

Wyoming Career Technical Assessment Communication Component

Sub-Skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Listening	Applies verbal directions and information	<p>Executes, independently, a verbally prescribed task quickly, creatively, and efficiently</p> <p>Interprets verbal information or directions for accuracy</p> <p>Applies verbal information from prior tasks to diverse new applications</p>	<p>Executes a prescribed task completely and accurately in response to verbal directions</p> <p>Presents clarifying questions</p> <p>Demonstrates skills after occasional repetition of directions</p>	<p>Performs a task, incompletely or inaccurately</p> <p>Recalls verbal directions</p> <p>Demonstrates skills only after frequent repetition</p>	<p>Reproduces task after hearing instructions repeatedly</p> <p>Comprehends verbal directions at a basic level</p>
Speaking	Demonstrates ideas or information	<p>Demonstrates use of interesting and precise vocabulary</p> <p>Presents a well-organized argument with compelling evidence</p> <p>Exhibits use of gestures and tone to provide emphasis and persuasive presentations</p> <p>Applies information for use beyond original intent</p>	<p>Applies use of effective vocabulary</p> <p>Employs ideas in proper sequence in clear and concise workplace communications</p> <p>Demonstrates use of gesture, tone, and body language to accurately convey workplace messages</p>	<p>Applies basic vocabulary in structured situations</p> <p>Communicates basic information accurately</p> <p>Selects gesture, tone, and body language to support workplace communications</p>	<p>Relates vague vocabulary or slang</p> <p>Expresses meaning other than what was intended</p>
Reading	Examines meaning from text	<p>Analyzes information from a variety of text forms</p> <p>Evaluates the significance and accuracy of text</p> <p>Considers alternatives to apparent or literal meaning of text</p>	<p>Analyzes information accurately from both technical and non-technical text sources</p> <p>Analyzes text for significance and biases</p> <p>Examines information from written material for significance to a variety of tasks and situations</p>	<p>Comprehends accurately generalized information</p>	<p>Comprehends generalized information with assistance</p>
Writing	Demonstrates expressing ideas and conveys information in writing	<p>Exhibits complex and precise vocabulary</p> <p>Applies all language correctly</p> <p>Illustrates ideas through exemplary organization and compelling evidence</p>	<p>Applies standard language to writing</p> <p>Demonstrates vocabulary and organization to support idea or argument using appropriate evidence</p> <p>Structures a composition for subject, purpose, and audience</p>	<p>Uses language rules</p> <p>Expresses ideas or information clearly</p> <p>Demonstrates support of ideas with inaccurate or inappropriate information</p>	<p>Uses limited language rules</p> <p>Relates partial ideas</p>

Wyoming Career Technical Assessment Applied Mathematics Component

Sub-skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Partially Proficient)	1 (Basic)
Basic Operations	Applies the four basic operations involving whole numbers, fractions, decimals and percents	<p>Analyzes calculations of two or more steps for reasonableness for complex situations</p> <p>Transfers, independently, mathematics knowledge and skills to solve novel problems</p>	<p>Performs calculations requiring more than two steps</p> <p>Performs, consistently and accurately, calculations appropriate to the task or project</p>	<p>Performs calculations requiring two steps in an applied settings</p> <p>Requires a calculator to achieve accuracy appropriate to the task in some situations</p>	<p>Performs single-step calculations in an applied setting</p> <p>Recognizes that basic mathematics operations cannot be used to solve all problems</p>
Measurement	Applies measurement tools and skills appropriate to a given situation	<p>Analyzes mathematical measurement to use in solving complex problems</p> <p>Integrates mathematical formulas to solve a variety of problems for a variety of problem situations</p>	<p>Converts between metric and standard units</p> <p>Demonstrates the use of correct measurement, standard, tool, and strategy for a given task</p> <p>Applies measurement within tolerance necessary for a given task</p>	<p>Demonstrates working knowledge of the relationship between the standard and metric systems</p> <p>Comprehends, in general, the tools of measurement</p> <p>Calculates length, angle, weight, time, temperature, and determines area, volume and quantity</p>	<p>Comprehends the difference between standard and metric systems</p> <p>Calculates length, angle, weight, time, and temperature</p>
Data Representation	Organizes data to facilitate and support decision making	<p>Evaluates data from graphs, charts, tables to make decisions about abstract and new situations or problems</p> <p>Analyzes numerical and graphical data to make accurate decisions based on inferences drawn from the data</p>	<p>Compares data from a variety of graphs, charts, and tables as a basis for decisions about problems or situations</p> <p>Creates graphs, charts and tables to accurately represent data, using multiple sources</p> <p>Formulates numerical data, with accuracy, for multiple purposes</p>	<p>Utilizes information from bar graphs to complete a task</p> <p>Develops simple graphs, charts, and tables with limited data and information</p>	<p>Restates literal information from graphs, charts, and tables data</p>
Advanced Math	Applies algebraic and geometric reasoning in applied settings	<p>Sets up and solves multi-step, algebraic, real-world problems containing several unknowns and distracters</p> <p>Designs creative solutions for complex problems using geometric reasoning</p> <p>Applies symbolic reasoning to complex problems</p>	<p>Applies algebraic rules to set up and solve two-step word problems containing at least multiple unknowns or distracters</p> <p>Applies geometric reasoning to solve work-related problems</p>	<p>Applies mathematical formulas to solve word problems containing unknowns</p> <p>Solves work-related geometric problems with occasional logic or computational errors</p>	<p>Attempts to solve work related algebra problems with frequent errors</p>

