exam administration, you may not communicate with other candidates or any unauthorized persons in any way.

Drinks with secure lids will be permitted in the exam site during testing. The VTTTP is not responsible for any damage to answer sheets and no additional time will be allowed to copy answers onto a new answer sheet if a spill does damage an original document. Drinks that do not have completely secure lids are not permitted.

***Calculators.** Calculators will be provided for the written exam. You may use only the calculator that is provided. Documentation of the calculators provided will be included with your written exam admission package. The Massachusetts DESE and the VTTTP makes no warranty, either expressed or implied, regarding the calculator directions (if provided) or the performance or accuracy of the calculator provided for certain exams, including warranty of fitness for a particular purpose. It is understood that the liability for special collateral, incidental, or consequential damages in connection with or arising out of the use of the calculator or directions (if provided) will be limited to score correction or exam retake at no additional fee.

G. Leaving the Exam

When you have finished your examination, return your calculator, exam envelope containing your exam, and answer sheet to the exam staff. You may then sign out, signifying that all materials have been returned. At this point you must leave the exam site. Please do not engage the staff in conversation. This is inconsiderate to other candidates and precludes the staff from attending to the task at hand. Should you become ill and unable to finish the exam, you may leave before the end of the exam session. In this case, your score will be reported as usual, unless you request that your score be cancelled. Except as specifically set forth above, you may not leave the exam site in which you have been seated for any purpose (other than to use the restroom as permitted) until your exam materials have been collected. Any questions should be directed through the Testing Program Office, open weekdays between 7:15 a.m. and 2:15 p.m.

III. THE PERFORMANCE EXAMINATION

A. The Performance Exam Schedule

Performance examinations are offered **twice** during the year, **Fall and Spring**, at several different vocational technical school sites. A minimum of three (3) registered candidates is required to offer a performance exam, although a performance exam is scheduled at least once during the school year in which there is at least one registered candidate. Additional exams may be administered according to exam area demand and administrative need. If you are registered for a performance exam and it is not offered, you will be notified accordingly and informed of the next available exam administration date for your vocational technical licensure area. A private exam may be requested only under special circumstances and at the availability of the testing program examiners and testing site.

B. Your Performance Exam Admission Letter

You may register for a performance exam **ONLY AFTER** you have passed the written exam in your area.

After you register, you will receive an admission letter, a map to the exam site, and an outline of the performance examination. This letter will serve as your admission into the exam, as well as a receipt for your exam fee. If you do not receive correspondence from the VTTTP within ten (10) working days prior to the performance exam date, please call the number on the front of this handbook. Your admission to the exam site will be delayed if you do not have your admission letter.

Your admission letter lists the personal information you provided when registering as well as testing information.

- exam area
- exam date
- **exam site**
- reporting time

Check the information on your admission letter upon receiving it. Notify the VTTTP immediately if any testing information is inaccurate. You may not change your exam area at the exam site.

If you **CANNOT POSSIBLY** take the exam on the date you are scheduled, please call the number on the front of this handbook as soon as possible, to be scheduled for the next available examination.

****It is your responsibility to pay close attention to the exam date, reporting time and exam site that are listed on your admission letter. A detailed map with directions to the performance exam site is provided and should be consulted prior to your commute.**

Prepare and retain a copy of your admission letter for your records.

If you lose or have not received your admission letter by one week before the testing date, you may request another copy by contacting the testing program by phone and a copy of your admission letter can be e-mailed or faxed to you.

C. What to Bring to the Exam

You must bring your **admission letter and a government issued picture ID** to the performance examination. When scheduled for the performance examination, some candidates will receive specific written instructions with their admission letter if they are required to bring their own tools or utensils or if there are any special dress requirements, in order to take the examination. **If no special requirements are stated, then nothing should be brought.** Please do not bring any materials which are not specifically noted on the exam outline. Reference material, notebooks, **cell phones** or any other electronic devices, or briefcases will not be allowed into the performance exam shop/lab and the staff is not responsible for your property while you are taking the examination. Your cell phone should be left in your vehicle.

D. Exam Site

Allow plenty of time to arrive at the exam site, since you are expected to arrive on time. Not being able to find the school or excessive traffic is not an acceptable excuse. If you are unsure of the location of the school, it is your responsibility to find out it's location prior to the exam date. If you do not appear at the exam site at the scheduled time, **you may not be admitted to the exam at the discretion of the site coordinator or examiner. However exam orientation will not be repeated for late exam arrivals and no additional time will be granted.** **If you do not appear for your scheduled exam** you will forfeit your registration fee and will need to re-register for the next exam.

There will be signs or a person to direct you to your performance exam check in. A performance exam Site Coordinator is fully in charge at each exam site and has the authority to either allow or not allow you into the exam if you arrive late. You must have your government issued picture ID and your performance exam admission letter. The Site Coordinator will identify you as eligible for the examination. Part of the performance exam candidate check-in process requires that you sign a Waiver of Responsibility Form. This form states that you will not hold the examiners, the DESE, the VTTP, Greater Lowell Technical High School or the exam site responsible for any accident which may occur during the performance examination. If you do not sign this form, you **will not** be allowed to take the performance examination.

The Site Coordinator and/or examiner(s) have the right to remove you from the exam if you appear to be working in a way that may endanger you or others, or could cause damage to the shop, lab, or school equipment.

If you feel that you have not been treated fairly at any point during the performance exam and if you have specific comments regarding the exam, place your concern in writing on the comment sheet included in your performance exam admission packet and mail it to the VTTP. **Do not take up your complaint with the examiner or Site Coordinator.**

Candidates who take a rest room break will be required to sign out with the examiner and sign in when returning. No materials, including hand bags, may be taken to the rest room. No extra time will be awarded for absence from the exam site.

E. Exam Session

The performance exam Site Coordinator or examiner(s) will direct you to the shop/lab where the exam will be held. An additional half hour has been built into the performance exam time for orientation to the shop/lab in which you will take your examination. The examiners are responsible for this orientation, and it may vary depending on the nature of the shop/lab. Some of the items which should be covered in this shop/lab orientation are ground rules for the examination, method of scoring the examination, location of machinery or work stations, how materials will be distributed and marked, routine for obtaining tools, location of fire exits and extinguishers, location of other safety equipment, school rules stating that there is NO Smoking on school property, location of restrooms, and availability of refreshments, if any. If you still have questions after the shop/lab orientation, don't hesitate to ask an examiner. Find out what kinds of questions will be permissible during the examination. **Be sure that you understand what is expected of you before the time has started. A candidate who poses to be a safety concern during the exam will not be allowed to continue with the exam.** Candidates will be evaluated according to degree of successful completion of exam tasks according to industry and OSHA safety and Massachusetts Vocational Technical Education Frameworks standards.

F. Leaving the Exam

At the end the exam, which may be four to five hours depending on the licensure area being tested, the examiner will notify you that your time is up and you will be required to immediately stop your work. During the orientation, determine the process to be used for returning tools to the designated places, your finished products and exam materials to the examiners. If you were given instructions for marking your products, be sure that all items are clearly marked. Be sure you know where and to whom you are to give any finished products, so that you will be credited for your work. Do not remove anything from the shop or laboratory except personal tools that you may have been required to bring with you. **All products made during the exam become the property of the VTTP.**

If you should become ill during the examination, notify an examiner at once. There are two options possible; the examiner can stop time, and allow you to recover. If you recover and can proceed, the examiner may allow the extra time for you to finish. If you cannot recover and must leave, you must notify examiner(s) who will then notify the Site Coordinator.

