

**Assessments to be Considered as a  
Work-Readiness Assessment  
for the Career Development and Occupational Studies (CDOS) Credential**

Please complete the following cover page for each application submitted

Petitioning Organization: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Assessment Name: \_\_\_\_\_

Test Code if Applicable: \_\_\_\_\_

Assessment Type Work Readiness

**Requirement 1: Work-**

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| <p><b>c. Detailed plan and timeline for review and, if appropriate, revision of assessment that is within the five-year timeframe.</b></p>   |  |
| <p>List Supporting Document Title(s) and Page Numbers</p>  |  |
| <p><b>d. Statement of intent to review assessments on an ongoing basis to ensure alignment with knowledge and practice in the field for the respective content area.</b></p>   |  |
| <p>List Supporting Document Title(s) and Page Numbers</p>  |  |
| <p><b>Requirement 2: Work-readiness assessments shall be designed in consultation with workforce experts such as but not limited to, employers, national business organizations or federal or State labor agencies. [8 NYCRR §100.6(b)(4)(ii)(a)(2)]</b></p> <p>In the space provided, describe how this requirement is met. If also providing supporting materials and documentation that address this requirement, indicate the document title and page number(s) where that information can be found. Consider the following in your response: ui.56 0yF7 ( (r)8 (s)-5 (,)87f)7 (o)5 9s</p> |  |

**a. Identification of workforce experts, such as,**

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| <p><b>b. A description of the test development process indicating steps taken to ensure adequate representation of workforce experts across multiple industries and occupations to ensure a fair and accurate assessment for all populations.</b></p> |  |
| <p>List Supporting Document Title(s) and Page Numbers</p>   |  |

**Requirement 3: Work-readiness assessments shall be consistent with technical criteria validity, reliability, and fairness in testing. [8 NYCRR §100.6(b)(4)(ii)(a)(3)]**

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| <p><b>b. Reliability</b></p> <ul style="list-style-type: none"> <li>i. <b>Data may be presented to demonstrate the consistency of the assessments across test forms, testing sites, and administrations.</b></li> <li>ii. <b>Data may be presented indicating the degree of agreement among raters on the point values awarded to student responses to open-ended questions.</b></li> </ul>   |  |
| <p>List Supporting Document Title(s) and Page Numbers</p>   |  |
| <p><b>c. Fairness in Testing</b></p> <ul style="list-style-type: none"> <li>i. <b>Data may be presented demonstrating the appropriateness of all assessment tasks and questions for various populations. These data must come from a formal analysis of all test items (e.g., the Mantel-Haenszel procedure for Differential Item Functioning (DIF)).</b></li> <li>ii. <b>to access these Data from additional analyses may be presented to demonstrate that the assessments consistently measure the same knowledge and skills across various populations, such as students with disabilities and English language learners.</b> <ul style="list-style-type: none"> <li>1. <b>Identify allowable testing accommodations and the process for student accommodations.</b></li> </ul> </li> </ul> |  |

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| List Supporting Document Title(s) and Page Numbers |  |
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**Requirement 4: Work-readiness assessments shall be developed by an entity other than a local school or school district. [8 NYCRR §100.6(b)(4)(ii)(a)(4)]**

In the space provided, describe how this requirement is met. If also providing supporting materials and documentation that address this requirement, indicate the document title and page number(s) where that information can be found. Consider the following in your response:

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| <p><b>a. A description of the entity that initially developed the assessment, the entity responsible for the ongoing development and revision of the assessment and the entity responsible for the administration of the assessment.</b></p> |  |
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| List Supporting Document Title(s) and Page Numbers |  |
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**Requirement 5: Work-readiness assessments shall be available for use by any school or school district in New York State. [8 NYCRR §100.6(b)(4)(ii)(a)(5)]**

In the space provided, describe how this requirement is met. If also providing supporting materials and documentation that address this requirement, indicate the document title and page number(s) where that information can be found. Consider the following in your response:

- a. **A description of the process for making the work-readiness assessment available to other schools/school districts in New York State and verification that the assessment is available to all districts/loc3( o)5 (t)6TJ\*12 (stust)7ew**



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| List Supporting Document Title(s) and Page Numbers   |  |
| <p><b>Additional Information:</b></p> <p><b>b. Provide the cut score that aligns with a level of proficiency sufficient to measure universal knowledge, skills and abilities necessary for entry-level employment across multiple industries and occupations. You may wish to include additional supporting information about the performance level and how the cut score was determined. If your assessment does not have a numeric cut score or a performance level, please explain what constitutes passing the assessment.</b></p> |  |
| List Supporting Document Title(s) and Page Numbers   |  |