

AICE TESTING INFORMATION

SkillsUSA Florida 2025 State Leadership & Skills Conference (SLSC25)

April 28 to May 1, 2025 | Jacksonville, FL

This update is to inform any chapters with students in need of AICE testing during SLSC25. Please review this document in its entirety and complete any action items outlined.

BACKGROUND INFORMATION

SkillsUSA Florida is a career and technical student organization focused on preparing students for future careers by equipping them with the skills they need for success. We recognize and support the importance of any academic events, including The Cambridge Advanced International Certificate of Education (AICE). The AICE program is rigorous and requires dedication of the student, both academic preparations and completing exams on specific days and times. The AICE program offers a path to college credit, scholarships, and a variety of other opportunities, all of which align with our organizational goals and provide a natural and organic partnership opportunity.

The SkillsUSA Florida 2025 State Leadership and Skills Conference (SLSC25) held April 28 to May 1, 2025, conflicts with some testing needs of students who are both enrolled in the AICE program at their school and intend to compete at the SLSC25. To provide maximum opportunities to SkillsUSA members, the SkillsUSA Florida State Office connected with the team at Cambridge to discuss plans to accommodate these students to the greatest extent possible. We provided a list of our participating schools to cross-reference with the schools that had AICE programs, and then reached out to the Lead Advisor at each AICE school (as indicated on their Chapter Information Form, submitted prior to registering members) to request the testing needs and intended competition for any students with AICE testing conflicts. Twelve schools indicated they had potential conflicts. Eight of those schools submitted a detailed list of their testing needs prior to the deadline, and two additional submitted after the deadline. We used this information to determine how testing schedules and potential competition schedules will align, and to identify any major issues or conflicts.

After we gathered data, we met with our Cambridge contact to establish a plan to facilitate the exams. The current details are shared in this document, with additional information to be shared after the close of registration. Another career and technical student organization, DECA, has successfully facilitated AICE testing at their national conference, providing us with the confidence to offer testing at SLSC25. Additional details for the logistical process for AICE testing will be shared with affected schools no later than March 10. It is vital that any AICE schools complete the registration process outlined in this document, as well as any prescribed action items. Our goal is to provide as seamless a process as possible, and the advisor's cooperation is vital. It is important to remember that all information we collect from schools is self-identified – we can only accommodate the needs we are made aware of. We encourage you to also connect with your Cambridge representative on campus to ensure all needs will be met. Please reach out with any questions or concerns, and we look forward to welcoming you to Jacksonville.

Jessica Graber, State Director

850-284-8534

jgraber@skillsusaf1.org

ORGANIZATIONAL ROLES

SkillsUSA Florida will:

- Provide space for testing, as outlined by Cambridge. SkillsUSA will arrange logistics and cover any associated costs for the venue, etc.
- Provide communication avenues to SkillsUSA Advisors who have self-identified as having AICE students.

AICE/Cambridge will:

- Provide testing facilitator(s) and/or proctor(s) as needed to meet security requirements.
- Provide hard copies of exams for registered students purchased in advance by the school.
- Provide secure transport and delivery of completed exams.
- Work with school's exams officer/coordinator to collect information to share back to the UK.

The School/ Chapter will:

- Order and pay for any exams, according to their school's normal processes and procedures.
- Designate a Lead Advisor for the chapter to serve as main point of contact for testing needs or questions.
- Provide at least one adult chaperone per school (school employee or parent) to assist with check in and overall flow during each test in which the school has students testing – for example, if a school has students taking two separate exams, they must provide an adult chaperone to be present for both exams.
 - NOTE: This individual must be registered for the conference with proper credentials.

The Lead Advisor will:

- Ensure each affected student and teacher understands processes and policies related to testing.
- Share competition and testing schedules with affected students, your school Cambridge representative, and any other parties from their school or district once they are released.
- Confiscate student cell phones/ electronics devices, as needed, to align with security requirements.
- Provide an appropriate writing implement for each test taker.

AICE TESTING SCHEDULE (AT SLSC25)

The following exams may be facilitated at the SLSC25, based on student need:

4/28/2025	AM	Language and Literature in English
4/28/2025	AM	Literature in English
4/28/2025	PM	Thinking Skills (9694/11)
4/29/2025	AM	English General Paper
4/29/2025	PM	Environmental Management
4/29/2025	PM	Marine Science
4/30/2025	AM	English Language
4/30/2025	PM	Spanish Language and Literature
5/1/2025	AM	Global Perspectives
5/1/2025	PM	Spanish Language
5/1/2025	PM	Thinking Skills (9694/21)

Please note, the exams listed are based on information provided by Cambridge. If you believe an exam should be offered that is not listed, please contact your Cambridge representative to verify testing schedules.

