

NOCTI[®] Testing at a Glance

OVERVIEW

About NOCTI

NOCTI is the largest provider of industry-based credentials and partner industry certifications for career and technical education (CTE) programs across the nation. Whether using assessments to meet Perkins accountability requirements, to guide data-driven instructional improvement, or to assist with teacher evaluation systems, NOCTI provides a credible solution through its validated and reliable technical skill assessments. Student recognition includes a Certificate of Completion, college credit recommendation reports, and digital badges for achieving the college credit recommendation benchmark.

Job Ready Assessments

NOCTI's Job Ready assessments have been designed and developed for assessing entry-level knowledge and performance. They are based on industry standards, are valid and reliable, and are intended to assist in making informed decisions to support high-quality educational programs. Nearly all Job Ready assessments consist of a multiple-choice and performance (hands-on) component. Administration of one or both components is determined at the local level or by statewide testing guidelines.

The multiple-choice component measures certain aspects of occupational competence such as factual knowledge and theoretical knowledge about the occupation. Most multiple-choice assessments contain approximately 150 items and on average require from two to three hours for administration.

The performance component is a work sample format which requires the participant to demonstrate his/her acquired skill by completing an actual segment of work using tools, materials, machines, and equipment characteristic of the occupation for which the test is designed. The content and the skills of each occupation and the competencies to be demonstrated determine the length of each performance assessment. Performance tests require third-party evaluators to judge participant work with the assessment administration completed in shops or laboratories equipped with appropriate and sufficient machines, equipment, hand tools, and/or materials.

Pathway Assessments

NOCTI's pathway assessments are broader in scope than the Job Ready assessments and were developed for programs offering a sequence of courses related to a pathway area. With a focus on the Pathways established as part of the National Career Cluster Model, these assessments measure pathway or cluster-level technical, academic, and soft skills contextualized to the field.

QuadNet™

QuadNet™, NOCTI's password-protected turn-key solution for assessment management includes online test delivery and the Client Services Center for program management, scoring, reporting, and data storage.

Key features of QuadNet™ include:

- 24/7 system accessibility with user-friendly navigation;
- Minimal workstation set-up requirements for testing with no additional downloads;
- Dual platform delivery (Windows and Macintosh);
- Compatibility with multiple Internet browsers (Internet Explorer, Mozilla Firefox, Chrome, and Safari);
- Security assurance through encrypted web sessions;
- Multiple-session administration;
- Delivery via multiple devices (desktop workstations, laptops, mobile devices, and tablets);
- Accommodations for special needs populations including text-to-speech and extended time;
- Integrated four-function online calculator;
- Ability to enlarge graphics associated with test items;
- Immediate test results; and
- Technical support available via a toll-free number, email, and online chat.

STEP 1: PLAN FOR TESTING

NOCTI Site Coordinator

Each testing site must designate a Site Coordinator to oversee the NOCTI testing program. The Site Coordinator should be a staff member in an administrative position such as a Principal, CTE Director, Counselor, or Testing Coordinator. NOCTI provides training via webinar at several points during the school year and a variety of resources such as the Site Coordinator Guide for Student Testing, Proctor and Evaluator Guides, training materials, and planning checklists. The Site Coordinator designee will complete a Security and Testing Agreement -

<http://www.nocti.org/PDFs/Forms/Testing%20Agreement.pdf>. Once processed, NOCTI sends a welcome email and provides login credentials for the Client Services Center, the password-protected site for managing the testing program.

General

The NOCTI Site Coordinator, administration, and instructional staff work together to plan for test administration. Planning activity examples include:

- Determining the credentials to be administered for each program.
- Confirming proctors and recruit evaluators for administration. Provide training prior to testing.
- Confirming availability of allowed reference materials for multiple-choice test (if applicable) and the tools, materials, and equipment for performance test.
- Preparing for accommodations based on IEP requirements.
<http://www.nocti.org/TTS.cfm?m=3>
- Determining procedures for handling breaks, participants who complete testing early, and make-up dates.