Wyoming Career Technical Assessment Affective and Thinking Component

Sub-Skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Leadership and Cooperation	Demonstrates leadership, cooperation and interpersonal skills	<p>Utilizes team-building skills to assist group members in becoming a functional unit</p> <p>Organizes and directs group tasks</p> <p>Resolves, objectively, conflicts between group members</p> <p>Values contributions by group members</p>	<p>Applies group communication strategies including listening, clarification of ideas, and consensus building</p> <p>Seeks to build leadership skills</p> <p>Demonstrates working cooperatively</p>	<p>Contributes actively to group efforts</p> <p>Demonstrates working cooperatively to achieve goals</p>	<p>Performs inconsistently in group roles and functions</p> <p>Operates apart from group efforts</p>
Work Ethic	Exhibits work ethic in a variety of contexts	<p>Performs necessary unassigned tasks, meeting the required standards</p> <p>Displays work that goes beyond expectations</p> <p>Demonstrates independently, task completion to specification</p> <p>Demonstrates exemplary attendance</p>	<p>Demonstrates task completion, consistently to specification within or close to allocated time</p> <p>Displays work that meets expectations</p> <p>Demonstrates responsibility through rarely being late or absent</p>	<p>Completes tasks with supervision</p> <p>Demonstrates task completion, but not always to specifications or within the time frame</p> <p>Demonstrates limited responsibility through being late occasionally</p>	<p>Exhibits lack of ability to complete tasks according to specification</p> <p>Requires constant supervision and redirection</p> <p>Demonstrates lack of responsibility through consistently being late and frequently absent</p>
Problem Solving	Evaluates problem solving techniques for use in applied settings	<p>Applies information and logic in solving problems in life-and job-related situations</p> <p>Selects creative techniques for overcoming obstacles in problem solving</p> <p>Assesses each alternative fully, based on the criteria, and compares and contrasts alternatives</p>	<p>Predicts obstacles to solving the problem</p> <p>Formulates a viable solution</p> <p>Compares alternatives appropriate to the task and relevant to the decision</p>	<p>Selects a solution for a given problem using trial-and-error</p> <p>Identifies criteria needed to solve a problem</p>	<p>Recognizes clearly identified problems</p> <p>Uses assistance to solve problems</p>
Thinking	Analyzes critical thinking skills in routine and novel situations	<p>Analyzes information from diverse sources for application to new and multiple situations</p> <p>Experiments to create new solutions for complex workplace problems</p>	<p>Analyzes information for its consequences</p> <p>Distinguishes relevant from irrelevant information</p> <p>Examines work for errors & self-corrects without assistance</p>	<p>Identifies information from one source to restate in a new situation</p> <p>Applies corrections as directed</p>	<p>Demonstrates lack of ability to distinguish between relevant and irrelevant information</p>

