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Pre-Test Administration Policy for Student Testing

Pre-test administration is an available option for NOCTI multiple-choice assessments and is intended for gauging student knowledge at the beginning of, or during the course of a career technical program.

The resulting scoring data is used to pinpoint gaps in knowledge prior to post-test administration at the completion of the program.

This policy protects the integrity of NOCTI's post-test normative data and ensures that data provided to administrators, instructors, and students is useful.

Administration Guidelines

Pre-test administration guidelines assure pre-tests are administered for the intended purpose and that comparisons between pre- and post-test scores are considered valid and provide the most useful information.

Winter/Spring Post-Test Administration

Pre-test administration must be completed by November 30 of the academic year for students who will post-test in the spring.

- Answer sheets for paper/pencil administration must be received at NOCTI no later than 30 days after administration.
- Online pre-tests must be released for scoring no later than 30 days after administration.

Fall Post-Test Administration

Pre-test administration must be completed by September 15 for students completing the final program course in the late fall of the academic year (November/December).

- Answer sheets for paper/pencil administration must be received at NOCTI no later than 30 days after administration.
- Online pre-tests must be released for scoring no later than 30 days after administration.

Pre-Testing of Underclassmen and Non-completers (Secondary Education)

Pre-tests may be administered at any earlier point than the final year of the program or the senior year for underclassmen, providing post-test administration will take place outside of a one-year window from the time the pre-test is administered.

Note: An explanation of the pre-test intent must be provided to NOCTI in writing when orders are submitted for underclassmen and non-completers. The explanation must include the anticipated post-test timeframe.

Policy Exceptions

Exceptions will be considered on an individual basis for cases in which the program scheduling is outside of the guidelines above (e.g., program begins at a time other than the traditional fall term, post-secondary education schedules). Requests for exceptions must be provided to NOCTI in writing when orders are submitted.

NOCTI reserves the right to deny exception requests and to refuse pre-test orders and scoring requests outside of the pre-defined testing window.