IV. EXAM RESULTS ?

All exam results are mailed by the VTTP located at Greater Lowell Technical High School. These exam results are also sent to the DESE simultaneously.

A. The Written Exam Results

Your results report will include information regarding whether you met the passing rate on the exam, your total exam score, and a description of your performance on the sub areas or sections of the exam. Exam scores are reported in a range from 0 to 100, with a score of 70 representing the passing score. Written exam results are mailed to the candidates within **10 business days of the exam date**. If you have not received your results after a reasonable amount of time to allow for normal mail delivery, you should call the VTTP to ensure that your letter was not lost in the mail. (Please review the sample written exam candidate results report on page 32).

B. The Performance Exam Results

Seventy percent (70%) is the passing rate for the performance examinations. **Exam results of the performance exam are mailed within thirty (30) business days of the examination.** If you have not received your results after a reasonable amount of time, beyond the thirty business days of the exam, to allow for normal mail delivery, you should call the VTTP to ensure that your letter was not lost in the mail.

Please do not call this office or the school to ask for exam results. They cannot, under any circumstances, be given out over the telephone and **PLEASE DO NOT ASK YOUR PERFORMANCE EXAMINER FOR INFORMATION REGARDING YOUR SCORE. THE EXAMINERS ARE NOT ALLOWED TO DISCUSS YOUR RESULTS ON A PERFORMANCE EXAMINATION.**

C. Results Verification Service

If you believe that an error has been made in the scoring of your written or performance exam, you may request a rescoring of your exam results. A request for rescoring must be made in writing and must include your name, the exam date, and the exam area for which you want your multiple-choice answer document(s) rescored. Payment for rescoring must be made by business check, money order, or cash. Your written request and the correct payment must be mailed to the VTTP and postmarked within three weeks of the score report date.

- **Written Exam Results Verification**

Answer documents for multiple-choice items are scored by computer using a process that is virtually error free. Furthermore, all failing answer sheets are additionally hand scored and answer keys verified.

- **Performance Exam Results Verification**

Performance exams are scored on scoring rubrics, which reflect candidate performance. All performance responses are scored according to standardized procedures. Examiners, with relevant professional backgrounds, are oriented to these procedures and are carefully monitored during scoring sessions. As part of the scoring process, performance responses are scored by multiple examiners and therefore have essentially already been verified.

In the event that the verification process results in a change of exam results, you will be issued a corrected exam results report, the verification fee will be refunded, and your records will be updated. If the original exam results are confirmed, you will be sent a letter indicating that your exam results have been confirmed. In this case, your verification fee will not be refunded.

D. "Cancellation of Exam Scores

The VTTP strives to report scores that accurately reflect the performance of every candidate. Accordingly, the VTTP's standards and procedures for administering tests have two primary goals: giving candidates equivalent opportunities to demonstrate their abilities, and preventing some candidates from gaining an unfair advantage over others. To promote these objectives, the VTTP reserves the right to cancel any exam score when, in the VTTP's judgment, a testing irregularity occurs, there is an apparent **discrepancy in exam candidate's identification**, the candidate engages in **misconduct**, or the score is **invalid** for another reason. Reviews of scores by the VTTP are confidential. Before canceling scores, the VTTP notifies the exam candidate, in writing, about its concerns, gives the exam candidate an opportunity to submit information that addresses the Vocational Technical Teacher Testing Program's concerns, considers any such information submitted, and offers the candidate a choice of options. The options include candidate score cancellation, arbitration in accordance with the VTTP's exam appeal process or a free retest.

- **" Identification of Discrepancies**

When, in the VTTP's judgment, or the judgment of testing personnel, there is a discrepancy in an exam candidate's identification, the exam candidate may be dismissed from the exam site. In addition, the VTTP may decline to score the exam or cancel the exam results.

- **" Misconduct**

If, in the VTTP's judgment, or the judgment of the testing personnel, an exam candidate engages in misconduct in connection with an exam, the candidate may be dismissed from the exam site. In addition, the VTTP may decline to score the exam or cancel the exam results. Misconduct refers to noncompliance with exam rules and regulations.

- **" Exam Irregularities**

"Exam Irregularities" refers to problems with the administration of a test. When exam irregularities occur, they may affect an individual or groups of exam candidates. Such problems include, without limitations,

- j administrative errors such as improper timing, improper seating, defective materials, and defective equipment
- j other disruptions of exam administration such as natural disasters and other emergencies
- j when a candidate fails to follow the rules and regulations as outlined and listed in this handbook, which may include cheating, disruption, or breach of exam security. These irregularities will be reported to the DESE and will be further investigated

When testing irregularities occur, the VTTP may decline to score the exam or cancel the exam results. When it is appropriate to do so, the VTTP may give the affected candidate the opportunity to retake the entire exam, at the next regularly scheduled exam administration, without charge.

E. Voiding of Exam Scores

If you violate one of the exam rules and regulations listed on page 24 in this candidate handbook, a report of the incident will be sent to the DESE.

The VTTTP takes reasonable security precautions in developing, administering, and processing the vocational technical skills exams and exam results. If doubts are raised about your registration or your results, the VTTTP will notify the DESE and other parties, as deemed appropriate by the DESE. The DESE and the VTTTP reserve the right to void any exam results, if in their sole opinion, there is adequate reason to question its validity or legitimacy due to misconduct including, but not limited to, a violation of the rules set forth in this candidate handbook, including the exam rules and regulations, and the rules communicated to you, orally or in writing, during the exam administration or to circumstances within or beyond the candidate's control. Other actions may be taken, as deemed appropriate by the DESE and the VTTTP.

F. Retaking a Failed Exam

Candidates who wish to retake a failed exam may do so at any subsequent exam administration. If you wish to retake a failed exam you must submit a new registration form and payment.

Candidates may request a private written exam due to special circumstances. There is an additional \$50.00 fee.

Candidates may request a private performance exam due to special circumstances. There is an additional \$100.00 fee. There may also be an additional exam materials fee of \$50.00 depending on the exam materials used.

G. Requesting Private Exams

A private written or performance examination may be requested by the candidate and may be scheduled for special circumstances not covered by previous conditions outlined in Section D of this handbook. Private examinations require special scheduling of examiners and subsequently result in additional costs by the candidate. The cost of a private written exam is \$225.00 and the cost of the private performance exam is \$375.00. There may also be an additional exam materials fee of \$50.00 depending on the exam materials used. **The private exam registration form and fee must be received no later than 2 weeks prior to the exam date.**

V. Exam Rules and Regulations

A. Exam Site Rules

The exam site personnel are authorized to dismiss you from an exam session and/or void your results for infractions not limited to the following:

- = obtaining improper access to the exam, a part of the exam, or information about the exam
- = referring to, looking through, or working on any exam, or exam sections, other than during the exam session for the exam
- = using any prohibited aids in connection with the exam, such as compasses, protractors, rulers, watch alarms, listening devices, recording devices, photographic devices, or any electronic device such as cell phones, iPad's, tablets, etc.
- = leaving the exam room without permission
- = attempting, in any manner, to remove from the exam site any part of the exam book or any notes relating to the exam
- = attempting to give or receive assistance or otherwise communicate, in any form, with another person about the exam during the exam administration
- = attempting to take the exam for someone else
- = creating a disturbance or behaving inappropriately
- = failing to follow any of the exam administration regulations contained in this Candidate Handbook, given by the exam Administrator, Site Coordinator, or specified in any exam materials

Violation of exam site rules, including the possession or use of prohibited materials during an exam administration, may result in the voiding of your exam score.