GENERAL TESTING SCHEDULE

SPECIFIC INSTRUCTIONS AND TESTING TIMES WILL BE PROVIDED FOR EACH STUDENT IDENTIFIED BY THE SCHOOL AFTER MARCH 11. This schedule of release provides approximately six weeks for schools to communicate needs to students and ensures that both testing and competition can be accommodated.

AICE exams are administered at two key times during designated testing days. The morning Key Time is 9 AM, and the afternoon Key Time is 1 PM. To accommodate both competition times and testing needs, we are anticipating the following:

- Morning exams will begin around 7:15 AM, and students will test prior to their competition. Students competing the same day as their exams will proceed to contests after their exams. Late penalties will not be assessed for AICE testing students. Students who are not competing the same day are released to their schools after testing.
- Afternoon exams will begin at the conclusion of the contest. For contests projected to end past 1 PM, Advisors will confiscate the student's phone during their contest to maintain the testing environment and then escort the student to the testing area. The phone or device can be returned to the student after their exam, and students are released to their schools following testing.
- SkillsUSA Florida Championships competition chairs and judges, and SkillsUSA Florida staff and volunteers, will be made aware of AICE testing needs. Schedule changes may be made only if doing so does not impede the competition experience of another student.
 - i.e., interview times may be scheduled earlier or later so that students can be released earlier or arrive later; students may be allowed to add extra time to the end of a project for a late arrival due to testing; etc.

AICE EXAMS DURING THE OPENING OR CLOSING CEREMONY

For exams on April 28 (Opening Ceremony):

- Schools are encouraged to have testers on April 28 complete exams at your home school and then travel to Jacksonville. Schools who opt to stay at their home school for exams and then travel to Jacksonville are excused from the opening session and should plan to arrive in Jacksonville on Sunday night for any competitions on Monday morning. Testing may be available if demand requires.

For exams on May 1 (Closing Ceremony):

- AM Exams: Testing will be available for students at the Hyatt, based on demand. Students will be permitted to attend the Closing Ceremony once testing is completed.
- PM Exams: Testing will be offered based on demand; schools may need to consider skipping the Closing Ceremony to travel home and test at their home school. In this case, medals and/or prizes will be sent to schools who are not able to stay, provided the school notifies the state office in advance.

CONTEST SCHEDULE

The detailed competition schedule is not yet available to schools. We have conferred with Cambridge and based on the information we received from schools; most conflicts are easily resolved with slight adjustments to testing and competition times. The full contest schedule will be released by early March.

UNRESOLVABLE CONFLICTS IN SCHEDULE

Any schools with unresolvable schedule conflicts will be notified as soon as possible after the close of registration. The school will be allowed to drop the contestant at no penalty within two business days of notification or consider changing to a different competition (with approval of the State Director).

Additionally, once detailed information is provided for all AICE contestants, schools may drop contestants within two business days without penalty. No extensions are available for drops after two business days. Specific deadlines will be provided in the official communication.

Note, drops without penalty are only provided to AICE testers during the designated time frame.

TESTING LOCATION

Tests will take place at the Hyatt Regency Jacksonville Riverfront, located at 225 East Coastline Drive, Jacksonville, FL 32202. Specific room information will be shared later. SkillsUSA Florida will provide a meeting room that meets the security needs of Cambridge, as well as provides a quiet testing location for students.

TEST ORDERING PURCHASES

Please order and purchase exams according to your school's normal processes and procedures. Cambridge has exclusive security control of all exams, and SkillsUSA Florida will not order or purchase exams on behalf of any competitor or school.

DROPS AND SUBSTITUTIONS

If you have a last minute substitution with a testing need, or a contestant who drops out of competition after the registration deadline, please contact your Cambridge representative via email and copy Jessica Graber (jgrabber@skillsusaf1.org) as soon as possible to redirect testing materials. It is vital that we receive this information with as much advance notice as possible so that testing materials are delivered to the correct location.

