**Cluster Area:** **Law, Public Safety, Corrections and Security**

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| **Career Pathway:**Legal Services/Legal Administrative Services | Students must successfully pass the following three courses in order to sit for the End-of-Pathway Assessment:* 43.45000 Introduction to Law, Public Safety, Corrections

 and Security* 43.45400 Essentials of Legal Services
* 43.45600 Legal Administrative Services
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| **Credentialing Exam:** | Legal Office Assistant Assessment |
| **Testing Agency:**  | Oklahoma CareerTech Testing Center<https://oklahoma.gov/careertech.html> |
| **Exam Blueprint & Student Study Guide:** | To view the competencies that will be tested on this exam and see the Student Study Guide, go to the following link:<https://oklahoma.gov/content/dam/ok/en/careertech/testing-centers/testing/study-guides/legal-office-assisting-sg.pdf><https://www.okcareertech.org/educators/assessments-and-testing/careertech-testing-center/study-guides> |
| **Exam Cost:** | $15.00 per student |
| **Duration of Exam:** | Allow up to 90 minutes – assessment not timed |
| **Number of Questions:** | 70 questions |
| **Exam Cut-Score:** | 65%  |
| **Test Ordering Information:** | <https://www.okcareertech.org/educators/assessments-and-testing/careertech-testing-center/ordering>To place an order, call 405-743-5407 or 405-743-5192. * Purchase orders must be scanned and emailed to cttc@careertech.ok.gov or faxed to 405-743-6885.
* Invoices for purchase orders will be emailed to the site administrator. Credit card receipts are automatically emailed to the site administrator.
* The following information is required at the time an order is placed:
	+ School Information
	+ Site Administrator name, email address and contact phone number. Site administrators cannot be instructors in the field of the test ordered and are responsible for all contact regarding testing administration. Both site administrators and proctors must also complete the Site Administrator/Proctor Testing Agreement before testing.
	+ Name of assessment(s) ordered
	+ Quantity for each assessment ordered
	+ Anticipated test date(s)
* Assigned credits cannot be reassigned to another assessment once the order is processed.
* A minimum of seven business days is required to issue test tickets once the order is placed and the Site Administrator/Proctor Testing Agreement is completed.
* All credits expire at the end of the school year. Unused credits cannot be saved and moved to the following school year.
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| **Proctoring Guidelines:** | <https://oklahoma.gov/content/dam/ok/en/careertech/testing-centers/testing/oklahoma-testing/cttc-proctor-training.pdf><https://oklahoma.gov/careertech/testing-center/ok-competency-testing/resources.html>**Schools must designate a test site administrator:*** A test site administrator coordinates administration of the assessment at a test site (school). The test site administrator orders the assessment, completes the on-line Testing Agreement, and completes test site setup.
* Assists instructors with completing and loading student rosters
* Prints and distributes usernames and passwords to students on test day (**Note: Usernames and passwords should never be given to instructors for distribution.**)
* Assist students with accessing the system on test day.
* Prints and distributes Coaching Reports and Certificates.
* Provides assistance to instructors and reporting authorities needing to download testing data or print testing-related reports.

The test site administrator can proctor the assessment, or he/she can designate other persons to proctor the exam under his/her supervision. For additional information on test site set up, and other testing policies, go to the following link and view the Quick Reference Guide: [www.careertechtesting.com](http://www.careertechtesting.com)  |
| **Testing Format:** | On-line |
| **Required Computer Software Specifications:** | <https://www.okcareertech.org/educators/assessments-and-testing/careertech-testing-center><https://oklahoma.gov/content/dam/ok/en/careertech/testing-centers/testing/out-of-state/tech-requirements-admin-take-exams.pdf> |
| **Test Availability:** | Year-round availability |
| **Testing Agency Contact:** | Name: Jennifer Palacio, Oklahoma CareerTech TestingTitle: Assessment ManagerTelephone: (405) 743-5160Email: Jennifer.palacio@careertech.ok.govOklahoma CareerTech Testing: cttc@careertech.ok.gov |
| **GaDOE Contact for Credentialing:** | Name: Mamie HansonTelephone Number: 470-728-6052Email: mhanson@doe.k12.ga.us |
| **GaDOE Contact for Curriculum Area:** | Name: Sandra MartinTelephone Number: 404-606-2348Email: sandra.martin@doe.k12.ga.us  |