The following are prohibited at all exam sites:

- = **Smoking** and the use of all tobacco products
- = **Visitors**, including relatives, children, and friends
- = **Weapons** of any kind
- = **Cell Phones**

B. Prohibited Materials

DO NOT bring any unauthorized aids or prohibited materials, listed below, with you to the exam site. If you do bring any of these materials, you will be required to leave them in a designated area.

- **Cell phones** (possession or use of) **In case of emergencies, you may provide our office telephone number, 978-441-4946 through which you may be contacted or indicate the emergency to the exam staff who will provide you with an envelope to label and hold your cell phone and return to the exam staff.**
- **Electronic communication devices (iPad's, tablets etc.), smartwatches, visual or audio recording or listening devices, or any device with an on/off option,** including, but not limited to MP3 players, PDAs, pagers, computers, CDs, removable storage devices, calculator watches, clocks or watches with alarms, spellcheckers, or access to the internet etc.
- **Calculators** and calculator manuals (except as noted on the performance exam outline)
- **Handwritten or printed materials,** such as dictionaries, notebooks, scratch paper, textbooks etc., except as noted on the performance exam outline
- **Packages and bags** of any kind, such as backpacks, briefcases, etc.
- **Alcoholic Beverages**
- **Unauthorized aids,** such as slide rules, rulers, translation aids, highlighters, etc. except as noted on the performance exam outline

Drinks with secure lids are allowed.

Snacks are allowed, **during performance exams only**, providing this does not become a disturbance for other candidates who are testing. We suggest that you bring a light snack during performance exams due to the length of time involved in these exams. Snacks may be allowed during written exams in compliance with the Alternative Testing Arrangements, you will be required to complete the Alternative Testing Arrangements Request Form, Appendix C.

All exam candidates must sign in before testing indicating their agreement with the conditions set forth in the candidate handbook. **Failure to comply with this requirement will result in the cancellation of the exam appointment with no refund of exam fees.**

The DESE will be notified of any exam candidates involved in misconduct.

C. Exam Security

Identification: Copies of your identification may be made, your photograph may be taken, and/or a video recording or other security measures may be employed at the administration of the exam, which may be used for identity verification or for the recording of candidate exam products. Additional screenings may be required at the exam site facilities. If you are refused admission to the exam, for any reason, you will be considered absent from the exam and will receive no refund or credit of any kind.

Administration: The exam administrators or Site Coordinator will serve as your agent in maintaining a secure exam administration. You will follow all reasonable instructions given, either orally or in writing, at or during the exam administration, including, but not limited to, instructions to relocate during the exam session. You agree to refrain from communicating with other candidates or any unauthorized persons in any way during the exam administration, or engaging in any other form of cheating or misconduct. You agree to refrain from engaging in behavior that would disrupt or unfairly affect your performance.

Property: All exam booklets, answer sheets, and all other exam materials and any portion thereof or information relating thereto are the sole property of the DESE and the VTTP. Your responses, without the identification of your name, may be used as research, development, and implementation of testing programs, examiner training or study materials, or other purposes associated with the program. The exam materials were developed at significant cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the exam functions for which they were designed. You will not receive any exam materials prior to taking the exam and no exam materials will be available to you to review after the exam. You are not permitted to:

1. S take (nor will you take) exam materials or handwritten or printed notes reflecting or recording anything about the exam materials from the exam site.
2. S disassemble, copy or reproduce the exam materials in whole or in part, by hand or with the use of any electronic, or other type of device of any nature.

Non-Disclosure of Exam Materials: Because of the great cost expended to develop the exam materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the exam functions for which they were designed, and because any disclosure of part or all of the contents of the exam materials to anyone might render them unusable for future exam administrations, you promise and agree that you will not disclose the exam materials or any part of them (including the form, subject matter, substance, and wording of any exam questions or any answer thereto) to anyone for a period of ten (10) years from the date of the exam administration to which such exam materials pertain. You understand and agree that if you should violate this agreement of nondisclosure you may be liable in damages for the cost (including redevelopment costs) incurred as a result of any breach of this agreement and you may also be subject to other legal and equitable remedies (including injunctive relief and/or criminal charges) for any such breach.

Relinquishment of Unauthorized Testing Aids, ETC.; Waiver: If the exam Administrator(s) or Site Coordinator have reasonable suspicion that you have or may have in your possession any exam materials, notes, and/or unauthorized aids, you will immediately turn over any such exam materials, notes, and/or unauthorized aids in your possession to the exam Administrators or Site Coordinator at any time upon their request. If you should fail or refuse to do so, or if the exam Administrators or Site Coordinator believe in good faith that you have not turned over all such exam materials, notes and/or unauthorized aids in your possession, the exam Administrators or Site Coordinator may search your person and personal possessions for such exam materials, notes and/or unauthorized aids and may remove them. Any such exam materials, notes and/or unauthorized aids, that you may have, may be retained for as long as may be required for the purpose of pursuing the remedies specified herein. The VTTP Administrators and the DESE are not responsible for unauthorized aids or other prohibited materials confiscated by them or otherwise turned over by you. In the event of a possible breach of exam security, you agree to cooperate with the VTTP personnel and you hereby consent to any such reasonable search and to any incidental contact with your person or possessions that may occur as a result of such a search before your dismissal from the exam site. Moreover, you hereby waive any claim that you might otherwise have based upon any reasonable search or contact.

D. Information Security Policy (ISP)

Personal Information Collected and Processed related to exam registration with the VTTP.

The VTTP respects candidate and examiner privacy. The ISP applies to personal information that we may collect or process during exam registration and exam services contracted with the DESE.

Personal Information

The VTTP collects personal information from candidates to perform exam registration and collect payment for the exam registration fees: to communicate with the exam candidate regarding the exam registration, the exam process, and exam results on behalf of the DESE, to administer and score the exam and prepare and communicate exam results reports to the DESE, the exam candidates, and to otherwise communicate with exam candidates related to the VTTP. Providing personal information is voluntary but necessary if the candidate wishes to register for and take the examinations. The VTTP may use the information you provide to contact you related to your exam registration or with regard to other exam-related information. You have the option to allow the VTTP to share your passing exam status to prospective Chapter 74 Program Administrators who are seeking qualified vocational technical educators. If you do not wish to be contacted regarding these opportunities, please indicate as such on written exam Comment Sheet as indicated or contact us at techteachtest@qltech.org.

The personal data that we collect or receive in registering an exam candidate may include name, address, e-mail address, phone number, fax number, social security*, or other government-issued identification number. Additional personal information will be requested to be provided if candidates request or apply for alternative testing arrangements.

You may request a Department-Issued Identification Number from the DESE instead of providing us with your social security number. To do so you must send an email to Minerva Rodriguez at mrodriguez@doe.mass.edu and request a 999 number to take the teacher testing exams.

Depending upon exam security requirements, we may collect your signature or photographic image when you arrive at the exam site to take the exam. In addition, exam candidates may be monitored and audio or videotaped while taking the exam. When the exam is administered to you, we collect and score your exam responses and then derive exam results and generate a report about your exam results.

