



# Study Guide



## **NOCTI Study Guides**

### ***Overview and Sample Information***

Copyright © 2016 NOCTI. All Rights Reserved.

---

Copyright 2016

NOCTI®

All rights reserved

---

This document provides information about NOCTI's Study Guides which are available for all Job Ready and Pathway assessments. To learn more about using Study Guides as a helpful preparation tool, please visit: <http://www.nocti.org/StudyGuide.cfm?m=3>

---

## General Study Guide Overview

NOCTI's Study Guides are intended to serve as a road map for test preparation and can be used individually or in small groups. Sample questions provide an opportunity for students and teachers to experience the type of questions found on a NOCTI multiple-choice assessment. Teachers and students can work together to build confidence and knowledge as they prepare for NOCTI testing.

Each Study Guide package contains one Teacher Companion Guide, ten Student Study Guides and ten user codes for accessing online sample questions. Additional student guides may be ordered in sets of five as needed.

### Student Study Guide Booklet Overview

This overview is intended to showcase the sections of the Student Study Guide that provide information about NOCTI assessments, test administration, and general rules to be observed. Students will receive information about both multiple-choice and performance components including:

- Administration overview
- Assessment content distribution
- Study checklists
- Sample questions
- List of additional resources

#### Administration Overview

The multiple-choice test consists of items administered in a proctored environment either online through QuadNet™, NOCTI's online testing system, or in a paper-and-pencil format. Schools will decide the administration method.

NOCTI performance assessments allow students to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment characteristic of the occupation. Third-party business and industry representatives serve as evaluators to rate student performance.

#### Assessment Content Distribution

This section of the Study Guide provides students with an overview of the specific test being administered. As an example, an excerpt from the *Culinary Arts – Level 1* Study Guide is shown on the following pages.

---

NOCTI's Culinary Arts Level 1 Prep Cook assessment covers 14 major work duties (topic areas). In the multiple-choice assessment, these 14 duties are tested with 194 questions. The table below lists the major duties along with the percentage distribution of the test questions.

### Multiple-Choice Assessment Breakdown

Standard	Percent of Test
Recipes	5%
Knife Skills	5%
Large and Small Equipment	5%
Sanitation and Safety	13%
Cold Food Preparation	9%
Fruits, Vegetables, and Starches	9%
Bakery Products	6%
Stocks, Sauces, and Hot Soups	7%
Meats, Poultry, Fish, and Seafood	8%
Breakfast Foods	9%
Dairy Products and Alternatives	10%
Receiving and Storage	5%
Nutritional Values	5%
Employability Skills	4%

---

### Performance Assessment Breakdown

The performance assessment consists of seven jobs. Each job measures aspects of one or more of the major duties listed in the multiple-choice assessment breakdown on the previous page.

Job	Percent of Test	Time
Comprehensive Skills	15%	Throughout the Assessment
Identification of Kitchen Equipment	8%	15 minutes
Identification of Herbs, Spices, Fruits, and Vegetables	8%	15 minutes
Knife Sharpening: Stone and Steel	12%	30 minutes
Mise En Place	23%	30 minutes
Prepare Chef Salad with Vinaigrette Dressing	19%	30 minutes
Prepare Cheese Omelet	15%	20 minutes

---

### Performance Assessment Breakdown (continued)

<b>Job</b>	<b>You Will Be Asked To:</b>
Comprehensive Skills	Safely demonstrate sanitation procedures, knife skills, organization skills, and use of tools and equipment
Identification of Kitchen Equipment	Accurately identify kitchen equipment
Identification of Herbs, Spices, Fruits, and Vegetables	Accurately identify herbs, spices, fruits, and vegetables.
Knife Sharpening: Stone and Steel	Correctly and safely sharpen a chef's knife using stone and steel.
Mise En Place	Prepare food using various peeling skills and knifing cuts on the provided food items.
Prepare Chef Salad with Vinaigrette Dressing	Using the correct ingredients and following the recipe accurately, prepare a salad and vinaigrette dressing and display the salad correctly.
Prepare Cheese Omelet	Prepare an omelet following appropriate safety and sanitation procedures.

