

Pilot Testing Information

NOCTI is seeking sites to pilot test our newly developed/revised assessments. Pilot testing is a critical phase in the development process and represents an actual test administration with a pilot test group. The valuable data gathered from pilot testing is used to ensure the items, jobs, and tests as a whole are performing according to industry guidelines. The role of the pilot test site is absolutely essential to producing the best possible assessment. We hope you will join us in our effort!

Sites must apply and approval will be based upon the following **required** criteria:

- Adherence to NOCTI's Security Policy
- Up-to-date signed Security and Testing Agreement on file with NOCTI
- Availability of test participants in the subject area and level (i.e., **program completers** in the various subject areas)
- Availability of suitable facilities for online test administration (i.e., computer labs for multiple-choice assessment administration)
- Availability of suitable facilities, equipment, and supplies for performance test administration (i.e., shop or lab, consumable materials, etc.)
- Availability of test proctors for multiple-choice tests and evaluators for performance tests in accordance with NOCTI guidelines
- Evidence that the school administration will support participation in pilot testing

HOW TO PARTICIPATE

To participate in this pilot testing program, complete the attached application form (page 4) and fax or email to:

NOCTI Pilot Testing
Attention: Ronda Gilmore
FAX: 231-796-4699 or EMAIL: ronda.gilmore@nocti.org

NOCTI begins accepting early applications **November 15, 2016**.

Pilot testers should be close to completing their program by March 2017. Early piloting (November-December) is admissible **ONLY IF** the student has completed all related coursework (e.g., if they will be completing an internship in the following semester).

If you are **not** a current NOCTI customer, you must complete and sign a Security and Testing Agreement and submit it with your pilot test site application. *(The Security and Testing Agreement can be downloaded from the NOCTI website at www.nocti.org.)*

ADMINISTRATION

Multiple-choice pilot tests must be administered using NOCTI's online testing system. Pilot test administrations must be conducted in the same manner as regular NOCTI test administrations in a proctored environment. All assessment centers and sites must be approved by NOCTI prior to administration of any NOCTI assessments. NOCTI reserves the right to approve or deny sites at its sole discretion based on the information provided at the time of application and based on the performance of the site any time after approval is granted. Sites that display questionable assessment practices or breach the security of any NOCTI assessment materials are subject to review, probation, and/or termination.

Additional information regarding administration is downloadable from the Client Services Center. If you are not a current NOCTI customer, credentials to access the Client Services Center and the available resources will be provided when the Security and Testing Agreement has been processed.

BENEFITS OF PILOT TESTING

Pilot testing:

- Provides sites with an opportunity to administer the assessment in a “no pressure” (practice) environment
- Enables an evaluation of internal test administration processes and procedures
- Encourages sites to review curriculum to ensure effectiveness and alignment with current standards
- Helps NOCTI ensure the validity of the assessment

NOCTI will provide gift certificates to testing sites for participation (**must administer a minimum of 10 pilot tests to be eligible for a gift certificate**). Gift certificates may be used to purchase NOCTI products such as pre-tests, study guides, or countdown kits. Award levels for gift certificates are listed below (award is based on **complete and scored** pilot administrations):

\$100	For administering at least 10 multiple-choice only pilot assessments
\$250	For administering at least 10 multiple-choice including the performance assessments
\$400	For administering at least 25 multiple-choice including the performance assessments

See (page 4) for information on an additional pilot testing incentive program!

SCORE REPORTING

NOCTI will provide site coordinators with pilot test scores (Group Score Report only) for their participants; normative data is not calculated nor provided for pilot test administrations. Pilot test scores are based on the preliminary design of the test, not the final test product; therefore, pilot test scores are for **informational purposes only** and should **NOT** to be used as a substitute for pre- or post-test scores or for any mandated testing program.

TITLES AVAILABLE FOR PILOT

- Accounting (Basic and Advanced)
- Administrative Assisting
- Agriculture Mechanics
- Architectural Drafting
- Automotive Technician Advanced
- Business Information Processing
- CAD
- Carpentry
- Commercial Foods
- Computer Networking Fundamentals (*performance only*)
- Computer Programming
- Culinary Arts (Level 1 Prep Cook and Level 2 Cook)
- Dental Assisting
- Early Childhood Education and Care (Basic and Advanced)
- Electrical Construction Technology
- Electronics Technology
- Fashion Technology and Merchandising
- Finance Pathway (*written only*)
- Floriculture/Floriculture-Greenhouse
- Forest Products and Processing
- Graphic Production Technology
- Health Pathway (*written only*)
- Horticulture-Landscaping
- Industrial Electricity
- Industrial Maintenance Mechanics
- Information Technology Pathway (*written only*)
- Manufacturing Technology
- Medical Assisting (*performance only*)
- Medical Coding/Health Information
- Pre-Engineering/Engineering Technology
- Production Agriculture
- Protective Services
- Retail Merchandising
- Technical Drafting
- Television Production
- Web Design
- Welding

