

Tennessee Specific Industry Certification (TSIC) Deadlines Checklist

✓ Completed	Deadline Date/Time	Item Due
	August 15	Meet with your testing coordinator to secure your TSIC practice exam, TSIC exam, and make-up dates (same as EOC testing window) for BOTH Spring and Fall exams.
	August 15	Make sure dates are included on the schools testing calendar.
	August 15	Schedule computer lab or business classroom for testing (Windows, Mac, iPad, or other tablets).
	Monthly/Weekly	Check the CCTE Update and email for specific TSIC communications and resources.
	Oct. 10-13, 2023 and/or Feb. 20 -Mar. 1, 2024	Testing Coordinator/Proctor* acknowledgment form submitted online (link provided in Proctor's User Guide). Access will be given to proctors to enter student testing data after the acknowledgment form had been received. <i>*Proctor cannot be a career cluster content-specific teacher.</i>
	Oct. 16-27, 2023 and/or March 4-15, 2024	Proctor to set up student testing accounts which include the student's USID numbers. <i>*The USID numbers (seven-digit state ID number) can be found for each student in the educational information system (EIS).</i>
	Weekly	Teachers continue to align learning outcomes with standards and lesson objectives. <ul style="list-style-type: none"> ✓ Work with other program of study teachers to crosswalk and align TSIC content areas and learning outcomes to standards and lessons. ✓ Look for opportunities to connect gap areas to current content.
	Weekly	Teachers review the practice exam and test-taking strategies with students.
	Oct. 30 – Nov. 17, 2023	Fall TSIC Practice Exam Window <ul style="list-style-type: none"> ✓ After the initial practice exam has been taken with proctor(s), TSIC teacher may give multiple opportunities to the students during the practice exam window to retake the practice exam.

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		<ul style="list-style-type: none"> ✓ Students may log-on at home or at school with their username and password during the window after initial practice exam with proctor. ✓ This gives students the opportunity to further deepen their knowledge on specific content. Practice, practice, practice!
	Nov. 27 – Dec. 14, 2023	Fall TSIC Exam Window – Including any make-up or retakes
	March 25 – April 12, 2024	<p>Spring TSIC Practice Exam Window</p> <ul style="list-style-type: none"> ✓ After the initial practice exam has been taken with proctor(s), TSIC teacher may give multiple opportunities to the students during the practice exam window to retake the practice exam. ✓ Students may log-on at home or at school with their username and password during the window after the initial practice exam with the proctor. ✓ This gives students the opportunity to further deepen their knowledge on specific content. Practice, practice, practice!
	April 15 – May 3, 2024	Spring TSIC Exam Window – Including any make-up or retakes
	Anytime you have a question!	About TSIC, contact, TSIC.Exams@tn.gov . Questions about content, reach out to your respective career cluster program manager.