Information Security

The VTTP uses reasonable precautions to protect personal information from unauthorized use, access, disclosure, alteration, or destruction. These precautions include appropriate physical, electronic, and managerial procedures. The VTTP provides a secure transmission method for the electronic transmission of social security number information.

Transfer of Information to the DESE

By registering for an exam through the VTTP, you consent for your personal information to be transmitted by the VTTP to the DESE. Please contact the DESE for information about how they may use your personal information if you have questions about their privacy policies and practices.

In addition to transmitting certain personal data about you to the DESE that you specify, we may disclose personally identifiable information in response to a subpoena, court order, or legal process, to the extent permitted and required by law; to maintain exam security and integrity, to address violations of law, and/or to protect your security or the security of other persons, consistent with applicable law as required by the DESE. By registering for the exam, you give your consent for your personal information to be transmitted in the situations outlined above.

Information Access and Corrections

To correct the personal information that we collect at the time of registration, please indicate as such on the written exam Comment Sheet as indicated or contact us at lboyd@gltech.org.

If you have questions or concerns about this Privacy Policy or how we have handled personal data, please contact us at lboyd@gltech.org.

Aggregation of Non-Person-Specific Data

The VTTP may statistically aggregate, in non-person-specific form, exam responses and other information collected in the exam registration and delivery process and may transfer this information to the DESE. Such aggregated, non-person-specific information may be used for quality control, operations management, security, and to enhance, develop, or improve exam processes, exam services, and exams.

Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for an exam or make inquiries regarding your registration or exam results.

The VTTP takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you, the VTTP and the DESE, including employees, agents, contractors, or professional advisors of the VTTP and the DESE and any institutions, entity, or person required or authorized by law to receive this information.

Changes to This Privacy Policy

We reserve the right to change the terms of this ISP from time to time by posting an updated ISP. We encourage you to review this ISP periodically for any changes or updates. This ISP is effective as of July 1, 2011, at 5:00 p.m. EDT.

VI. THE APPEAL PROCESS

A. The Written Exam Appeal

The VTTTP provides written exam failing candidates with the opportunity to appeal their exam in the event of **extenuating circumstances or exam irregularities**, as listed on page 22 of this handbook. The appeal process ensures that any exam irregularities resulting from the possible incorrect and non-standardized administration of an exam is rectified. The candidate should recognize that the purpose of the appeal is not to be used as a strategy to teach you the skills required.

- Requests for written exam appeals **must** be made in writing and indicate the basis for the appeal. The request **must** be received no later than three weeks of postmarked exam results. **Requests for appeals made after the time line has expired cannot be granted.**
- The Program Director will present the case at the next exam appeal subcommittee meeting where the board will determine if an appeal is warranted.
- All final decisions concerning written exam appeals can only be made by the exam appeal subcommittee during a scheduled meeting, not at the time of the candidate's appeal. Since an individual's testing information is confidential, no information can be given out over the telephone to either the candidate or a third party.
- The candidate will be notified in writing of the decision of the exam appeal subcommittee regarding your written exam appeal within two weeks of the scheduled exam appeal subcommittee meeting.

B. The Performance Exam Appeal

The VTTTP provides performance exam failing candidates with the opportunity to appeal their exam in the event of **extenuating circumstances** such as malfunction of equipment, administrative errors or other **discrepancies of exam administration**, described on page 22 of this handbook. The appeal process ensures that any exam irregularities, which may have occurred at the administration of an exam, is rectified. The candidate should recognize that the purpose of the appeal is not to be used as a strategy to teach the candidate the skills required.

- Requests for performance exam appeals **must** be made in writing and indicate the basis for the appeal. The request **must** be received no later than three weeks from the postmark of exam results. **Requests for appeals made after the time line has expired cannot be granted.**
- The Program Director will investigate the candidate's appeal and will present the case to the exam appeal subcommittee meeting where the subcommittee will determine if an appeal is warranted. If an appeal is warranted, it will be scheduled at the exam site with the examiner and a member of the exam appeal subcommittee or the Program Director.
- All final decisions concerning the performance exam appeals can only be made by the exam appeal subcommittee at a scheduled meeting, not at the time of the candidate's appeal. Since an individual's testing information is confidential, no information can be given over the telephone to either the candidate or a third party.

Scheduling the Performance Exam Appeal

Performance exam appeals may take up to four (4) months to schedule. All performance exam appeal meetings will be at the exam site in which the exam took place or at the office of the VTTP. The performance examiner and a member of the exam appeal subcommittee will be present at the performance exam appeal. The performance exam appeal requires the scheduling of the examiner, an exam appeal subcommittee member, and the candidate. The VTTP will schedule a performance appeal within eight weeks of the exam appeal subcommittee's decision. However, during the summer months this is not always possible. However, a performance exam appeal will be scheduled in advance of the next round of performance exams. The candidate will be notified in writing of the time and place of the meeting. If the candidate fails to appear at the performance exam appeal without attempting to reschedule, the performance exam appeal process is terminated and the right to appeal is forfeited.

The Performance Exam Appeal Guidelines

The candidate, examiner, and a representative of the exam appeal subcommittee are present for the appeal. The exam appeal subcommittee member explains the ground rules:

- a. The performance exam appeal will be limited to 30 minutes and will deal only with the issue contested in the appeal, after which time the appeal meeting must end.
- b. The candidate's products are available for inspection, if possible, only if this is part of the appeal.
- c. The examiner may respond to all questions.
- d. The examiner may discuss the meaning of the scores given.
- e. The examiner may use any of the data available to her/him such as standard score sheet comments or notes made on the candidate's product itself.
- f. The examiner will not instruct the candidate on the correct procedures that the candidate did not demonstrate or produce the required product during the examination.

The exam appeal subcommittee member will moderate the discussion and record the proceedings of the meeting, either by taking notes or by audio taping the meeting at his/her discretion. All final decisions regarding appeals will be made only at a scheduled meeting of the exam appeal subcommittee held after the appeal is completed, with the written and/or oral input of the exam appeal subcommittee member in attendance at the candidate's appeal.

Performance Exam Appeal Outcome

The decision of the entire exam appeal subcommittee regarding the outcome of any appeal is final.

The candidate will be notified in writing of the decision of the exam appeal subcommittee regarding the performance exam appeal within two weeks of the scheduled exam appeal subcommittee meeting.