Once orders are placed and processed through the Client Services Center, the Site Coordinator will access the Client Services Center to:

- Confirm user code and password quantities for each test to be administered are correct.
- Assign user codes to test participants.
- Add text-to-speech and extended time accommodations based on IEP requirements.
- Print participant login credentials for distribution to test proctors on the day of administration.
- Provide NOCTI technical support contact information to technical staff and test proctors. Technical assistance for online testing is available by contacting NOCTI at 800-278-8506, Monday through Friday, 8:00 am to 5:00 pm Eastern Standard Time.

Security

Review the NOCTI Security Policy for complete details –

<http://www.nocti.org/PDFs/Forms/Testing%20Agreement.pdf>.

Maintaining security of test materials and QuadNet™ is critical. Login credentials for the Client Services Center must be kept secure and are intended for Site Coordinators and Coordinators listed on the NOCTI account. All assessment materials received must be accounted for and be kept in a secure location until administration. This includes test booklets and performance evaluator guides as well as user codes and passwords for online testing.

Technical Requirements

Site Coordinators will provide the computer setup information located in the Resources section of the Client Services Center to the appropriate technical staff. This information includes minimum operating system and hardware requirements along with supported browsers and devices.

Access to resources through the Internet, local network, mobile devices, or electronic storage media is strictly prohibited during test administration. Because modern HTML5 compliant browsers, such as Firefox, Chrome, Internet Explorer 10 and others supported by NOCTI's QuadNet™ Online Testing System allow access to multiple web sites, NOCTI recommends that testing sites explore network configuration options that will restrict access to the Internet and other areas of the local network where resources may be available during test administration. Appropriate network configuration, along with proctored administration, will ensure a secure and fair testing experience for all participants.

STEP 2: PREPARE INSTRUCTORS & STUDENTS

Instructor Preparation

Teacher's Corner

The Teacher's Corner at <http://www.nocti.org/TeachersCorner.cfm> was designed to assist instructors in staying informed on NOCTI teacher-related topics. Information is available on the teacher's role in the testing process, answers to "How do I" questions, score reporting, recorded webinars, and other helpful resources.

Instructors can access the password-protected Teacher Resources. Site Coordinators provide the login credentials needed to access resources such as Instructor Prep Packs, letter to parents template, ideas for using Study Guides in the classroom, and much more.

Assessment Blueprints

Assessment blueprints containing competency lists, percentage breakdowns, sample questions, sample jobs, and time requirements are available at <http://www.nocti.org/blueprint.cfm>. The blueprints can be used to assist in selecting the assessment to be administered, aligning assessment content to program content, and preparing for test administration.

Instructor Prep Packs

In addition to outlining the teacher's role in the testing process, the Instructor Prep Packs include:

- A list of materials and supplies needed for performance testing;
- Information for setting up the shop or lab for test administration;
- Guidelines for administering both written and performance assessments; and
- Allowable resources, if applicable, for use during the written test administration.

Site Coordinators can access the Instructor Prep Packs at the Client Services Center and teachers can access the Instructor Prep Packs at Teacher Resources.

Student Preparation

Pre-Testing

NOCTI assessments may be administered as a pre-test to determine a student's baseline technical knowledge in a CTE program. Programs using a pre-/post-test combination will receive a comparison report after the post-test is completed. This powerful tool can be used to show individual student improvement and overall program effectiveness. Additionally, pre-test score reports can assist in pinpointing areas needing remediation at the individual or classroom levels prior to post-test administration. Learn more about pre-testing at <http://www.nocti.org/Pre-Testing.cfm?m=2>.

Study Guides

NOCTI Study Guides are an inexpensive preparation tool designed to help students and instructors prepare for NOCTI testing. Each study guide includes an assessment overview, information on the multiple-choice and performance components, study checklists, and sample test questions (in both online and print formats), as well as other helpful information. Study guide packages include student booklets, a teacher companion guide, and online user codes for sample test items. Learn more at <http://www.nocti.org/StudyGuide.cfm?m=3>.

Online Testing Practice

In addition to the Assessment Blueprints and Study Guides mentioned previously, NOCTI's online testing system offers the opportunity for students to take a practice test at any point prior to administration. The practice test allows students to become familiar with the features of the testing system. Nine practice questions allow students to become familiar with the navigation buttons, the mark box to flag a question for review at a later point during the session, the timer, and the built in calculator.

