

Teacher Assessment Blueprint

Administrative Assisting



Test Code: 5260 / Version: 01

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General Assessment Information

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Test Type: The Administrative Assisting assessment is included in NOCTI's Teacher assessment battery. Teacher assessments measure an individual's technical knowledge and skills in a proctored proficiency examination format. These assessments are used in a large number of states as part of the teacher licensing and/or certification process, assessing competency in all aspects of a particular industry. NOCTI Teacher tests typically offer both a written and performance component that must be administered at a NOCTI-approved Area Test Center. Teacher assessments can be delivered in an online or paper/pencil format.

Revision Team: The assessment content is based on input from subject matter experts representing the following states: Georgia, Kentucky, Maryland, and Michigan.



52.0401- Administrative Assistant and Secretarial Science, General



Career Cluster 4- Business Management and Administration



43-6014.00- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive



In the lower division baccalaureate/associate degree category, 3 semester hours in Administrative Assisting or Business Management

Written Assessment

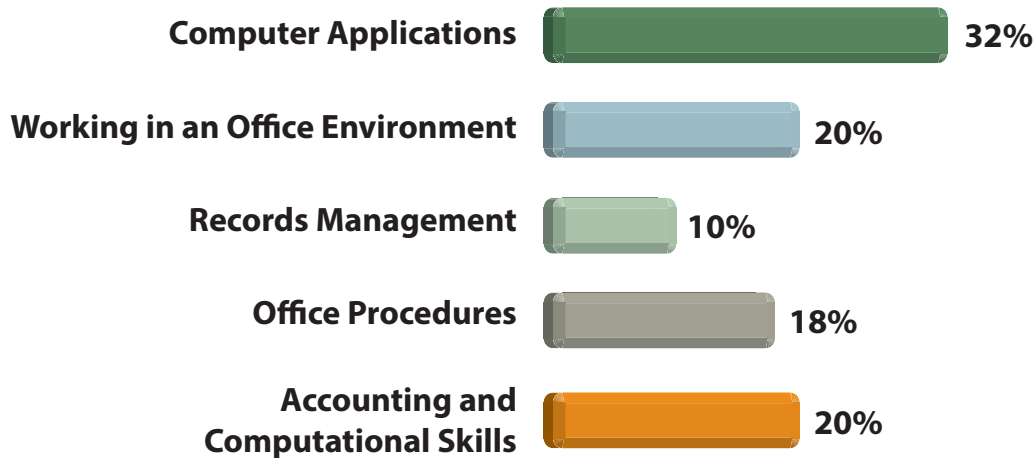
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 3 hours

Number of Questions: 189

Number of Sessions: This assessment may be administered in one, two, or three sessions.

Areas Covered



Specific Standards and Competencies Included in this Assessment

Computer Applications

- Exhibit understanding of basic computer terminology
- Demonstrate basic computer operating practices (e.g., start-up, rebooting, saving, using the help function)
- Demonstrate understanding of the Internet for research and information
- Display accurate data entry skills
- Display familiarity with formatting techniques and practices
- Utilize procedures and methods to enhance security (e.g., computer, identity, and password)
- Merge mailing lists and forms
- Design newsletters, announcements, and brochures
- Create, edit, and print graphics and charts
- Create, edit, and print spreadsheets
- Create, edit, and print database information
- Create, edit, and print presentation information
- Create, edit, and print letters, envelopes, reports, and memos
- Create, edit, and print simple tables and business forms
- Coordinate meetings, projects, and conferences, including teleconferencing and web meetings
- Demonstrate appropriate uses of email and instant messaging



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Specific Standards and Competencies (continued)

Working In An Office Environment

- Exhibit effective written and verbal skills (e.g., correspondence, proofreading, grammar, spelling)
- Prioritize tasks and time
- Display effective listening skills and follow directions accurately
- Demonstrate ethical awareness
- Exhibit effective personal and office safety
- Establish professional networking methods
- Demonstrate problem solving and critical thinking skills
- Display appropriate interpersonal skills and a willingness to assist others