Class List with Items

26-Business Technology Form 2

Student:

District: **Mass**

Grade: **15**

School: **Giths**

ID: **6666**

Class: **Giths**

DOB: **n/a**

	RS	MaxPts	PC	Percent Correct
26-Business Tech. Form 2	74	100	74	<div><div></div></div> 74
Health & Safety	2	2	100	<div><div></div></div> 100
Essentials of Business	7	10	70	<div><div></div></div> 70
Entrepreneurship	12	20	60	<div><div></div></div> 60
Accounting Concepts	9	10	90	<div><div></div></div> 90
Financial Concepts	13	15	87	<div><div></div></div> 87
Social Media & Website	10	16	63	<div><div></div></div> 63
Database Administration	5	5	100	<div><div></div></div> 100
Spreadsheet Development	7	7	100	<div><div></div></div> 100
Document Processing	6	10	60	<div><div></div></div> 60
Presentation Management	3	5	60	<div><div></div></div> 60

Score Legend

RS Raw Score

MaxPts Maximum Points

PC Percent Correct

Item Details

Massachusetts Vocational Technical Teacher Testing Program Performance Examination Home Report

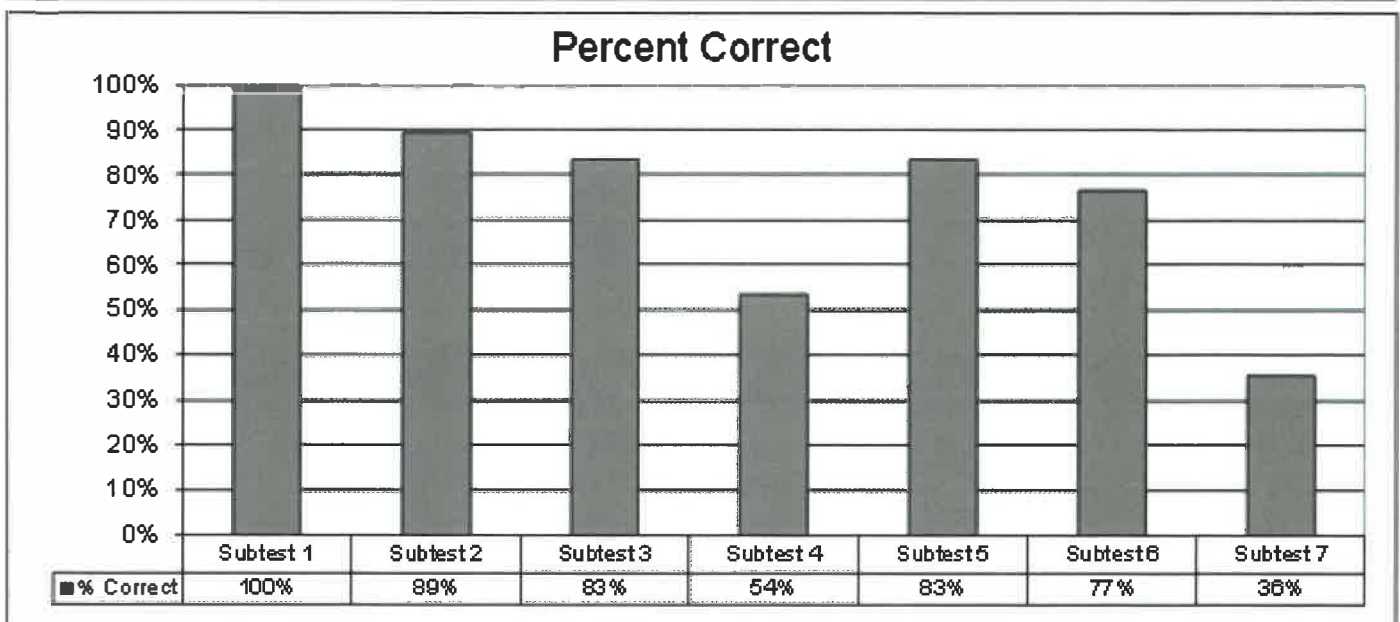
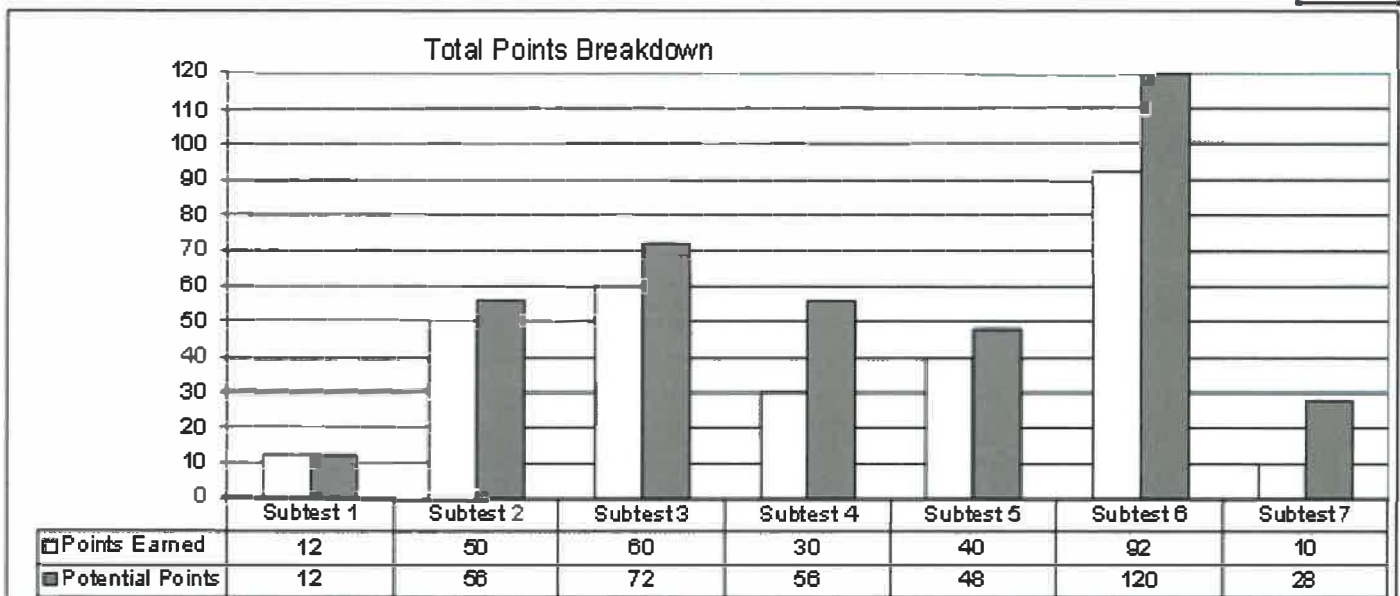
Candidate Name _____

Your Score: 75%

Test Date: _____

Test Area: 10 Cosmetology

Subtest Areas		Points Earned	Potential Points	% Correct
Subtest 1	3% Infection Control and Safety	12	12	100%
Subtest 2	14% Facials and Make-up	50	56	89%
Subtest 3	19% Hair Cutting	60	72	83%
	14% Chemical Texture-Mock Permanent Waving and Virgin			
Subtest 4	Chemical Hair Relaxing	30	56	54%
Subtest 5	12% Hair Coloring	40	48	83%
Subtest 6	31% Hair Styling	92	120	77%
Subtest 7	7% Manicure	10	28	36%
Totals		<u>294</u>	<u>392</u>	<u>75.00%</u>



Massachusetts Vocational Technical Teacher Testing Program

Greater Lowell Technical High School

250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879-2199

Telephone: (978) 441-4946 – Fax: (978) 441-4893

Email: techteachtest@gltech.org – Website: www.gltech.org/TeacherTesting.htm**2018-2019 RESULTS VERIFICATION REQUEST FORM**

Complete this form to request verification of your test results. **This request is for FAILING CANDIDATES only.** Your request must be received no later than the specified date below. Telephone, e-mail and faxed requests will not be accepted. You will be sent the results of your score verification request within four weeks.

