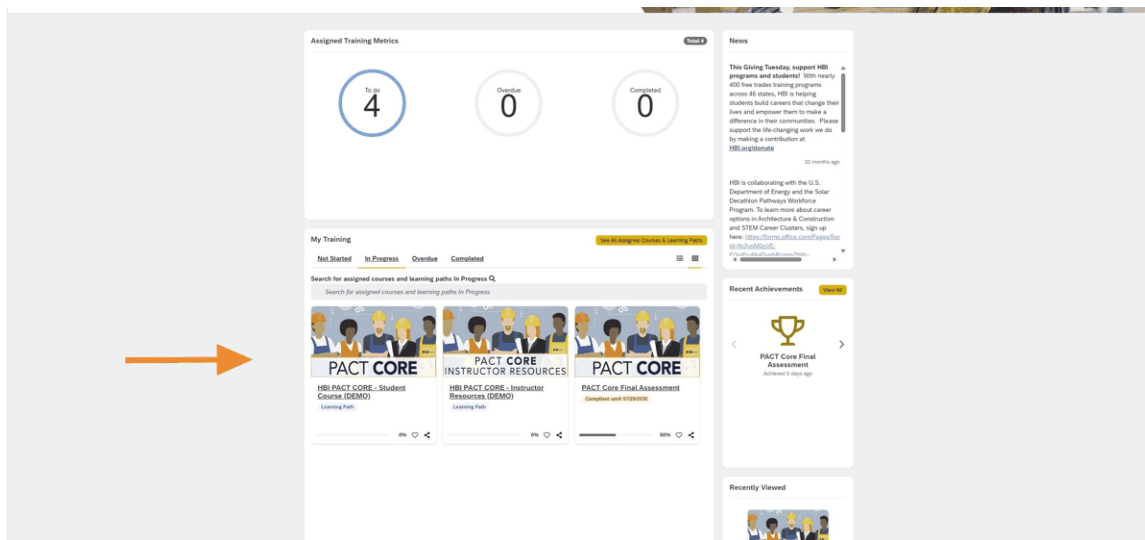




PACT Certificate in CTEtechWorks®

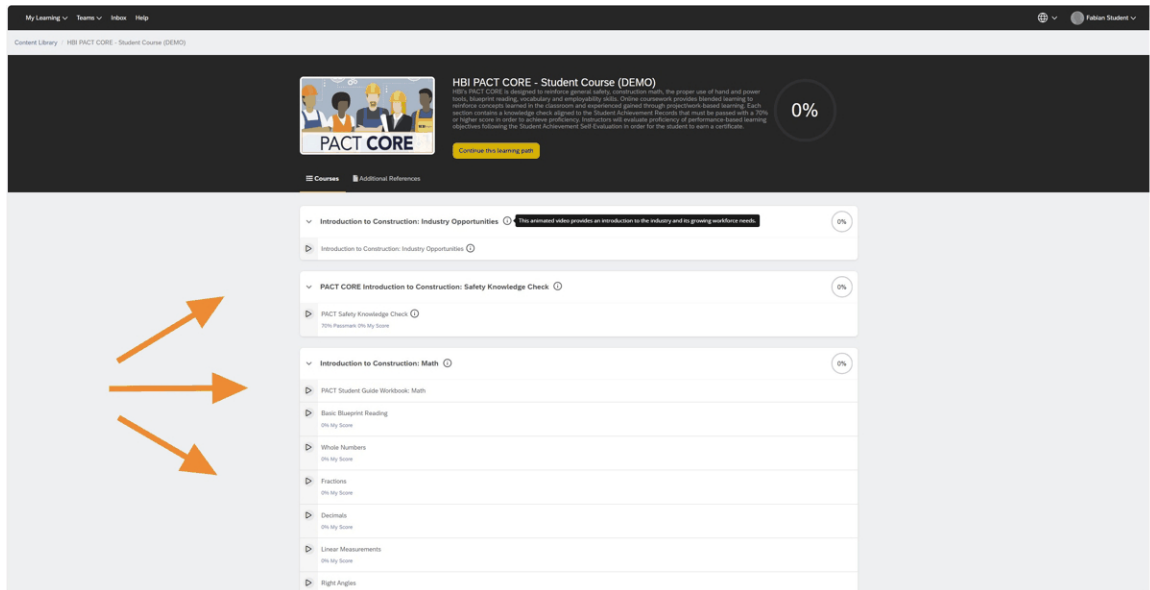
This guide provides a step-by-step process for educators to facilitate the final assessment for students seeking the PACT Certificate in CTEtechWorks®. It ensures instructors can efficiently manage student assessments while adhering to necessary guidelines. By following this guide, instructors can help students achieve certification, enhancing their career opportunities in the construction industry. It's a valuable resource for both teachers and students aiming for success in their assessments.