Wyoming Career Technical Assessment Applied Science Component

Sub-Skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Occupational Lab Procedures and Safety Skills	Analyzes safety regulations and standard procedures in using lab materials, tools, and devices	<p>Anticipates, without prompting, situations that could lead to safety hazards</p> <p>Assists others with safety procedures and practices</p> <p>Predicts implications of mixing or combining materials, and related safety rules and regulations</p>	<p>Adheres to industry and OSHA procedures and practices for handling, storage, and disposal of all materials in the laboratory</p> <p>Maintains lab equipment and tools to industry standards</p> <p>Demonstrates competency in using a variety of lab equipment according to laboratory and industry protocol</p>	<p>Applies basic lab safety procedures, with limited understanding of underlying principles</p> <p>Demonstrates, under supervision, the use of basic lab equipment and tools</p>	<p>Uses personal protective equipment and follows laboratory rules and industry standards with frequent reminders</p> <p>Comprehends the use of basic lab equipment and tools</p>
Scientific Method	Analyzes the scientific method to design and collect data for analysis related to a project	<p>Designs experimental activities based on the scientific method to provide data or information</p> <p>Organizes, independently, samples, materials, and equipment to conduct projects that provide data</p> <p>Collects, independently, valid data, independently, accurately, and routinely before, during, and after completion of the project to monitor changes in results</p> <p>Develops accurate records of data, measurements and/or information organized to be easily understood by others</p>	<p>Experiments using the scientific method to provide data or information.</p> <p>Analyzes comprehensive data before, during, and after the project to monitor changes in results following accepted practices, with little guidance</p> <p>Categorizes accurate records of measurements, data, and/or information, without the assistance of an instructor or supervisor</p>	<p>Chooses; with assistance of a supervisor; samples, materials, and equipment to conduct projects that provide data</p> <p>Demonstrates collecting the data related to experimental activities, with assistance of a supervisor</p> <p>Records major changes without details</p>	<p>Arranges samples, materials, and equipment to conduct projects using instructions, and under direct supervision</p> <p>Demonstrates collecting part of the data, under supervision, with step-by-step instructions.</p> <p>Maintains few records related to project activities</p>
Data Analysis and Interpretation	Analyzes data to illustrate its meaning and limitations	<p>Analyzes results in terms of how the design or process influenced any changes</p> <p>Creates an illustration of results using multi-media graphs, charts, tables or technical drawings</p> <p>Analyzes results in easily understood terms for purpose and explicit audience</p> <p>Proposes alternate applications of results</p>	<p>Analyzes data from projects conducted by others or self</p> <p>Illustrates results with graphs, charts, tables or technical drawings</p> <p>Analyzes the meanings of results in easily understood terms</p>	<p>Comprehends the results, but accepts them without questioning the design or process</p> <p>Produces appropriate technical drawings, with directions and assistance</p> <p>Interprets the basic or general meanings of results, without precise information or data</p>	<p>Recognizes end results, without considering the processes</p> <p>Comprehends only limited meaning for the results, without knowledge of the implications</p>
Conceptual Applications	Applies technological and scientific concepts to projects	Conducts a project based on analysis of trade-offs of efficiency, economy, durability, based on related technological and scientific concepts	Conducts a project based on basic technological and scientific concepts	Conducts a project with limited comprehension of the related technological and scientific concepts	Conducts simple activities without comprehension of the related technological or scientific concepts

Wyoming Career Technical Assessment Technology Component

Sub-skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Operating Systems	Demonstrates use of operating system	Demonstrates show to install, troubleshoot, and monitors functioning of operating system Demonstrates customizes facets of the operating system to optimize performance	Demonstrates the use of operating systems for a variety of software applications	Identifies the necessity for an operating system	Identifies the commercial name for an operating system, but not the function
Hardware	Identifies basic technology hardware	Analyzes updates in hardware for personal use Analyzes new and updated hardware and its application in industry	Identifies basic hardware for individual use. Identifies hardware for basic functions from multiple manufacturers	Recognizes the difference between hardware and software functions	Exhibits basic knowledge of technology hardware
Software Applications	Applies software for intended purposes	Analyzes new and updated software for individual use Investigates complex industry-specific software Adjusts software for specialized applications and functions	Demonstrates program-specific software in classroom projects Performs troubleshooting of simple software errors to complete tasks	Employs basic software applications	Identifies basic software for individual use
Internet Searches	Applies knowledge of the Internet to conduct research, access information, and interact with others.	Demonstrates maintaining Internet site information Demonstrates use of multiple search engines Demonstrates obtaining source material beyond the first set of "hits"	Demonstrates one search engine and known Internet addresses to conduct research Conducts searches independently	Selects common Internet addresses to gather information, with assistance	Performs limited Internet functions with monitoring to ensure adherence to policies
Industrial and Business Technology Applications	Analyze new industry and business technology that supports a selected career cluster	Analyzes new applications for computer operating systems in selected career areas Examines, independently seeks knowledge of technological advances through technical reading in industry publications, training seminars, and field trips	Demonstrates linking of computer-based operations with technical business and industry applications Explores advancements through technical reading and projects Recognizes the need for continuous knowledge and skills updating	Recognizes the impact of technological advances in general. Installs basic computer software systems for technical applications	Exhibits limited interest in new technological advancement Displays a lack of knowledge related to how technology is changing careers