TESTING SECURITY

Cambridge is providing testing proctors and supervision that meets their own standards, and will maintain the security protocols surrounding exams, including but not limited to ensuring secure delivery of completed exams. AICE representatives onsite will also work with the exams officer/coordinator at each school to collect information to share back to the UK.

LIABILITY RELEASE

By taking AICE exams at the State Leadership and Skills Conference, testers and their schools acknowledge and agree that SkillsUSA Florida is not held liable for issues related to testing security, administration, or delivery of exams. SkillsUSA Florida serves only as a host for the exams and assumes no responsibility for the content, process, or outcomes of the exams. Any concerns related to the above should be directed to your school's Cambridge representative.

REGISTRATION PROCESS

Registration for the SLSC25 opens on February 1. Register according to the instructions outlined in the SLSC25 Conference Guide, available at skillsusaf.org/resources. **There are two additional steps to complete for any AICE students attending the SLSC25. BOTH STEPS MUST BE COMPLETED BY MARCH 10, 2025, AT 11:59 PM**

STEP 1:

Identify students who have AICE testing needs during the conference by checking this box in the online registration:

CURRENT EVENT: SkillsUSA Florida State Leadership and Skills Conference
 Select Division: High School College/PS Middle School

ADD NEW Event: | Select Level: Student Professional | Registrant Type:

Member ID: 6133774

Member Names Are Only Editable by National Office
 Click here to request a spelling correction for Contestants.

Participant's First Middle & Last Name: [Redacted]
 Participant's Home Address: [Redacted]
 City: [Redacted] State: FL Zip: [Redacted]
 Home Phone (with area code): [Redacted] Cell Phone (with area code): [Redacted]
 Date of Birth: [Redacted] Age: [Redacted] Gender: [Redacted]
 Email Address of Registrant: [Redacted]

Parents' / Guardians' Names (if Participant is under age 18): [Redacted]
 Parents' / Guardians' Phone with area code: [Redacted]
 Name of SkillsUSA Advisor for participant's Occupational Area: [Redacted]
 School where Participant's trade area is taught: Orange Technical College - South Campus - Orlando (Dist: Occupational Training/Trade Area in which Contestant is enrol Computer Maintenance Tech
 Graduation Year: [Redacted] Participant's T-Shirt Size: [Redacted]
 Name of Teacher/Adult accompanying participant, if applicable: [Redacted]
 (Cell) Phone Number of teacher / adult chaperone: [Redacted]

ADA / Education / Dietary Accommodations
 Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). YES Describe: [Redacted]
 Check YES if participant has dietary restrictions. YES Describe: [Redacted]

Registrant Options State Officer? Officer Candidate? Delegate? AICE Exams?
Add-On Events

STEP 2:

Submit this form to jgrabber@skillsusaf.org with the specific testing needs of each student:

<https://www.skillsusaf.org/wp-content/uploads/2025/01/AICE-Testing-Needs-v2.xlsx>

(NOTE: Clicking this link will prompt the download of an excel file to complete.)

List each testing need on a separate line. For example, if a student has two exams to complete:

5	STUDENT NAME	SKILLSUSA CONTEST	AICE EXAM
6	Jack Smith	Technical Drafting	English General Paper
7	Jill Smith	Engineering Technology and Des	English General Paper
8	Jill Smith	Engineering Technology and Des	Global Perspectives

NEXT STEPS:

After the close of registration, the Lead Advisor will receive information for each specific competitor, including testing locations, reporting times, preparation instructions, supervision instructions, and any other specific information related to testing. Ensure that the logistics provided will work for each of your competitors.

ACTION ITEMS

TASK	DUE DATE
Purchase exams according to your school's current processes and procedures.	According to Cambridge timelines and deadlines
Register all competitors online for the SLSC25 using the steps outlined in the SLSC25 Conference Guide.	By March 10, 2025, at 11:59 PM
Select the checkbox for any AICE testers	By March 10, 2025, at 11:59 PM
Complete and submit the spreadsheet with specific exams for each student; email to jgraber@skillsusaf1.org .	By March 10, 2025, at 11:59 PM
Receive a list of testing schedules and other information after the close of registration from the SkillsUSA Florida State Office.	After March 11, 2025. Estimated delivery by March 14, 2025.
Review testing information and schedules and alert the State Office of any drops or changes.	Within two business days of delivery. Deadlines are provided with information delivery.
Notify the State Office if testers for April 28 or May 1 will not attend the Opening or Closing Ceremony.	By April 1, 2025