1. Students will log in to CTEtechWorks® and access PACT Core and other Trades to be certified in.

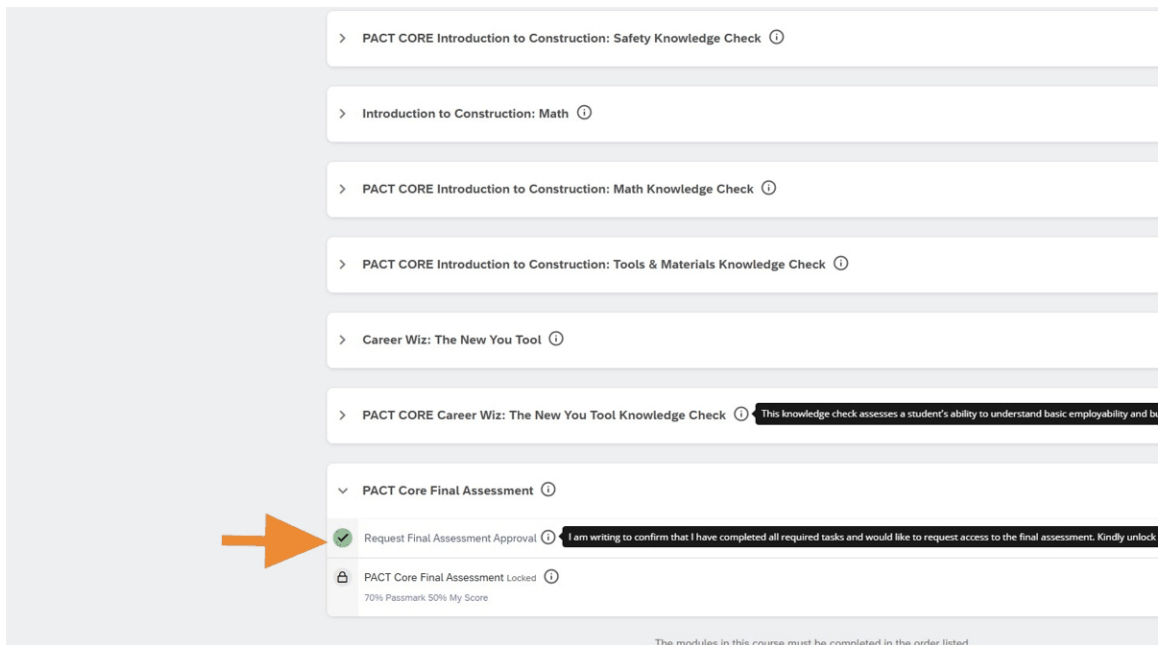




- Students will be able to bypass all optional courses. It is recommended that students complete the knowledge checks located at the end of each unit for PACT Core.



- Students will click on Request Final Assessment Approval.




4. Click Start

Checklist is complete. This module has been previously completed. Do you want to start over with this module?

Request Final Assessment Approval

I am writing to confirm that I have completed all required tasks and would like to request access to the final assessment. Kindly unlock the assessment at your earliest convenience so I may proceed with submission.