FIRST NAME: _____ MI: _____ LAST NAME: _____

STREET ADDRESS: _____ APT.#: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY #: _____ - _____ - _____ TELEPHONE #: (____) _____ - _____

E-MAIL: _____ DAYTIME TELEPHONE #: (____) _____ - _____

TEST AREA: _____ TEST DATE: _____

<u>Written Test Dates</u>	<u>Verification Requests Received By the Testing Program by</u>	<u>Date by which Results of Verification will be mailed by the Testing Program</u>
August 11, 2018	September 7, 2018	October 5, 2018
September 8, 2018	October 5, 2018	November 2, 2018
December 1, 2018	December 28, 2018	January 25, 2019
January 12, 2019	February 8, 2019	March 8, 2019
February 9, 2019	March 8, 2019	April 5, 2019
March 9, 2019	April 5, 2019	May 3, 2019
June 22, 2019	July 19, 2019	August 8, 2019
<u>Performance Test Dates</u>	<u>Verification Requests Received By the Testing Program by</u>	<u>Date by which Results of Verification will be mailed by the Testing Program</u>
October/November 2018	Within Two (2) Weeks of Receipt of Score	Within four (4) Weeks of Receipt of Request
May 2019	Within Two (2) Weeks of Receipt of Score	Within four (4) Weeks of Receipt of Request

BE SURE TO ENCLOSE Your \$50.00 Results Verification Fee. The Testing Program DOES NOT ACCEPT Personal Checks. ALL PAYMENT OF EXAM FEES MUST BE IN THE FORM MONEY ORDER, BUSINESS CHECK, OR CASH. MADE PAYABLE TO: **GLTHS TEACHER TESTING**

Signature_____
Date**FOR PROGRAM OFFICE USE ONLY (DO NOT WRITE IN THE BOX BELOW)**

Bank Check/Money Order #:

Amount: _____

Bank ID #:

Reg. Date: _____

Massachusetts Vocational Technical Teacher Testing Program

Greater Lowell Technical High School – Teacher Testing Program

250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879-2199

Telephone: (978) 441-4946 – Fax: (978) 441-4893

Email: techteachtest@gltech.org – Website: www.gltech.org/TeacherTesting.htm

2018-2019 Withdrawal/Refund Request Form

Use this form if you have already registered and wish to withdraw from one of the exams for which you have registered or if you wish to withdraw your registration entirely. Please refer to page 13 of the Candidate Handbook for additional information.

Important Information:

In order for you to receive a partial refund, your Withdrawal/Refund Request Form must be received by the dates listed below.

- You will receive a partial refund for your registered exam (your exam fee minus the \$25.00 refund fee)
- You will **NOT** receive any refund for late registrations.
- You will **NOT** receive any refund for exams in which you were absent.

SOCIAL SECURITY #: _____ - _____ - _____

FIRST NAME: _____ MI: _____ LAST NAME: _____

STREET ADDRESS: _____ APT.#: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE #: (____) ____ - _____ DAYTIME TELEPHONE #: (____) ____ - _____

E-MAIL: _____ FAX #: (____) ____ - _____

***Please provide a current E-mail address. The Program may need to send important testing information via E-mail.*

Written Exams

<u>Test Date</u>	<u>Withdrawal Request Must be Received by:</u>
____ August 11, 2018	August 3, 2018
____ September 8, 2018	August 31, 2018
____ December 1, 2018	November 21, 2018
____ *January 12, 2019	January 4, 2019
____ February 0, 2019	February 1, 2019
____ March 9, 2019	March 1, 2019
____ June 22, 2019	June 14, 2019

Performance Exams

<u>Test Date</u>	<u>Withdrawal Request Must be Received by:</u>
____ October 2018	September 21, 2018
____ May 2019	March 27, 2019

I state the following under the pains and penalties of perjury. I have read the 2018-2019 Vocational Technical Teacher Testing Program Candidate Handbook and hereby agree to abide by the Exam Rules and Regulations set forth in the Candidate Handbook, and I certify that I am the person whose name and address appear on this form. I understand that this form must be received no later than the late registration deadline for the test date for which I had originally registered in order for me to receive a partial refund according to the guidelines presented on this form.

Signature _____

Date _____

Massachusetts Vocational Technical Teacher Testing Program

Greater Lowell Technical High School

250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879-2199

Telephone: (978) 441-4946 – Fax: (978) 441-4893

Email: techteachtest@gltech.orgWebsite: www.gltech.org/domain/69**ALTERNATIVE TESTING ARRANGEMENTS REQUEST FORM**

COMPLETE AND RETURN THIS FORM TO THE ABOVE LISTED ADDRESS.

Attention: Teacher Testing Program

Candidate Name: _____

Phone #: _____

Test Area: _____

Note: To ensure that there is adequate time to process your request, you are strongly encouraged to submit alternative testing arrangements requests no later than 30 calendar days prior to your requested test date.

Before submitting your Alternative Testing Arrangements Request form and any required documentation, use the checklist below and the information contained in the candidate handbook (Exam Registration Process) to confirm that your documentation is complete.

You may wish to share this information with the qualified professional with whom you have consulted.

All documentation must meet **ALL** of the following requirements:

- ☐ It must include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability.
- ☐ It must include a diagnosis of the disability or disabilities
- ☐ It must include recommended exam modification recommendations that are specifically related to the disability and that are reasonable within the context of this licensing exam.

Additionally, if you are requesting alternative testing arrangements because of a disability other than physical, your documentation must meet the following requirements.

- ☐ It must include the name and date of diagnostic test(s), including the diagnostic test scores, designed for purposes other than screening. The Diagnostic test(s) should:
 - Be current, i.e., completed within the past five years;
 - Demonstrate a significant discrepancy in your performance and your expected capability level;
 - Demonstrate the current functional impact of your disability.

Documentation, in itself, does not automatically support the granting of alternative testing arrangements.

Documentation (check one of the following):

- ☐ I am requesting alternative testing arrangements listed below because of a disability. Therefore, I have enclosed medical documentation as indicated on page 10 of the Candidate Handbook.
- wheelchair-accessible facilities
 - frequent breaks (e.g., for those with hypoglycemia or diabetes)
 - use of a magnifying glass, color overlays, or a ruler (e.g., for those with a visual impairment)
 - use of a scribe for a written response to an open-response item (e.g., for those with a motor impairment)
 - extra testing time due to a learning disability
 - food allergies which prevent me from participating in a portion of the Culinary Arts Performance Exam
 - OTHER (Please Specify) _____
-
-

- ☐ Check here if you are requesting a **Monday** administration because you are unable to take the test at the regularly scheduled Saturday administration due to your religious practices or Military reasons.

Previous alternative testing arrangements (check one of the following):

- ☐ I have not previously been granted alternative testing arrangements for the Technical Teacher Testing Program Skills Exams.
- ☐ For a previous administration of the Technical Teacher Testing Program Skills Exams, I was granted the same alternative testing arrangements as I am currently requesting. (Please indicate the most recent test date: _____)
- ☐ For a previous administration of the Technical Teacher Testing Program Skills Exams, I was granted different alternative testing arrangements from those that I am currently requesting. (Please explain, including the test date.)
-
-
-

I state the following under the pains and penalties of perjury. I have read the Vocational Technical Teacher Testing Program Candidate Handbook and hereby agree to abide by the conditions set forth in the handbook, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I am submitting, together with this completed Alternative Testing Arrangements Request Form, my registration form, proper payment, and any required documentation as noted in the handbook. I understand that the Vocational Technical Teacher Testing Program reviews all requests for alternative testing arrangements as they are received and makes decisions on each request on a case-by-case basis. However, because of the time it takes to adequately review request, and because of test dates and staffing constraints, the Vocational Technical Teacher Testing Program cannot guarantee that requests received less than 30 days prior to the requested exam date can be accommodated for the chosen test date. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the exam(s) under alternative conditions. I understand and agree that an alternative exam date is available only to candidates whose military or religious practices prohibit them from Saturday testing. If I am requesting an alternative test date, I certify that I am doing so solely for this reason and that any misrepresentation of this information may result in the voiding of my test results.

