

Wyoming Career Technical Assessment Communication Component

Sub-skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Listening CV11.2.1 CV11.2.2 CV11.2.3 CV11.3.1 CV11.5.4 CV11.6.4	Applies directions and information	Executes a prescribed task accurately and efficiently Evaluates verbal information and/or directions for accuracy Integrates information using prior knowledge Applies information to diverse tasks	Executes a prescribed task completely and accurately Asks clarifying questions. Requires occasional repetition Adjusts task performance based on the verbal information	Performs a task, incompletely or inaccurately Asks questions that are Inappropriate Requires frequent repetition of information	Requires supervision to execute task Comprehends verbal directions at a basic level
Speaking CV11.1.2 CV11.2.1 CV11.2.2 CV11.2.3 CV11.2.4 CV11.3.3 CV11.4.2 CV11.6.4	Demonstrates ideas or information verbally	Demonstrates use of interesting and precise vocabulary in complex situations Presents a well-organized argument supported with compelling evidence Exhibits gestures, tones, and body language to enhance message Synthesizes information for use beyond original intent	Applies knowledge of vocabulary with accuracy Demonstrates communicating clearly and accurately or in proper sequence Demonstrates use of gestures, tones, and body language to accurately convey messages Organizes ideas in proper sequence	Applies basic vocabulary in structured situations Demonstrates accurate use of gestures, tones, and body language occasionally	Demonstrates use of vague vocabulary or slang Conveys meaning other than what was intended
Reading CV11.1.1 CV11.3.1 CV11.4.1 CV11.4.2 CV11.5.2 CV11.5.3 CV11.5.4 CV11.6.1 CV11.6.2 CV11.6.4	Constructs meaning from text	Extracts and synthesizes information from a variety of text forms Evaluates the significance and accuracy of text Considers alternatives to apparent meaning of text	Organizes information accurately from both technical and non-technical text sources Analyzes text for significance and biases Applies information gained to a variety of tasks and situations	Demonstrates limited comprehension of information of from text sources Comprehends general information without depth from written materials	Repeats information from basic text sources Understands written information when assisted
Writing CV11.1.2 CV11.3.3 CV11.4.2 CV11.6.3 CV11.6.4	Demonstrates expressing ideas and conveys information in writing	Demonstrates use of interesting and precise vocabulary to convey ideas in writing Exhibits all language conventions correctly Integrates powerful ideas through exemplary organization and compelling evidence	Applies standard language conventions Applies effective vocabulary and organization to support idea or argument with appropriate evidence Applies knowledge of composition to structure the ideas and information for the subject, purpose, and audience	Applies use of most language conventions Conveys ideas or information clearly Develops limited support for information and ideas	Applies use of limited language conventions Conveys partial ideas

Wyoming Career Technical Assessment Applied Mathematics Component

Sub-skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Basic Mathematical Operations CV11.1.1	Applies basic mathematical operations	Performs calculations requiring more than two steps and checks results for reasonableness Performs calculations with a high degree of precision Transfers mathematics concepts to new situations to solve novel or generalized problems	Performs addition, subtraction, multiplication, and division requiring two steps in multiple problem-based applied activities Applies knowledge of calculations to achieve a task or project	Performs simple addition and subtraction problems requiring a single step for a given problem application Performs mathematical tasks using a calculator with accuracy for a given problem application	Performs single-step calculations in classroom sets of materials Performs single mathematical tasks using a calculator with partial accuracy
Measurement CV11.4.1 CV11.4.2 CV11.5.3	Applies measurement tools and skills appropriate to a given situation	Converts units between metric and standard Applies measurement skills in creative design and novel problem solving situations	Applies working knowledge of the relationship between the standard and metric systems Selects the correct measurement standard, tool, and strategy for a given task Measures within tolerance necessary for a given task	Demonstrates incomplete understanding of the relationship between the standard and metric systems Applies knowledge of length, angle, weight, time, temperature, and determines area, volume and quantity in a specific situation	Demonstrates lack of understanding of the metric system and the difference with standard measurement Performs tasks to measure length, angle, weight, time, temperature
Data Representation and Interpretation CV11.1.1 CV11.3.1 CV11.3.2 CV11.3.3 CV11.4.2	Applies data to facilitate and support decision making	Analyzes numerical and graphical data to make accurate decisions for complex projects Extrapolates information from one source to apply to another application	Interprets graphs, charts, and tables of data to gain information needed to complete a task Develops graphs, charts, and tables to accurately represent complex data Assembles, classifies, and tabulates data	Applies knowledge of graphs and charts to gain information to complete a simple task	Comprehends literal information from graphs, charts, and tables of data

