# Assessment Tip Sheet
## Information Technology Assessment Alternative
## CompTIA Certification

**Career Cluster:**    Information Technology

**Programs:**    11.0901 Computer Systems, Networking, and Telecommunications

**Assessment Name:**    IT Fundamentals

**Assessment Description:**  The CompTIA IT Fundamentals exam covers foundational IT concepts including identifying and explaining computer components, installing software, establishing network connectivity, and preventing security risks. No prior experience is recommended or required to attempt this certification.

## Test Vendor Website

Visit the CompTIA website (https://certification.comptia.org/certifications/it-fundamentals) to find certification test information, including ordering information.

## Content Areas Covered by the Assessment:

Identify and explain basic computer components; Set up a basic workstation; Conduct basic software installation; Establish basic network connectivity; Identify compatibility issues; Identify/prevent basic security risks; Understand safety and preventative maintenance of computers. These content examples are meant to clarify the test objectives and should not be construed as a comprehensive listing of all the content of this examination.

Frequently Asked Questions: Become familiar with the CompTIA Certification Exam Policies, (https://certification.comptia.org/testing/test-policies**),** including CompTIA Candidate Agreement (https://certification.comptia.org/testing/test-policies/comptia-candidate-agreement)**.**

## How many Questions are on the assessment? Is the assessment timed?
The CompTIA IT Fundamentals certification exam consists of 75 multiple-choice questions and is a timed test with a total administration time of one hour.

## Who must take the assessment?
Students enrolled in the state-approved CTE programs listed above whom either:
1) Completed the program in the current school year (have completed all 12 segments) and earened at least a 2.0 in each course section.

   -OR-

2) Are program concentrators (completed more than half the program – 7 or more segments) and who will leave school at the end of the current school year.

Any student who wishes to achieve an industry recognized certification upon completion of the program.

**What is the procedure to order assessments?**

Schools can only obtain **academic pricing** for CompTIA exams by registering the school's contact information at CompTIA's website (www.comptia.org/academy). IT Fundamentals has a regular price of $115 vs. an academic price of $70.

The IT Fundamentals exam is available to order in two ways. Individual exams, or multi-exam packs of 50 or 100 exams. A lower price per exam is available for schools ordering multi-packs.

**Academic Pricing:**
Single exam $70
50 exam pack $1,550 * Requires testing via the Anywhere Proctor system
100 exam pack $2,300 * Requires testing via the Anywhere Proctor system

Exams are valid for one year from date of purchase and may not be renewed.

Exams are ordered from the Pearson VUE website. Voucher purchasing instructions can be found at this website (https://partners.comptia.org/how-to/purchase-vouchers).

**OCTE DISCOURAGES THE USE OF THE ONLINE MARKETPLACE, AS IT DOES NOT OFFER ACADEMIC PRICING**
Orders may be placed using CompTIA's online marketplace. Orders placed in this manner will be at full price, not the academic price. Below are account and order details to assist with implementation.

- Orders are through the CompTIA website
  - Create a username and password to establish an account
- Select the IT Fundamentals certification and add to cart
  - Select the number of test vouchers you wish to purchase
    i. Test vouchers are good for 12 months
  - A credit card is required for purchase
- A confirmation email is sent after the order is placed
- Plan carefully. Test vouchers are good for 12 months, but are not eligible for return

**How is the assessment administered?**

If Fundamentals single exams may be delivered at a Pearson VUE test center (www.vue.com).

**For schools using multi pack exams**, the exam **must** be delivered using the Anywhere Proctor System. Anywhere Proctor allows exams to be delivered on almost any Windows based Internet-connected computer. (https://certification.comptia.org/get-involved/comptia-anywhere-proctored-test-delivery-system)

**What is the testing window?**
The assessment dates are district-determined.

Orders for online assessments are processed in two business days if payment is rendered via credit card or for schools with a pre-approved line of credit. POs can take several weeks to clear.

**All testing must be completed by May 18, 2018.** If an extension is needed, please contact Valerie Felder at 517-335-1066 FelderV@michigan.gov.

**Information about Exam Accommodations:**
At times, it may be necessary to allow accommodations when administering assessments. For students with an Individualized Education Plan (IEP) with assessment accommodations visit Person Vue.
(http://www.pearsonvue.com/accommodations/pv_review.asp?clientName=CompTIA)

**Non-English Languages Available:**
The certification test is available in English, Japanese, Portuguese, Spanish, German, Korean, traditional Chinese, and simplified Chinese.

**How are reports accessed**?
Score reports are printed at the testing site. Test candidates may also print a duplicate score report by accessing their online candidate profile at Person Vue (www.vue.com).

**What is a passing score on the assessment?**
The cut score for the IT Fundamentals certification is 650.

**Who should teachers contact with questions about instruction**?
The state program consultant for Information Technology is Tom Knight. He can be reached at 517-373-8545 or KnightT@michigan.gov.

**Who should assessment coordinators contact with State of Michigan Technical Skills Assessment policy questions?**
Valerie Felder at 517-335-1066 FelderV@michigan.gov