IMPORTANT DATES TO REMEMBER

November 15, 2016 NOCTI begins accepting early pilot test site applications.
(include Security and Testing Agreement if you are a new customer)

March 15, 2017 All pilot administrations must be completed and all pilot user codes released for scoring from the Client Services Center. Score reports for pilot assessments will be available on the Client Services Center two business days after the user codes are released.

PLEASE NOTE

- Online user codes are available within two business days once the order has been received at NOCTI. Performance test materials are shipped via UPS; two weeks after receipt of order.
- Only order the number of pilot tests you will use. Unused performance test materials **must** be returned to NOCTI.
- Unused online user codes will expire after the pilot window is closed.
- Blueprints and lists of equipment, materials, and supplies for performance tests are available at www.nocti.org.

Additional Information

REQUIREMENTS

1. A Site Application Form must be completed and submitted.
2. Ordering instructions will be provided upon Site Application approval.
3. A signed Security and Testing Agreement **must** be on file with NOCTI containing the **current** site information.
4. Site Coordinator must review the Coordinator Guide for Student Assessment, adhere to NOCTI's Security Policy, and oversee the ordering and administration of assessments in accordance with NOCTI's policies and procedures.

*NOTE: Normative data is NOT calculated for pilot administrations. Pilot test scores are for **informational purposes only** and are not to be used as a substitute for pre- or post-test scores or for any mandated testing program.*

NEW CUSTOMER INSTRUCTIONS

There is no cost 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 an instructor, and must complete a NOCTI [Testing Agreement](#) to get started.

Once an account is established, the Site Coordinator must 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.

PLEASE NOTE

Please consider the following prior to participating:

- All assessments available for pilot will be delivered in the **ONLINE FORMAT ONLY**.
- All assessments can be administered in multiple sessions, which typically consist of two 90-minute or three 60-minute sessions. The session option **MUST** be designated at the time of order.
- Pilot assessments are **NOT** available in text-to-speech format.
- Performance pilot tests (e.g., participant books, evaluator guides) are shipped via UPS; allow two weeks for delivery. Performance ratings **MUST** be entered into the online system for scoring. Instructions for entering performance ratings are available in the Resources section of the Client Services Center.

**WIN
CASH
PRIZES!**

Enter for a chance to WIN \$500, \$250, or \$150 for your school!

\$500 for administering at least 50 multiple choice and 50 performance assessments
\$250 for administering at least 25 multiple choice and 25 performance assessments
\$150 for administering at least 50 multiple choice

Drawing to take place in May 2017 once all scoring is complete.

Winners will be contacted via telephone and announced on the NOCTI website.

Site Application Form – 2016-2017 Pilot Testing

(Please print clearly)

SITE NAME: _____

SITE COORDINATOR: _____

STREET ADDRESS: _____

CITY, STATE AND ZIP: _____

DAYTIME PHONE: _____

EMAIL ADDRESS: _____

SECURITY AND TESTING AGREEMENT:

- Already on file with NOCTI (Site Code: _____)
- Updated agreement attached (Site Code: _____)
- New site – agreement attached

The Pilot Test Site must comply with the following conditions:

- Adhere to NOCTI’s Security Policy
- Provide test participants in the subject area and at the appropriate level (i.e., **program completers**)
- Provide suitable facilities for test administration
- Provide test proctors in accordance with NOCTI guidelines
- Follow specific instructions for pilot test administration and adhere to timelines
- Adhere to all policies and procedures for NOCTI test administration (outlined in the *Coordinator Guide for Student Assessment and proctor guides)

**Coordinator Guide for Student Assessment and proctor guides are available at the Client Services Center.*

We acknowledge the conditions listed above and agree to comply with all conditions. ***(Please note that both signatures are required.)***

SITE COORDINATOR SIGNATURE: _____

SITE ADMINISTRATOR SIGNATURE: _____

(i.e., career-technical education program director, principal, or superintendent)

Pilot Test Timeline	
November 15, 2016	Early Orders Open
February 28, 2017	Regular Order Deadline
November 15, 2016 to March 15, 2017	Pilot Testing Window
March 30, 2017	User codes must be released
April 5, 2017	Unused materials must be returned