Wyoming Career Technical Assessment Affective and Thinking Component

Sub-skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Cooperation Interpersonal Skills CV11.2.1 CV11.2.2 CV11.2.3 CV11.2.4	Demonstrates cooperative and interpersonal skills in groups	Organizes and directs group tasks Resolves conflicts between group members objectively Recognizes contributions by group members	Contributes to the group effort, consistently and actively Demonstrates cooperation in assisting others in completing tasks	Contributes to group efforts regularly Works cooperatively when asked	Contributes to group action occasionally Applies interpersonal skills in group efforts occasionally
Problem Solving CV11.1.1 CV11.1.2 CV11.1.3 CV11.2.1 CV11.2.2 CV11.2.3 CV11.3.1 CV11.3.2 CV11.4.1 CV11.4.2 CV11.5.3 CV11.5.4 CV11.6.1 CV11.6.2 CV11.6.3	Demonstrate problem solving skills in applied settings	Applies information and logic to various life and job-related problems Identifies creative methods for overcoming obstacles Assesses each alternative fully, based on the criteria, and compares alternatives	Identifies obstacles to solving the problem Selects a viable solution with little trial-and-error Identifies alternatives appropriate to the task and relevant to the decision	Identifies criteria needed to solve a problem Selects a solution for a given problem using trial-and-error	Recognizes a problem Relies on assistance in solving problems
Work Ethic CV11.1.3 CV11.2.1	Exhibits proper work ethic in a variety of contexts	Identifies unassigned tasks and volunteers to complete them Performs work beyond expectations Performs tasks to achieve excellence	Applies knowledge to complete all assigned tasks on time Performs work to meet expectations	Completes task with assistance Performs work at minimum expectation level with occasional supervision	Demonstrates lack of ability to complete tasks Demonstrates the need for supervision and redirection
Thinking CV11.1.2 CV11.1.3 CV11.2.1 CV11.2.2 CV11.2.3 CV11.3.1 CV11.3.2 CV11.4.1 CV11.4.2 CV11.5.3 CV11.5.4 CV11.6.1 CV11.6.2	Demonstrates critical thinking skills in routine and novel situations	Evaluates information for consequences Integrates information from diverse sources for application to new, multiple, and appropriate situations Demonstrates thinking beyond the usual to create new solutions	Applies information from several sources for application to a given situation Distinguishes relevant from irrelevant information Monitors for errors and self-corrects without assistance	Identifies errors in information, but cannot explain why they are errors Identifies, with assistance, the need for correction	Demonstrates lack of ability to distinguish between relevant and irrelevant information
Leadership CV11.2.3 CV11.2.4 CV11.4.2	Demonstrates leadership skills and knowledge	Utilizes team building skills to assist group members in becoming a functional unit Leads large groups with ease Leads group to consensus, moving toward new goals and continuous improvement	Utilizes group leader communication strategies, including: listening, clarification of ideas, and consensus building. Guides small groups toward set goals Builds leadership skills	Identifies leadership roles, without performing these roles Performs group roles and functions	Inconsistently performs group roles and functions Comprehends the need for a leader