Records Management

- File by basic filing methods
- Manage electronic document files
- Follow procedures to purge or archive files
- Manage records to ensure physical security and confidentiality
- Demonstrate knowledge of document control procedures (tracing history and access limitation)



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Specific Standards and Competencies (continued)

Office Procedures

- Utilize telephone etiquette and take accurate messages, including cell phones, etc.
- Maintain appointment calendars, including office resource reservations
- Make travel arrangements and itineraries (e.g., online reservations)
- Use appropriate reference and training materials
- Prepare meeting agendas and minutes
- Use and maintain office equipment, including copier, fax, and scanner
- Assemble and maintain policy and procedure manuals
- Order and maintain office supply inventory
- Process incoming and outgoing mail, including shipments

Accounting and Computational Skills

- Demonstrate foundational financial skills
- Make change and manage petty cash funds, including receipts and audit trail
- Exhibit understanding of basic accounting terminology
- Use basic accounting software
- Demonstrate an understanding of journal and ledger entries
- Prepare and demonstrate understanding of payroll data
- Journal accounts receivable and accounts payable
- Prepare bank deposits and reconcile bank statements
- Perform math computations (e.g., interest, percents, discounts, averages, and ratios)



Sample Questions

A program that searches the Web for keywords then returns a list is called a

- A. web browser
- B. search directory
- C. search engine
- D. web server

A high school office intern makes a mistake in his or her work. As a supervisor, an administrative assistant should

- A. correct the mistake for the intern
- B. give the work to someone else to correct
- C. give the intern an opportunity to make his or her own correction
- D. report the mistake to the high school principal

The most widely used filing method is

- A. chronological
- B. geographical
- C. numerical
- D. alphabetical

An advantage of metered mail is that it is

- A. less expensive
- B. more convenient for businesses
- C. easily identified
- D. limited to newspapers and magazines

A \$300 invoice dated August 1 was paid on August 10. What is the amount of payment if the terms of the invoice are 3/10, 2/15, n/30?

- A. \$309
- B. \$300
- C. \$294
- D. \$291

Performance Assessment

NOCTI performance assessments allow individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.

Administration Time: 3 hours

Number of Jobs: 5

Areas Covered:

15% Business Writing – Memo Preparation

Participant will prepare a memo with correct parts, placement, keyboarding skills and appearance.

37% Document Processing

Participant will process form letters, business course selections, budget preparations, and work priority logs.

20% Preparing a Spreadsheet

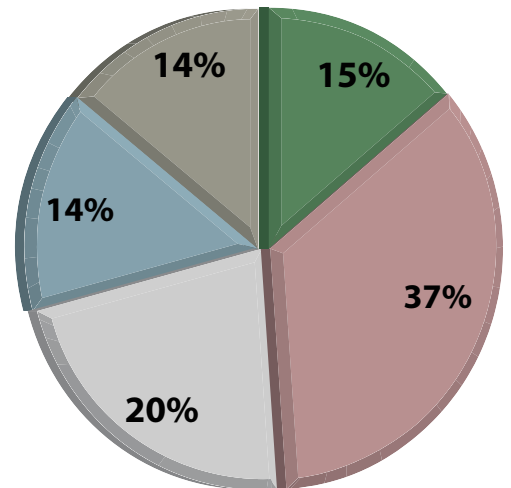
Participant will center main headings and column headings, use currency format, boldfacing, keyboarding skills, and formulas to create a spreadsheet with correct appearance.

14% Creating a Chart

Participant will create a chart in correct form and format with accurate and complete data.

14% Creating a Flyer

Participant will create a flyer with vertical alignment, page border, correct text and bulleted text.



Sample Job

Creating a Flyer

Maximum Time: 20 minutes

Participant Activity: The participant will create a flyer using the specifications provided. Vertically center all information, create a 3-point black page border, type text inside the border using Arial 28 font, create a centered and bulleted list in Arial 20 font and print the flyer.