View the demo at <http://testing.nocti.org/?pc=tacoma17&pn=demo>.

STEP 3: ADMINISTER ASSESSMENTS

Check Out/Check In Process

Sites must have a check out/check in process for the day of administration. NOCTI provides process information at the Client Services Center to assist in the security of assessment materials and tracking of materials assigned to proctors and/or evaluators.

Multiple-Choice Assessments

NOCTI assessments, both online and paper/pencil administration must be administered in a proctored environment. Proctor selection must adhere to the NOCTI Security Policy and test administration guidelines outlined in the Site Coordinator Guide for Student Testing. Test Proctors may oversee administration for large numbers of participants and/or multiple test titles at one time. NOCTI recommends a minimum of one proctor for every 25 test takers. Test Proctors must follow the administration guidelines provided in the Proctor Guide.

Performance Assessments

Performance assessments are to be administered by third-party, business and industry representatives such as advisory committee members and local business professionals. Experience has shown that, for most assessments, the number of participants that can be observed effectively by one evaluator is four to six participants. The Site Coordinator should discuss the ratio with the instructor and evaluator(s) prior to the assessment session. Factors to consider are complexity of the assessment, comfort level of the evaluator, size of facility, etc. Complete details regarding performance test administration can be found in the Site Coordinator Guide for Student Testing and the Evaluator Instructions for Performance Testing. Additionally, an Evaluator Guide specific to the assessment being administered is provided with the NOCTI test order and must be used by the Evaluator during administration.

STEP 4: SCORE ASSESSMENTS & SUBMIT RESULTS

Multiple-Choice Assessments

QuadNet™ automatically scores assessments administered through the online testing system upon completion by the participant. Immediate scores are provided to the Site Coordinator and to the participant (if designated by the site). Once participants have completed testing the Site Coordinator must release the user codes from the Client Services Center for score report processing.

When tests are administered via paper/pencil administration, the Site Coordinator is responsible for verifying that answer sheets are prepared completely and accurately for score processing before returning them to NOCTI. Incomplete or inaccurate information will cause score processing delays and may incur service fees for corrections.

Performance Assessments

Performance test evaluators rate participant performance using the scoring criteria provided in the Evaluator Guide specific to the assessment. The ratings are recorded on a participant worksheet and are either transferred to an answer sheet that will be shipped to NOCTI or are entered into QuadNet™ for electronic submission.

When using QuadNet™ for performance rating entry, the Site Coordinator is responsible for ensuring the performance ratings are accurately entered into the online system. Once all online administrations and performance ratings are completed, the Site Coordinator must release the participant user codes from the Client Services Center for score report processing.

STEP 5: USE SCORE REPORTS AND DATA

NOCTI provides comprehensive reporting of participant results. The standard scoring package includes a group report, analysis of scores, individual reports, and competency-level reports. College credit recommendation reports and digital badges are processed for eligible participants. Score reports (current and archived) can be exported in pdf or Excel format and are provided to the appropriate instructor by the NOCTI Site Coordinator.

Learn about score reports at <http://www.nocti.org/Reporting.cfm?m=2>.

Learn about college credit reports at <http://www.nocti.org/nccrs.cfm>.

Learn about digital badges at <http://www.nocti.org/SkillBadges.cfm?m=3>.

NOCTI provides both overall and sub-scores, giving educators the test data needed for recognizing student achievement, promoting continuous program and instructional improvement, and meeting regulatory requirements. The data provided assists in pinpointing strengths and areas which may need improvement. Analyzing the reports is also beneficial for discussing student learning methods and classroom and curricular improvement, as well as for tracking trends over time.

Two primary resource guides are available for assisting with data analysis: 1) NOCTI Score Interpretation Guide and 2) Successful Programs, Successful Schools. Both are available in the Client Services Center and Teacher Resources.

STEP 6: ARCHIVE ASSESSMENTS RESULTS

NOCTI score reports can be exported in PDF or Excel formats from the Client Services Center. NOCTI encourages school to export and save results as score report become available. However, the Client Services Center does provide the ability to view and export archived reports.