

Administrative Memo

Date: March 23, 2011
To: Business, Marketing and Information Technology Teachers
From: Leslie Kerns, Director *Leslie Kerns*
Subject: CCR-11-011 – Assessments for Technical Skill Attainment (TSA)

Students who are concentrators (receive at least three full credits in a sequence of courses) and complete a career education program are required under Perkins IV legislation to take an assessment for Technical Skill Attainment (TSA).

In an effort to align our TSA assessment options more closely with the curriculum in our programs, some changes have been made in the list of approved TSAs found at http://dese.mo.gov/divcareered/perkins_iv_tsa.htm. Some TSAs have been removed and new options have been added. **Please check to be sure that an assessment is currently listed before using it.**

We have new assessments available from *MBAResearch* for the **Business Management and Administration Cluster, the Finance Cluster, and the Marketing Cluster**. These assessments align with the national standards and our Missouri curriculum, and they will be **available this spring, May 2011**.

The following end-of-program exams (TSAs) are already developed:

- Finance
- Marketing
- Entrepreneurship

These end-of-program exams (TSAs) are being developed specifically for our state:

- Missouri Business Management
- Missouri Business Management/Entrepreneurship

The assessments from *MBAResearch* are being offered for \$7.50 each because Missouri is a member of the *MBAResearch* not-for-profit consortium. The district may use any combination of exams, and test credits may be carried over to future years.

Pricing information:

- Order 50 or more assessments—the set-up fee is waived. Cost per test \$7.50.
- Order 25-49 assessments—the one-time fee for set-up is \$25. Cost per test \$7.50.
- Order 24 or fewer assessments—the one-time fee for set-up is \$50. Cost per test \$7.50.

The link to the *MBA Research* end-of-program exams (TSAs) for Missouri is [MO End-of-Program Testing Options](#). You will find all of the information you need including the exam description, the competencies (performance indicators) covered, instructions for the online testing process, and the order form. It is important to read all the information and start the process at least 30 days before you plan to administer the assessments. Teachers may not proctor the assessments. No login is needed to access the TSA information. However, you will see an option on the left of the screen to create an account that gives you access to our *MBA Research* Missouri Connection page. There are several valuable curriculum resources found there that are free for Missouri teachers to use.

On the Finance exam description, the Personal Finance course is not listed as part of the sequence. However, you will see from the competencies listed that many are covered in the Personal Finance course. On the Marketing exam you will see that our Missouri courses have different names than those listed. However, when you examine the competencies you will see that our courses align.

Please note as *MBA Research* indicates, "A*S*K exams are based solely on industry data without consideration to actual high school curriculum. In general, they are more comprehensive and, therefore, more difficult. The end-of-program (program-of-study) exams are based on courses (and content) specifically recommended for high school programs."

An advisory committee made up of Missouri teachers will be working with a vendor to develop **five assessments for the Information Technology Cluster**. These assessments will align with our Missouri curriculum (which is based on national standards) and will be piloted this spring. They will be **available for the 2011-12 school year**, and the cost will be \$15 for a pre-and a post-test.

For questions, please contact Leslie at 573-751-3484 or 573-751-4367, leslie.kerns@dese.mo.gov