 Signature

 Date

Massachusetts Vocational Technical Teacher Testing Program

Greater Lowell Technical High School – Teacher Testing Program

250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879-2199

Telephone: (978) 441-4946 – Fax: (978) 441-4893

Email: lboyd@gltech.orgWebsite: <http://www.gltech.org/domain/69>**2018 – 2019 WRITTEN EXAM REGISTRATION FORM**

**PLEASE READ AND COMPLETE ALL PARTS OF THIS REGISTRATION FORM AND RETURN
TO THE ABOVE LISTED ADDRESS**

NOTE: Incomplete Registration Forms will be returned to Candidate for
Completion

*****Since participation in the performance exam is based upon passing the written exam it is necessary to register for a performance exam AFTER passing the written exam. A registration form for the performance exam will be enclosed in your written test results notification.*****

The Technical Teacher Testing Program **DOES NOT ACCEPT** Personal Checks.

**ALL PAYMENT OF EXAM FEES MUST BE IN THE FORM OF A BUSINESS CHECK,
MONEY ORDER OR CASH.**

****Please do not mail cash****

MADE PAYABLE TO: GLTHS TEACHER TESTING

BE SURE TO ENCLOSE Your Written Exam Fee. PLEASE CONSULT YOUR CANDIDATE HANDBOOK FOR INFORMATION REGARDING THE REFUND POLICY. Upon receipt of this COMPLETED Registration Form and your Exam Fee you will be sent an Admission Letter, an Outline of your Written Exam and a map to your Exam site.

Compliance with Exam Rules and Regulations

I state the following under the pains and penalties of perjury. I certify that I am eligible to take the Massachusetts Vocational Technical Teacher Skills Tests. I further certify that I have read and agree to abide by the conditions set in the Massachusetts Vocational Technical Teacher Testing Program Candidate Handbook including the Exam Rules and Regulations, I certify that I am the person whose name, address and social security number appears on this Vocational Technical Teacher Testing Program 2018-2019 Registration Form. I understand that incomplete, inaccurate, or missing information on this form may delay or jeopardize my registration.

Signature

Date

Massachusetts Vocational Technical Teacher Testing Program

Candidate Information

PLEASE TYPE OR PRINT LEGIBLY

SOCIAL SECURITY #: _____ - _____ - _____

***Your social security number is used for reporting your exam results to your DESE ELAR profile.*

FIRST NAME: _____ **MI:** _____ **LAST NAME:** _____

STREET ADDRESS: _____ **APT.#:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

HOME TELEPHONE #: (____) _____ - _____ **CELL TELEPHONE #:** (____) _____ - _____

E-MAIL: _____ **FAX #:** (____) _____ - _____

***Please provide a current E-mail address. The Program will send important testing information via E-mail.*

Written Exams

Written Exam Fee - \$175.00

<u>Test Date</u>	<u>Deadline for Registration:</u>	<u>Emergency Registration Deadline</u> <u>**Additional \$25.00 fee**</u>
_____ August 11, 2018	August 3, 2018	August 8, 2018
_____ September 8, 2018	August 31, 2018	September 5, 2018
_____ December 1, 2018	November 21, 2018	November 28, 2018
_____ *January 12, 2019 <i>Snow Date: January 20, 2018</i>	January 4, 2019	January 9, 2019
_____ February 9, 2019 <i>Snow Date: February 17, 2018</i>	February 1, 2019	February 6, 2019
_____ March 9, 2019	March 1, 2019	March 6, 2019
_____ June 22, 2019	June 14, 2019	June 19, 2019

All Registrations and Fees must be received by 3:00 p.m. on the deadline date.

Massachusetts Vocational Technical Teacher Testing Program

PLEASE INDICATE YOUR TECHNICAL WRITTEN EXAM AREA:

<input type="checkbox"/> 1 Agricultural Mechanics	<input type="checkbox"/> 25 Information Support Services & Networking
<input type="checkbox"/> 2 Automotive Collision Repair & Refinishing	<input type="checkbox"/> 26 Business Technology
<input type="checkbox"/> 3 Automotive Technology	<input type="checkbox"/> 27 Painting & Design Technologies
<input type="checkbox"/> 4 Baking	<input type="checkbox"/> 28 Plumbing
<input type="checkbox"/> 5 Building & Property Maintenance	<input type="checkbox"/> 29 Radio and Television Broadcasting
<input type="checkbox"/> 6 Cabinetmaking	<input type="checkbox"/> 30 Sheet Metal Working
<input type="checkbox"/> 7 Carpentry	<input type="checkbox"/> 31 Power Equipment Technology
<input type="checkbox"/> 8 Design & Visual Communications	<input type="checkbox"/> 32 Welding
<input type="checkbox"/> 9 Programming & Web Development	<input type="checkbox"/> 33 Medical Assisting
<input type="checkbox"/> 10 Cosmetology	<input type="checkbox"/> 34 Health Assisting
<input type="checkbox"/> 11 Culinary Arts	<input type="checkbox"/> 35 Dental Assisting
<input type="checkbox"/> 12 Diesel Technology	<input type="checkbox"/> 37 Horticulture
<input type="checkbox"/> 13 Drafting	<input type="checkbox"/> 38 Environmental Science & Technology
<input type="checkbox"/> 14 Electricity	<input type="checkbox"/> 39 Biotechnology
<input type="checkbox"/> 15 Electronics	<input type="checkbox"/> 40 Marketing
<input type="checkbox"/> 16 Fashion Technology	<input type="checkbox"/> 41 Engineering Technology
<input type="checkbox"/> 17 Graphic Communications	<input type="checkbox"/> 42 Early Education & Care
<input type="checkbox"/> 18 Heating-Ventilation-A.C.-Refrigeration	<input type="checkbox"/> 43 Stationary Engineering
<input type="checkbox"/> 19 Hospitality Management	<input type="checkbox"/> 44 Animal Science
<input type="checkbox"/> 20 Machine Tool Technology	<input type="checkbox"/> 45 Telecommunications & Fiber Optics
<input type="checkbox"/> 22 Marine Service Technology	<input type="checkbox"/> 46 Construction Craft Laborer
<input type="checkbox"/> 23 Mason and Tile Setting	<input type="checkbox"/> 47 Criminal Justice
<input type="checkbox"/> 24 Metal Fabrication & Joining Technologies	<input type="checkbox"/> 48 Robotics & Automation Technology

****NOTE:** Incomplete Registration Forms will be returned to Candidate for Completion

The Technical Teacher Testing Program **DOES NOT ACCEPT** Personal Checks.

ALL PAYMENT OF EXAM FEES MUST BE IN THE FORM OF A BUSINESS CHECK, MONEY ORDER OR CASH.