Wyoming Career Technical Assessment Technology Component

Sub-skill	Skill Definition	Rating			
		4 (Advanced)	3 (Proficient)	2 (Basic)	1 (Novice)
Operating Systems CV11.2.4 CV11.3.4 CV11.4.1 CV11.4.2 CV11.5.1 CV11.5.2 CV11.5.3	Demonstrates use of operating system	Demonstrates how to install, troubleshoot, and monitor the functions of the operating system Demonstrates customizing facets of the operating system to optimize performance	Demonstrates the use of operating systems needed for a variety of software applications	Identifies the need for an operating system	Identifies the commercial name for an operating system, but not the functions
Hardware and Software Applications CV11.1.1 CV11.3.4 CV11.5.1 CV11.5.2 CV11.5.3	Demonstrates the use of basic technology hardware and software for intended purposes	Investigates advances in hardware and its application in industry Explores highly sophisticated industry-specific software Adjusts hardware and software for specialized functions and applications	Identifies hardware and software for basic functions of at least two types of industries Demonstrates use of word processing, and database program-specific software Demonstrates troubleshooting simple errors to complete tasks	Recognizes the difference between hardware and software functions Demonstrates the use of hardware and software in limited applications	Exhibits limited knowledge of technology hardware and software Applies skills limited to standard word processing
Networking CV11.2.3 CV11.3.4 CV11.4.1 CV11.4.2 CV11.5.1 CV11.5.2 CV11.5.3	Demonstrates accessing information from network systems	Maintains network connections without assistance	Navigates LAN and WAN with assistance	Comprehends the difference between LAN and WAN	Illustrates inability to distinguish between LAN and WAN
Internet Searches CV11.1.1 CV11.3.1 CV11.3.2 CV11.3.3 CV11.3.4 CV11.4.1 CV11.4.2 CV11.5.1 CV11.5.2 CV11.5.3 CV11.6.2	Applies knowledge of the Internet to conduct research, access information, and interact with others.	Maintains Internet site information Demonstrates use of multiple search engines Demonstrates processes to pursue source material beyond the first set of "hits"	Demonstrates one search engine and known Internet addresses to conduct research Conducts searches independently Follows policies for access for use of technological systems	Comprehends the informational basis and search engines available on the Internet Performs functions to reach known or common Internet addresses	Performs limited Internet functions with monitoring to ensure adherence to policies
Industrial and Business Technology CV11.2.4 CV11.3.4 CV11.5.4 CV11.6.4	Analyze new industry and business technology that supports career clusters	Investigates technological advancements through technical reading and projects Examines the need for continuous knowledge and skills updating	Develops awareness of new technology related to tasks involved with specific career clusters Explores technological advancements related to careers	Recognizes the impact of technological advances in general 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 CV11.3.1 CV11.6.1 CV11.6.2 CV11.6.3	Evaluates career clusters and relationship of personal interests and abilities	Researches more than one career cluster to identify types of careers, job environments, attributes, educational requirements, and job opportunities Develops a career plan to accomplish goals including financial plan, course plan, analysis of personal attributes and abilities, and activities to accomplish	Researches at least one career cluster to identify the types of careers, job environments, attributes, job opportunities, and education requirements Explores financial options to support further postsecondary career training and education	Identifies career clusters field, but gives little detail about career opportunities or education requirements.	Identifies jobs rather than career clusters with little detail about specifics
Career Prerequisites CV11.3.1	Analyzes the educational and experiential demands for potential employment	Identifies the skills and knowledge required for more than one career within a career cluster including: certification requirement education levels, and experience required Researches specific programs and schools for availability; costs; length of time; and other requirements	Analyzes the skills, knowledge and experience for a specific career including: certification requirements, education levels, experience required	Identifies the skills and education levels required for a specific job Identifies businesses that hire individuals with this specific job training and experiences	Identifies general skills and education required for one job Identifies in general types of employers and businesses in the local area
Employment Potential CV11.3.2 CV11.6.2	Identifies sources for finding job possibilities and locates local employers	Researches at least two sources of job information to identify potential employment for the present Researches career opportunities related to short- term and long-term career goals	Researches several sources of job information to discover job potential in the state and other regional areas across the United States to compare the opportunities Identifies the job requirements for one job and reviews own attributes before potential interview	Identifies at least two sources of job information related to local areas	Identifies one source of job information
Resume, Application, and Interview CV11.3.2 CV11.3.3 CV11.6.4	Creates resume and application for an interview	Customizes resume for specific interview to present important training and experiences and attributes for a specific job in a compelling presentation Demonstrates sending electronically a resume or portfolio that preserves the visual integrity Researches company, its goals, and prepares questions to ask at interview and practices for an interview	Word-processes comprehensive resume, references, and cover letter Demonstrates completing an application with neatness Prepares for interview by reviewing related business or industry information Identifies clothing for interview, according to position sought	Writes resume and application that are neat, but not typed, with few errors and missing information Exhibits incomplete information about interviewing procedures	Comprehends the need for a resume and application, but lacks the skill to prepare either