---

## Study Checklists

Study checklists are provided for each major topic area on the multiple-choice test and for each job of the performance test. These checklists are based on the tasks that make up each major duty on the test and include examples pulled from the test to help define some of the tasks more clearly. Students are encouraged to use the checklists as a guide to help them focus on the important material covered in the NOCTI assessment. As an example, an excerpt from the *Culinary Arts – Level 1 Study Guide* is shown on the following page.

### Multiple-Choice Assessment Checklist Sample

#### Duty 1: Recipes Study Checklist

Do you know:

- \_\_\_\_\_ And understand common cooking terminology (e.g., dredging, mise en place, al dente)?
- \_\_\_\_\_ How to read, follow, and convert recipes (e.g., determining how much of an ingredient is necessary to obtain a specified number of portions)?
- \_\_\_\_\_ How to establish mise en place (e.g. identify ingredients, assembling food)?

Things I Need to Focus On:

---

---

---



---

## Performance Test Checklist Sample

Do you know:

### Job 1-Comprehensive Skills

- How to demonstrate sanitation procedures?
- How to safely use kitchen tools and equipment?

### Job 2-Identification of Kitchen Equipment

- How to correctly identify different kitchen tools and equipment (e.g., hotel pans, cheesecloth, meat forks, spatula)?

### Job 3-Identification of Herbs, Spices, Fruits, and Vegetables

- How to correctly identify different herbs, spices, fruits and vegetables (e.g., cilantro, garlic, scallions, thyme, radishes)?



---

## Sample Questions

Each student guide contains approximately 35 sample questions that are similar to the types of questions found on the multiple-choice test. Additionally, user codes for online access to the sample questions provide students a hands-on experience with the online test system. Unlike actual NOCTI assessments, teachers may proctor the online sample questions.

1. A recipe for split pea soup yields  $7 \frac{2}{3}$  quarts. How many 6-ounce portions can be served from one batch of soup?
  - A. 39
  - B. 40
  - C. 41
  - D. 42
2. Which of the following describes a method of cooking pasta or vegetables in which they have a barely tender consistency?
  - A. à la carte
  - B. au gratin
  - C. al dente
  - D. a l'anglaise
3. How much liquid should be added when tripling a recipe calling for  $\frac{1}{4}$  cup of liquid?
  - A.  $\frac{1}{2}$  cup
  - B.  $\frac{3}{4}$  cup
  - C. 1 cup
  - D.  $1 \frac{1}{4}$  cups
4. A cook needs to make 75 sandwiches. Each sandwich contains 3 ounces of tuna salad. The tuna salad comes in a 20-ounce container. How many containers must be purchased?
  - A. 10
  - B. 11
  - C. 12
  - D. 13
5. A cake weighs 8 pounds after it is baked. A baker needs to portion the cake into 32 equal pieces. Each piece of cake will weigh
  - A. 4 ounces
  - B. 7 ounces
  - C. 8 ounces
  - D. 10 ounces

---

## List of Additional Resources

In each Student Study Guide, NOCTI provides a list of additional resources that may be helpful as students prepare for testing.

### Teacher Companion Guide Overview

The Teacher Companion Guide is intended as a teacher resource to accompany the Student Study Guides. This Guide includes all the information provided in the Student Study Guide along with additional tips and ideas for assisting students as they prepare for testing, including:

- Using Study Guides as Part of a Curriculum
- Helping Students Get the Most Out of the Study Guide
- Using Study Guides in Classroom Instruction
- How to Incorporate Online Sample Questions into Instruction
- Taking the Test—Helping Students Prepare
- The Month Before the Test: Anticipating Test Content
- The Day Before the Test: Final Review and Preparation
- The Day of the Test
- Taking the Test: Test-Taking Skills
- Answer Key and Explanations for Sample Questions
- Accessing and Proctoring the Online Sample Questions

#### Example:

##### Using Study Guides in the Classroom

1. Divide students into groups. Assign one checklist to each group. Have the group find information related to the checklist topics in their textbooks, class notes, etc.
2. Facilitate a class discussion of why the skills listed in the checklists are important on the job.
3. Discuss what is most critical and most difficult about the skills outlined in the checklist.
4. After completing a project or homework assignment, have students find the skills they used in the Study Guide checklist.
5. Develop homework assignments based on the checklist.

**For more information on using Study Guides in the classroom, visit the Teacher Resources section of the Teacher’s Corner at [www.nocti.org](http://www.nocti.org).**