****Please do not mail cash****

MADE PAYABLE TO: GLTHS TEACHER TESTING

FOR PROGRAM OFFICE USE ONLY (DO NOT WRITE IN THE BOX BELOW)

Money Order #:	_____	Amount:	_____
Bank ID #:	_____	Reg. Date:	_____
Cash/Receipt #	_____	Initial	_____

MASSACHUSETTS VOCATIONAL TECHNICAL TEACHER TESTING PROGRAM
EXAMINATION AND REGISTRATION DATES
JULY 2018 THROUGH JUNE 2019

WRITTEN EXAMS

<u>WRITTEN EXAM DATE</u>	<u>DEADLINE FOR REGISTRATION</u>	<u>EMERGENCY REGISTRATION DEADLINE</u>
August 11, 2018	August 3, 2018	August 8, 2018
September 8, 2018	August 31, 2018	September 5, 2018
December 1, 2018	November 21, 2018	November 28, 2018
January 12, 2019	January 4, 2019	January 9, 2019
Snow Date: January 19, 2019		
February 9, 2019	February 1, 2019	February 6, 2019
Snow Date: February 16, 2019		
March 9, 2019	March 1, 2019	March 6, 2019
June 22, 2019	June 14, 2019	June 19, 2019

All written exams will be scheduled on Saturdays to begin at 9:00 AM at the Greater Lowell Technical High School, 250 Pawtucket Boulevard, Tyngsboro, Massachusetts. Registration will be in the school's lobby between 8:00 AM and at 8:50 AM.

*In the event of severe weather conditions, call (978) 441-4946 to receive information regarding exam cancellation. The VTTTP will also announce cancellations on TV Channel 7, the program's website, Google+ and an e-mail. The exam will then be postponed to the published snow date.

PERFORMANCE EXAM

<u>PERFORMANCE EXAM DATE</u>	<u>DEADLINE FOR REGISTRATION</u>
**October 27, 2018	September 21, 2018
**May 4, 2019	March 27, 2019

*****Additional performance exams may be held on November 3, 2018 and May 11, 2019 if the number of Candidates exceeds the test site capacity which will be determined by the Teacher Testing Program.***

Most Performance exams are held on Saturdays at 8:00 AM; registration at 7:30 AM ***Occasionally, additional exams are held later in the day to accommodate additional candidates.*** Candidates will be notified in writing regarding test location, date, and time by the Massachusetts, Vocational Technical Teacher Testing Program.

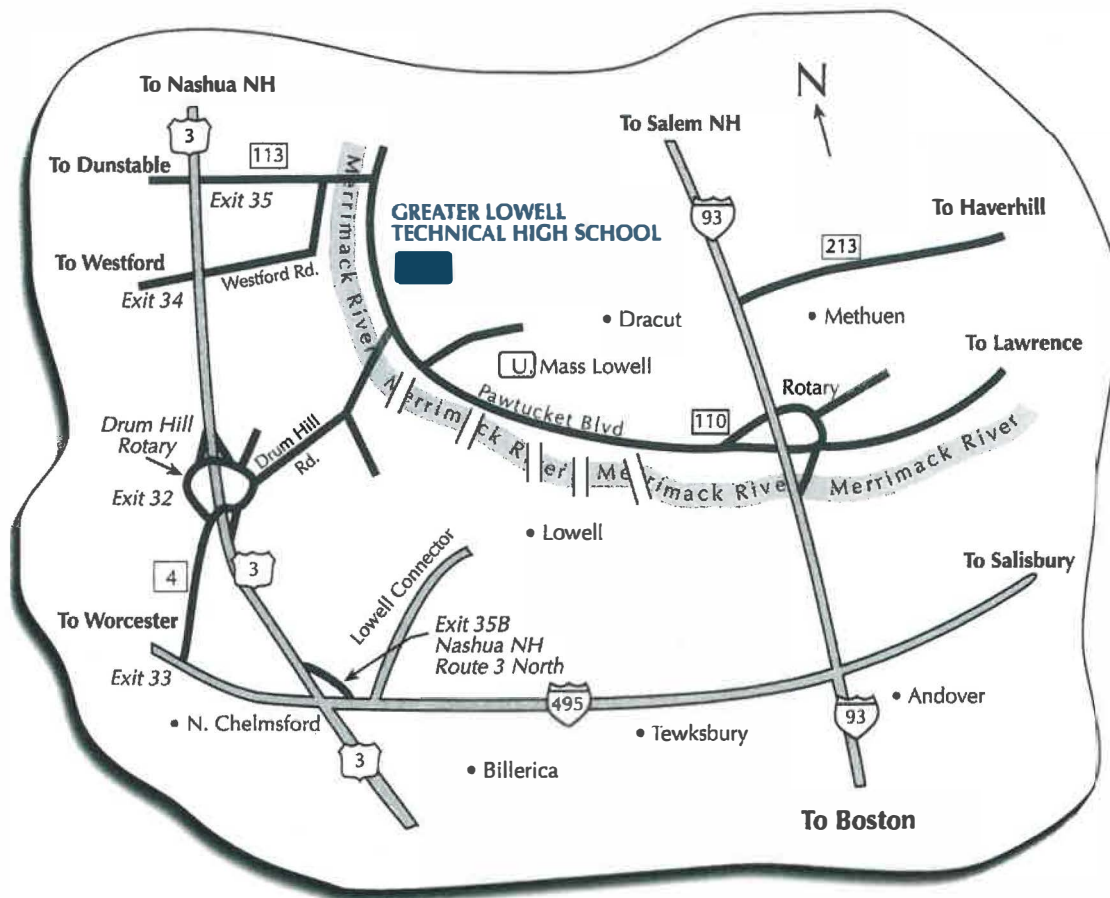
A performance exam will be administered in each round for every test area in which at least three candidates are registered. However, a performance exam will be scheduled at least once during the school year in every vocational technical licensure area. Please consult the candidate handbook for more information regarding the performance exams.

Technical Teacher Testing Program Office Hours:
 7:15 AM to 2:45 PM, Monday through Friday

For more information call (978) 441-4946 or
 Visit us at: www.gltech.org/domain/69 and
<https://www.google.com/+LisaBoydTeacherTesting>

Fax: (978) 441-4893
 Email: techteachtest@gltech.org

**Vocational Technical Teacher Testing Program
Greater Lowell Technical High School
250 Pawtucket Boulevard
Tyngsboro, MA 01879-2199**



From the West:

Take I-495 North, toward Lowell/Lawrence. Take Rte 3 North exit toward New Hampshire. Take Rte 113 exit (exit number 35). Take a left at the end of ramp onto Kendall Rd. (Rt-113E) and cross the Tyngsboro Bridge and continue on Rt-113. G.L.T.H.S. is approximately 1.9 miles on your left.

From the South:

Take I-93 North to 495 South to Rt.3 North. Take Rt-113 exit (exit number 35). **Take a left at the end of ramp onto Kendall Rd (Rt-113E) and cross the Tyngsboro Bridge. Continue on Rt-113. G.L.T.H.S. is approximately 1.9 miles on your left.

From the North:

Take Route 3 South to exit number 35 (RT-113), toward Tyngsboro/Dunstable. Bear right at the end of the ramp onto Kendall Rd (113E) and cross the Tyngsboro Bridge and continue on Rt-113. G.L.T.H.S. is approximately 1.9 miles on your left.

****It is recommended that if you travel on Route 3 North, continue beyond the Drum Hill Rotary and take Exit 35 to Greater Lowell Technical High School.**

****ENTER THE SCHOOL BY THE PAWTUCKET BLVD. ENTRANCE****