 **Start** Cancel

5. The students must agree that they've completed 80% of the tasks listed in SAR.



- Identify hazardous conditions associated with chemicals/supplies.
- Select and wear proper safety attire on the jobsite including PPE
- Accept the responsibility of the personal safety of other workers.
- Demonstrate the ability to report all injuries immediately to the instructor.
- Demonstrate personal safety rules/OSHA regulations.
- Demonstrate shop safety rules/OSHA regulations.
- Demonstrate compliance with drug-free workplace regulations.
- Locate and operate fire safety equipment.
- Demonstrate safe use of ladders and scaffolding.
- Demonstrate safe fall protection procedures and equipment use.
- Demonstrate the ability to properly lift and carry construction materials.
- Identify locations of all first aid equipment and materials.
- Demonstrate basic first aid practices.

BASIC CONSTRUCTION MATH

- Read a rule to the nearest 16th of an inch.
- Calculate whole numbers using addition, subtraction, multiplication, and division.
- Calculate fractions using addition, subtraction, multiplication, and division.
- Calculate decimals using addition, subtraction, multiplication, and division.
- Add, subtract, multiply, and divide measurements using measuring tools.
- Calculate square foot and lineal foot measurements.
- Apply specific formulas for estimating materials.

PRINT READING

- Read and interpret basic construction prints.
- Identify basic architectural symbols and abbreviations.
- Demonstrate proper use of tools used to determine square.
- Demonstrate proper use of tools used to determine plumb.
- Demonstrate proper use of tools used to determine level.

HAND TOOLS

- Demonstrate the proper use, care, and maintenance of hand tools.
- Describe safety rules for each hand tool.
- Demonstrate proper use of measurement tools
- Demonstrate the proper use, care, and maintenance of ladders and scaffolding.
- Identify/select appropriate hand tools for specific tasks in carpentry.
- Identify/select appropriate hand tools for specific tasks in electrical.
- Identify/select appropriate hand tools for specific tasks in plumbing.
- Identify/select appropriate hand tools for specific tasks in brick masonry.
- Identify/select appropriate hand tools for specific tasks in landscaping.
- Identify/select appropriate hand tools for specific tasks in BCT- facilities maintenance.
- Identify/select appropriate hand tools for specific tasks in painting and finishing.

POWER TOOLS — IDENTIFICATION AND USE

- Demonstrate the proper use, care, and maintenance of power tools/equipment.
- Describe safety rules for each power tool.
- Identify/select appropriate power tools for specific tasks in carpentry.
- Identify/select appropriate power tools for specific tasks in electrical.
- Identify/select appropriate power tools for specific tasks in plumbing.
- Identify/select appropriate power tools for specific tasks in brick masonry.
- Identify/select appropriate power tools for specific tasks in landscaping.
- Identify/select appropriate power tools for specific tasks in BCT- facilities maintenance.
- Identify/select appropriate power tools for specific tasks in painting and finishing.

CONSTRUCTION MATERIALS — IDENTIFICATION AND USE



6. Students will scroll down to the end of the page and click on the gold tab, Start Evaluation with Administrator.

A screenshot of a webpage with a light gray background. At the top, there is a list of job qualifications in a dark gray font. Below this list, there is a section titled 'PROFESSIONALISM IN THE WORKPLACE' in bold, followed by another list of workplace rules. Further down, there is a paragraph of text starting with 'The student may take the final assessment multiple times...' and a small orange arrow pointing to a gold button labeled 'Start Evaluation with Administrator' at the bottom of the page.

• Obtain government-issued driver's license.
• Identify and describe industry-related job qualifications.
• Use media, Internet, and other resources to contact employers for job opportunities.
• Practice and successfully complete a job application.
• Create a resume.
• Practice and interview for a job.
• Follow up with employers about interview and job.

PROFESSIONALISM IN THE WORKPLACE

- Demonstrate compliance with a drug-free workplace.
- Respond appropriately to supervision.
- Follow written and verbal directions.
- Complete assigned tasks.
- Work safely.
- Dress appropriately for work.
- Arrive for work on time.
- Shows respect for tools, materials and other's property.
- Work as a team member with diverse races, sexes, ages, and cultures, treating all with respect.

