

## Tennessee Specific Industry Certification (TSIC) Deadlines Checklist

✓ Completed	Deadline Date/Time	Item Due
	<b>August 14</b>	Meet with your testing coordinator to secure your TSIC practice exam, TSIC exam, and make-up dates (same as EOC testing window) for <b>BOTH</b> Spring and Fall exams.
	<b>August 14</b>	Make sure dates are included on the schools testing calendar.
	<b>August 19</b>	Schedule computer lab or business classroom for testing (Windows, Mac, iPad, or other tablets).
	<b>Monthly/Weekly</b>	Check your <b>career cluster newsletter</b> and <b>email</b> for specific TSIC communications and resources.
	<b>Oct. 6 and/or March 2</b>	Testing Coordinator acknowledgment form submitted online (link provided in newsletters and direct emails). This acknowledgment form identifies the selected practice exam date and time block and the selected TSIC exam date and time block. <i>*This cannot be a career cluster content-specific teacher.</i>
	<b>Oct. 6 and/or March 2</b>	Student names and USID numbers submitted to TSIC.Exams@tn.gov. <i>*The USID numbers (seven digit state ID) can be found for each student on eTIGER.</i>
	<b>Nov. 4 and/or March 12</b>	Documentation of accommodations/modifications must be received through mail prior to the practice exam (form provided in direct emails; please follow directions).
	<b>Weekly</b>	Continue to align learning outcomes with standards and lesson objectives. <ul style="list-style-type: none"> <li>✓ Work with other program of study teachers to crosswalk and align TSIC content areas and learning outcomes to standards and lessons.</li> <li>✓ Look for opportunities to connect gap areas to current content.</li> </ul>
	<b>Weekly</b>	Review the practice exam and test-taking strategies with students.
	<b>Nov. 9-24</b>	Fall TSIC Practice Exam Window

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		<ul style="list-style-type: none"> <li>✓ After the initial practice exam has been taken with proctor(s), TSIC pilot teacher may give multiple opportunities to the students during the window to take the practice exam.</li> <li>✓ Students may log-on at home or at school with their username and password during the window after initial practice exam with proctor.</li> <li>✓ This gives students the opportunity to further deepen their knowledge on specific content. Practice, practice, practice!</li> </ul>
	<b>Dec. 2-12</b>	Fall TSIC Exam Window
	<b>Dec. 13</b>	Fall TSIC Makeup and Retake Exam Date
	<b>March 22—April 9, 2021</b>	Spring TSIC Practice Exam Window <ul style="list-style-type: none"> <li>✓ After the initial practice exam has been taken with proctor(s), TSIC pilot teacher may give multiple opportunities to the students during the window to take the practice exam.</li> <li>✓ Students may log-on at home or at school with their username and password during the window after initial practice exam with proctor.</li> <li>✓ This gives students the opportunity to further deepen their knowledge on specific content. Practice, practice, practice!</li> </ul>
	<b>April 13—May 6, 2021</b>	Spring TSIC Exam Window
	<b>May 7, 2021</b>	Spring TSIC Makeup and Retake Exam Date
	<b>Anytime you have a question!</b>	About TSIC, contact, <a href="mailto:TSIC.Exams@tn.gov">TSIC.Exams@tn.gov</a> . Question about content, reach out to your program manager, <a href="mailto:Steven.Gass@tn.gov">Steven.Gass@tn.gov</a> or <a href="mailto:Sloan.Hudson@tn.gov">Sloan.Hudson@tn.gov</a> .