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Pre-Test Administration Policy for Student Testing

Pre-test administration of NOCTI multiple-choice assessments is intended for students at the beginning or during the course of a career-technical program to pinpoint gaps in knowledge prior to post-testing at the completion of the program.

The following policy protects the integrity of NOCTI's post-assessment normative data and ensures that administrators, instructors and students receive the most useful and valuable information possible from their pre-assessment experience.

Administration

- Answer sheets for paper/pencil pre-tests must be received at NOCTI by November 30 of the academic year.
- Online pre-tests must be released for scoring by November 30 of the academic year.

Completion of pre-assessment administration by November 30 of the academic year ensures that comparisons between pre- and post-assessment will be considered valid and useful information.

Policy Exceptions

The following exceptions will be considered on an individual basis.

Secondary

- When pre-assessment administration takes place during the junior year and post-assessment takes place at the completion of the senior year.
- When pre- and post-assessment administration will take place outside of a one-year window.
- When the program begins at a time other than the traditional fall term.

Post-Secondary

- When a program begins at a time other than the traditional fall term.

Requests for exceptions must be provided to NOCTI in writing when orders are submitted. NOCTI reserves the right to refuse pre-test orders and scoring requests outside of the pre-defined testing window.