☐ The student may take the final assessment multiple times. However the instructor is ag at the final assessment. If the student is taking the final assessment for the first or seco and able to take the proctored final assessment. If the student is taking the final assess student has completed remediation with the instructor and the student is willing and ab

Start Evaluation with Administrator

7. Students will click Continue and wait for the instructor to unlock/approve the final assessment.

A screenshot of a webpage showing a 'Locked' message. At the top, there is a black horizontal bar. Below it, the word 'Locked' is centered in a dark gray font. Underneath, a smaller line of text reads 'You need to complete the previous modules before you can attempt this one.' At the bottom of the message, there is a gold button labeled 'Continue' with a small orange arrow pointing to it.

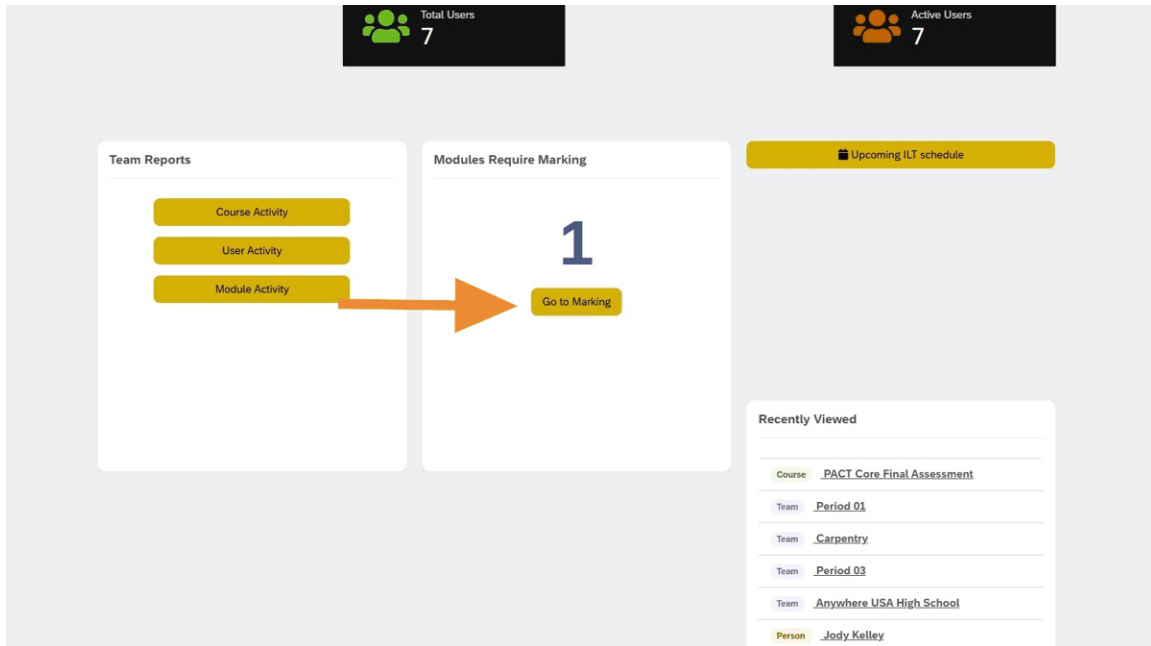
Locked

You need to complete the previous modules before you can attempt this one.