Wyoming Career Technical Assessment Employability Component

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Punctuality and Attendance CV11.4.1 CV11.6.4	Demonstrates responsible job attendance habits	Demonstrates responsibility through being exemplary in attendance	Demonstrates responsibility through being tardy and /or absent not more than once a month	Demonstrates limited responsibility by being tardy 2-4 times per month and misses work about twice a month	Demonstrates lack of responsibility by being tardy 4 times per month and missing work 3 times per month
Interpersonal Relations CV11.2.1 CV11.2.2 CV11.2.3 CV11.2.4 CV11.4.1	Communicates with clarity and consideration of others in the workplace	Makes significant contributions as a team player to accomplish group work goals Communicates with coworkers, customers, and others respectfully and clarifies as necessary to ensure accuracy in tasks to be completed	Functions as a team player and makes some contributions to group work goals Communicates clearly and respectfully with coworkers to accomplish tasks to be completed; clarifies, if necessary	Communicates without respect for others or unclearly states information; demonstrates difficulty in relating with others in a cooperative and friendly manner	Displays beginning levels of skill in avoiding conflicts with coworkers and others Displays difficulty in clearly communicating with others
Attitude and Appearance CV11.4.1 CV11.6.4	Displays positive work ethic and motivation	Displays professional dress for work as other employees in the same position Shows highly motivated attitude toward work activities Analyzes situations related to attire and grooming that result in safety hazards in the workplace	Displays ability to dress for work as other employees in the same position Displays enthusiastic attitude Displays knowledge of safety rules and regulations in personal grooming and attire	Dresses consistently for position Displays positive outlook toward work Displays knowledge of safety in dressing for the job	Displays a lack of grooming and cleanliness Displays inability to identify dress expected for the position Displays mediocre attitude
Task Completion-Rate and Productivity CV11.1.1 CV11.3.3 CV11.6.4 CV11.4.2	Finishes quality work in time allotted	Demonstrates task completion to specification independently Delivers quality results on schedule	Demonstrates task completion, consistently to specification within or close to the allocated time	Demonstrates task completion, but not to specification, within or close to the allocated time	Displays lack of skills to understand how to complete a task within the allotted time Demonstrates beginning performance level skills not yet to specification level
Skill Performance CV11.1.2 CV11.2.4 CV11.5.1 CV11.5.2 CV11.5.3	Demonstrates learned skills and knowledge related to a selected career Cluster	Performs above entry-level skills acceptable for placement in employment Evaluates knowledge to enhance career performance Independently selects and maintains equipment	Performs entry-level skills acceptable for business or industry employment. Seeks entry level knowledge to support skill requirements Demonstrates standard procedures in setting up and maintaining equipment	Performs part of entry-level skills at industry or business level Demonstrates partial entry-level skills Demonstrates set-up and maintaining equipment and tools with assistance	Performs few skills at industry or business entry level Displays a lack of entry-level knowledge to support skills development Identifies part of the equipment and tools related to career area