Wyoming Career Technical Assessment Pre-employability Component

Sub-Skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Career Interests and Characteristics	Analyzes career cluster specialties related to personal interests, abilities, and attributes	Researches more than one career cluster to identify specialties, knowledge and skills, job environments, attributes, certification and education requirements, experience, and job opportunities	Analyzes at least one career area to identify job environments, attributes, job opportunities, certificates, education, and experience requirements	Identifies one career area and related specialties Exhibits only general knowledge of the opportunities and requirements for one career area and related and specialties	Identifies global skills and education required for a career field
Career Prerequisites	Analyzes the educational requirements, certifications, and experiences needed for employment	Evaluates information from self analysis to modify career plan and alternative career choice Explores education programs related to selected potential career options, financial requirements, potential scholarships and resources required, and time required to complete program	Researches at least two sources of job information related to local and regional areas	Identifies the skills and education levels required for a chosen career field	Identifies general types of employers and businesses in the local area
Employment Potential	Analyzes sources for job potential and locates local employers	Researches career opportunities related to short-term and long-term career goals	Considers the basic requirements for one specific specialty in relating to personal qualifications, interests, and aptitudes	Identifies businesses that hire individuals with specific job training and experiences	Identifies one source of job information
Resume, Application, and Interview	Analyzes and develops resumes and applications for interviews	Customizes resume for specific interview to present most important training, experiences, and attributes Researches company and prepares questions to ask at the interview Plans for persuasive interview providing creative means to convey qualifications Prepares a follow-up letter with specific details for use after an interview	Produces an error-free, word-processed, comprehensive resume with cover letter Designs an electronic resume or portfolio that preserves visual integrity Arranges employment and personal references Completes an application with neatness and accuracy Prepares for an interview by reviewing information related to the business Prepares qualifications and interests in concise and clear delivery	Writes a resume and applications that are neat, but not without errors and missing information Exhibits adequate techniques and knowledge about interview processes and procedures	Recognizes the need for a resume and application

Wyoming Career Technical Assessment Employability Component

Sub-Skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Inter-personal Relations	Demonstrates communicating with clarity and consideration of others in the workplace	<p>Demonstrates communication skills with others to ensure accuracy in tasks to be completed</p> <p>Demonstrates clarifying information to ensure that group goals are met</p> <p>Chooses to exceed expectations for customer service and other workplace situations</p>	<p>Demonstrates functioning as a team member to accomplish goals as a group</p> <p>Demonstrates communicating clearly and respectfully with others to accomplish tasks</p>	<p>Illustrates communicating with others as needed.</p> <p>Operates inconsistently as a team member to accomplish tasks.</p>	<p>Illustrates lack of communication skills in stating information and carrying out tasks</p>
Attitude and Appearance	Displays positive work attitude in dress and actions	<p>Dresses in a manner that signifies enthusiasm for the position and the company</p> <p>Displays enthusiastic attitude</p> <p>Investigates the potential for safety and sanitation hazards due to clothing, accessories, and grooming</p>	<p>Dresses consistently for the position</p> <p>Displays knowledge of safety in determining how to dress for the job</p> <p>Displays positive outlook toward work</p>	<p>Dresses in an acceptable manner most of the time</p> <p>Displays knowledge of why safety is a factor when dressing for certain jobs</p> <p>Displays inconsistent attitude toward work, although completes assigned tasks</p>	<p>Recognizes basic grooming and cleanliness in relation to safety and personal appearance for work or school</p> <p>Dresses without regard for safety on the job</p> <p>Identifies positive attitude</p>
Task Completion-Rate and Productivity	Finishes quality work in time allotted	<p>Demonstrates task completion to specification independently</p> <p>Delivers quality results on schedule</p>	<p>Demonstrates task completion, consistently to specification within or close to the allocated time</p>	<p>Demonstrates task completion, but not to specification, within or close to allocated time</p>	<p>Displays lack of skills to understand how to complete a task within the allotted time</p> <p>Demonstrates beginning performance level skills not yet to specification level</p>
Skill Performance	Demonstrates learned skills and knowledge related to a selected career cluster	<p>Performs above entry-level skills acceptable for advanced placement in employment</p> <p>Acquires independently knowledge related to career field to enhance performance</p> <p>Selects, sets up, and maintains equipment and tools to meet industry standards</p>	<p>Performs above entry-level skills for an industry or business</p> <p>Applies entry-level knowledge to support skill requirements</p> <p>Operates equipment and tools to meet industry standards</p>	<p>Performs entry-level skills for an industry or business</p> <p>Demonstrates only partial knowledge related to skills</p> <p>Operates equipment and tools with assistance</p>	<p>Performs few entry-level skills</p> <p>Displays little knowledge of equipment and tools</p>