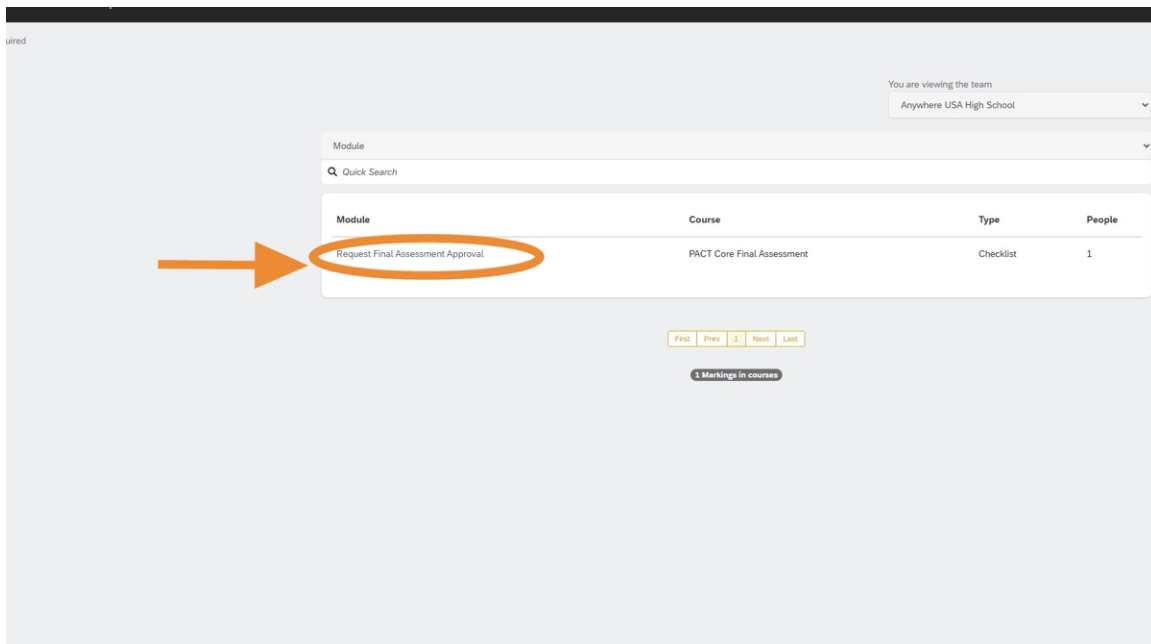
Continue



8. To unlock the assessment, navigate to the center of your dashboard and click 'Go to Marking'.

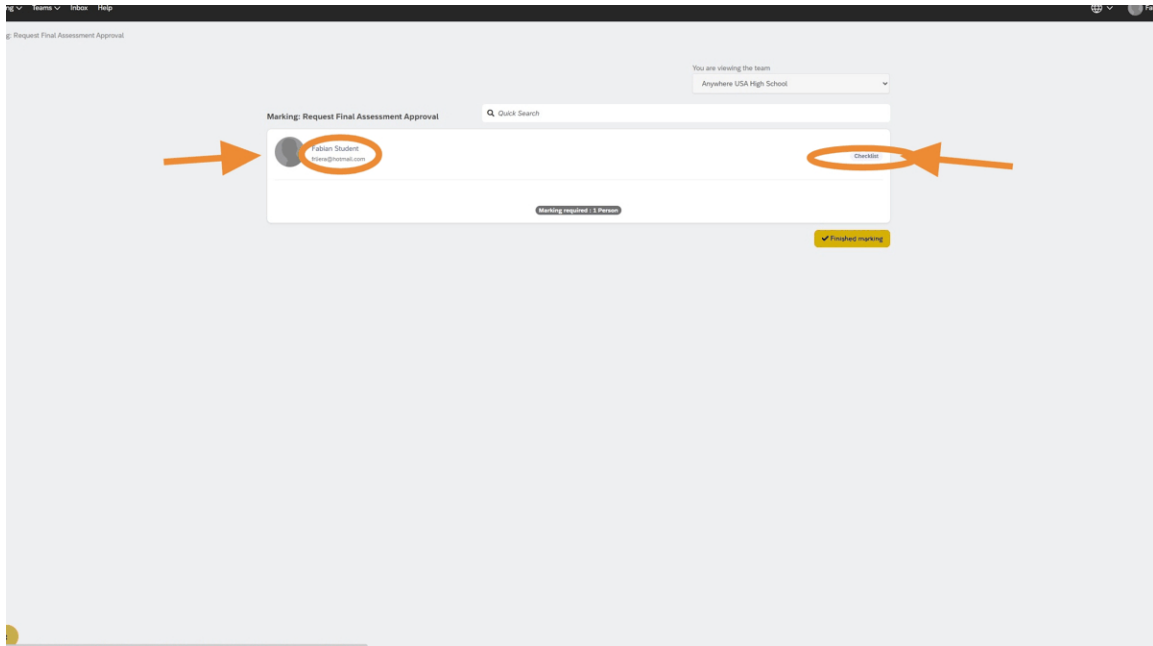


9. A list of Final assessments will display; select the assessment that you wish to unlock.

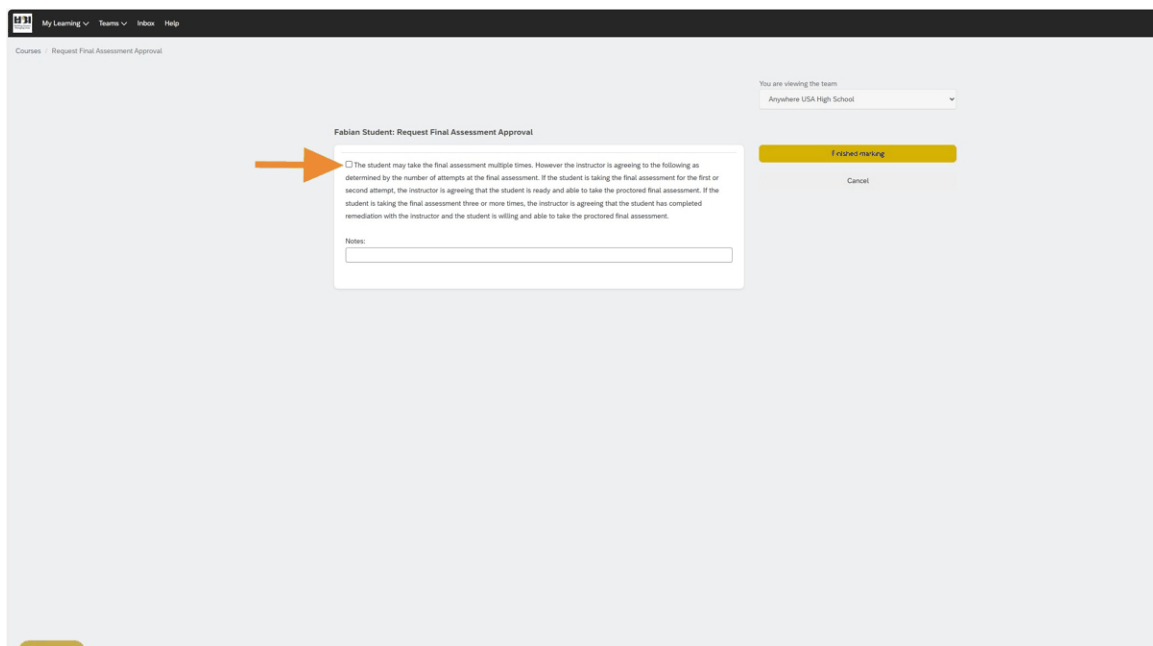




10. You will now see the list of students who have submitted for the final assessment. You may click on their name or the checklist. You will have to unlock one student at a time.



11. By selecting the box, you agree to unlock the final assessment and to follow HBI, State, local, and school guidelines for administering and proctoring the final assessment.





12. Check the box and click 'Finish Marking'. Your student will have access to the final assessment within minutes of you clicking finish marking.

A screenshot of a web application interface. At the top right, there is a dropdown menu labeled 'You are viewing the team' with 'Anywhere USA High School' selected. The main content area has a title 'Fablan Student: Request Final Assessment Approval'. Below the title is a form with a checkbox that is checked. The text next to the checkbox reads: 'The student may take the final assessment multiple times. However the instructor is agreeing to the following as determined by the number of attempts at the final assessment. If the student is taking the final assessment for the first or second attempt, the instructor is agreeing that the student is ready and able to take the proctored final assessment. If the student is taking the final assessment three or more times, the instructor is agreeing that the student has completed remediation with the instructor and the student is willing and able to take the proctored final assessment.' Below this text is a 'Notes:' label and a text input field. To the right of the form is a yellow button labeled 'Finished marking' and a 'Cancel' link. Two orange arrows are overlaid on the image: one points to the checked checkbox, and the other points to the 'Finished marking' button.

13. Click on finish marking and continue to your dashboard. Your students are now ready to access the final assessment and to receive a PACT Certificate. Students who pass with a 70% or higher will receive a certificate; they can download it from their achievements tab.



Students who do not pass will have to repeat this process to unlock the assessment once again.

