

1. Choose a Site Coordinator

To become a NOCTI customer, a Site Coordinator must be designated to oversee the testing program and be the primary contact for the site. Site Coordinators must be in an administrative role, cannot be a teacher and must complete a NOCTI testing agreement to get started. If a Site Coordinator manages a testing program for multiple campuses, please contact NOCTI to discuss account setup options.

Once an account is established, Site Coordinators will receive a welcome email with account details and log in credentials to a secure, online Client Services Center used to manage the testing program and place orders.

Site Coordinator Responsibilities at a Glance:

- Work with instructional staff to
 - select assessments
 - schedule testing
 - review score reports
- Designate appropriate proctors and evaluators
- Ensure security processes and procedures are followed
- Facilitate order process

2. Select an Assessment

NOCTI provides comprehensive Assessment Blueprints to assist Site Coordinators and teachers with selecting the appropriate assessment for their programs. Crosswalking the blueprints to program content will assist in selecting the appropriate assessment to be used. Blueprints provide an overview of the core competencies and tasks measured on the assessment. Sample questions and performance jobs, the number of questions/performance jobs, and administration information are included.

3. Explore Training Options

NOCTI provides a variety of no-cost training options and materials to help manage a successful assessment program. New Site Coordinators are encouraged to participate in a training webinar to become familiar with the resources available. Visit Webinars at www.nocti.org for dates and registration information.

4. Place Orders

Once a Site Coordinator is designated and an account with NOCTI has been established, orders are placed through the Client Services Center. The Client Services Center also provides helpful tools and resources for managing your assessment program.

Ordering Lead Times

Paper/Pencil Orders*	
Scheduled test date	Order due to NOCTI
July 1st through December 31st	2 weeks prior to scheduled test date
January 1st through June 30th	4 weeks prior to scheduled test date
Online Test Orders	
Processed within (2) business days	
Study Guide and Countdown Kits	
Orders will be shipped two weeks from order receipt	

* Orders placed with less than the requested lead time may be subject to rush processing fees at 10% of total order, \$25.00 minimum.