



Authorized MSSC Secondary Assessment Centers



Sites interested in becoming an Authorized MSSC Secondary Assessment Center must follow the process outlined below.

- Interested sites will register to become a “Secondary Assessment Center” through the MSSC at no cost.
- Site coordinator/proctors are required to attend a webinar-based Assessment Training workshop. (Note: This “live” training solution will be used until a recorded and or written Proctor Training is substituted—Site Coordinators and Proctors will have to acknowledge that they have gone through this online-based Proctor Training by “Accepting” the Proctor Training Agreement)
- Once the training requirement is met, the site coordinator will receive a testing agreement form from NOCTI (via email).
- The site will complete the testing agreement and return it to NOCTI to obtain a unique site code. The site coordinator will be sent a welcome email which will not only contain the site’s log-in credentials (site code and password) but also the order form and any other supplemental materials needed to successfully manage the MSSC testing program.

Order/Administration Process

1. When a site is ready to order, the site coordinator will register the test takers and submit the completed MSSC assessment order form to the MSSC. MSSC will confirm the order and send approved orders to NOCTI. The MSSC requires two-business days to verify orders.
2. Once NOCTI receives the order from the MSSC, the order will be processed and the site coordinator will receive an email indicating that user codes are available for pick-up at the Client Services Center.
3. Coordinators will retrieve the user codes from the Client Services Center (using the log-in credentials provided) and provide the user code information to the to test proctor for distribution to the test takers on the day of testing.
4. The test proctor will distribute user codes to test takers on the day of testing and oversee the online test administration. Test takers will typically see their results as the test is completed (option designated at the time of order). Regardless of whether the student sees his/her results, final test scores will be emailed to site coordinator at the completion of the test.
5. Following the testing process, the site coordinator must log back into the Client Services Center to “release” the test results to NOCTI.
6. NOCTI will process the test results following its normal scoring procedures to ensure that the results are added to the database.
7. On a bi-weekly basis, NOCTI will extract test data and send it to the MSSC for certificate processing.
8. Certificates will be sent to the site within 6 weeks.

Pricing Information	
Individual Test Taker Registration Fee	\$25.00/test taker (One-time fee)
Assessment Price	\$18.50/module
Assessment Training Workshop	*No Charge*

MSSC Training Courses and Text Books:

MSSC has developed excellent course material both to train MSSC Instructors and secondary students, including an excellent reference text book developed by Glencoe McGraw-Hill entitled, “High-Performance Manufacturing: Portable Production Skills.” For more information regarding their course offerings and special secondary pricing please contact Neil Reddy, General Manager, MSSC at: 703-739-9000 x221 or at: reddyn@msscusa.org.