

Chief School Business Official (185)

Purpose

The purpose of the Chief School Business Official test is to identify examinees who have demonstrated the level of knowledge and skills required of entry-level educators in Illinois. The test is based upon the Chief School Business Official Content-Area Standards for Educators. Information on who is required to pass the test and when the test should be taken may be obtained from program advisors, campus certification officers, regional offices of education, and the Illinois State Board of Education's Certification Web site: www.isbe.net/teachers.htm.

Test Characteristics

Number of test questions: 125 multiple-choice test questions

Score scale: The Chief School Business Official test is scored on a scale from 100 to 300.

Passing score: a scaled total test score of 240 or above

Test Structure

The Chief School Business Official test contains the following subareas and test item structure.

Subarea No.	Subarea Title	No. of Scorable Multiple-Choice Test Questions
I.	School Business Management	31 to 40
II.	School Finance	31 to 40
III.	School Organization, Services, Operations, and Safety	21 to 30

Test Framework

The complete test framework for this field, containing the test objectives and descriptive statements for each subarea, can be found on the ICTS Web site at www.icts.nesinc.com. The test framework correlation table can be found on the ICTS Web site at www.icts.nesinc.com.

Test Administration

The Chief School Business Official test is administered as a partial-session test during the morning and afternoon test sessions at scheduled test administrations. Each test session is five hours long.

Scoring

Results are reported as scaled scores in a range from 100 to 300, with a total test score of 240 or above required to pass. The total test score is based on the number of questions the examinee answers correctly on the entire test. Subarea scores are based on an examinee's performance on each subarea.

Please note:

- There is no penalty for guessing.
- Subarea scores are presented on the same scale as the total test score.
- Subarea scores reflect different numbers of questions and are represented differently in the computation of the total test score; therefore, the average of the subarea scores generally will not equal the scaled total test score.
- Subarea scores will help assess an examinee's areas of relative strength and weakness.

Score Report Explanation

Each score report contains a section titled "How to Read Your Score Report" to help examinees interpret their test results accurately. Examples can be found on the ICTS Web site at www.icts.nesinc.com.

Study Guide

The study guide for this field can be found on the ICTS Web site at www.icts.nesinc.com.