

SITE COORDINATOR GUIDE FOR STUDENT ASSESSMENT



*Building a Competent
Workforce Through Creative
Learning Solutions*

Revised September 2009

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Section 1

Introduction

In today's changing technological environment, employers and educators are faced with the difficult challenge of developing a skilled workforce. Recognizing this challenge, NOCTI offers a wide variety of occupational competency testing services that have proven successful for over 40 years.

As the NOCTI Site Coordinator, you play a critical role in overseeing the testing program at your site. It is important for you to remain informed on NOCTI's testing services, policies and procedures. We have prepared this guide to assist you in understanding how to implement and manage a quality NOCTI testing program.

We encourage you to read through this guide and to contact NOCTI with any questions or concerns you may have. Please note that this guide and many other useful reference materials are available for download at the Client Services Center (<http://clientservices.nocti.org>).

Section 2

Contact NOCTI

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www.nocti.org
nocti@nocti.org (General Information)

President's Office

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Need help?
Contact us at 1-800-334-6283.

QuadNet (Online Systems)

Technical assistance, customer service specific to online systems

800-278-8506

Orders

Verification of order status

extension 226

Payment Information

Accounts payable/receivable, invoices, credit card payments

extension 222

Project/Account Services

Customer services specific to state, agency, or organization accounts or projects

extension 225 or 213

Returns/Credits

Inquiries on returns or credits

extension 234

Scoring

Verify receipt of answer sheets, check status of scoring, special report requests

extension 215

Test Quality

Questions or comments relating to test content, information about test revision or becoming a subject matter expert, customized test development

extension 211 or 219

Training

Training, customer service needs, test administration questions

extension 243 or 220

Website Addresses

NOCTI Website

www.nocti.org

Client Services Center

<http://clientservices.nocti.org>

Online Testing Site

<http://testing.nocti.org>

Section 3

NOCTI Products and Resources

Security

NOCTI offers numerous tools to assist Site Coordinators in managing a secure, efficient testing program. These tools are available for download at the NOCTI website (www.nocti.org). Available tools include the following:

- Guide to Organizing an Assessment Program
- NOCTI Security Policy
- Site Coordinator Training opportunities via Web Conferencing
- PowerPoint presentations for use with staff, proctors and evaluators in-service sessions

The Guide to Organizing an Assessment Program includes many helpful templates such as an Attendance Roster, a Letter to Parents, and a Letter to Sending Schools. The Guide also provides detailed information to assist in establishing and maintaining an organized testing program.

Site Coordinators are encouraged to provide an overview/training session about NOCTI to vested groups including teachers, proctors and evaluators using the PowerPoint presentations provided. Schools are encouraged to modify the PowerPoint presentations to include school-specific information.

Assessment Blueprints

To assist Site Coordinators, assessment blueprints are available at www.nocti.org. The blueprints are provided in Adobe Acrobat format which makes them easy to download and/or print. Blueprints contain competency lists, percentage breakdowns, sample questions, sample jobs and time requirements. The assessment blueprints may be shared with instructors and test participants for review.

Catalog of Assessments

The catalog of assessments contains a complete listing of NOCTI's standardized assessments. The catalog details the contents and time requirements of the assessments and can be downloaded at the Client Services Center (<http://clientservices.nocti.org>).

Assessments

For effective performance in any occupation, an individual must acquire both manipulative skills and certain “know-how” skills. NOCTI’s philosophy is that to accurately measure occupational proficiency, it is essential to administer both a written (cognitive) and a performance (psychomotor) assessment. Please note two important elements:

1. All NOCTI assessments are based on available industry standards and utilize industry experts in every step of the development and standard setting process.
2. All NOCTI assessments are diagnostic. The written (cognitive) and performance (psychomotor) components are broken into duties (written) or jobs (performance), which can be used to identify strengths and gaps of programs and individual participants.

A written (cognitive) assessment is an effective instrument used to measure certain aspects of occupational competence such as factual knowledge and theoretical knowledge about the occupation. Most written assessments contain approximately 150 items and on average require from two to three hours for administration.

Performance (psychomotor) assessments are designed in 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 assessments should be conducted in shops or laboratories equipped with appropriate and sufficient machines, equipment, hand tools and/or materials. The shops/laboratories may be located in career tech centers, comprehensive high schools, colleges, universities, or selected industrial sites.

NOCTI’s assessments do not independently measure future success on the job. They serve only to establish an individual’s proficiency in his/her field of study. A variety of tools and other enhancements should be considered when evaluating overall occupational competence.

Choosing the Right Assessment

Measuring occupational competence requires the evaluation of many different characteristics, factors and/or qualifications for a variety of occupations. The choice of using the written (cognitive) and/or the performance (psychomotor) assessment is influenced by what the assessment is to measure and the circumstances and conditions under which it will be administered. The assessment used in a given situation depends on a number of factors such as the:

1. Nature of the occupation
2. Intended use of the test results
3. Range of skills and information to be evaluated

Job Ready Assessments

NOCTI's standardized Job Ready assessments have been designed and developed for assessing entry-level knowledge and performance. They are based on industry standards and are designed to support high-quality educational and training programs. Job Ready assessments are commonly used to:

- Measure gains through pre and post-assessment
- Maximize student achievement
- Measure the quality of educational and training programs
- Assess the competency level of students who complete a program of study
- Apply for credit or advanced standing in occupational programs

Pathway Assessments

Pathway assessments are designed to assess pathway level skills based on the national knowledge and skill statements associated with the related Career Cluster. Pathway assessments are multiple-choice (no performance component) and are offered only in online delivery format.

Customized Assessments

When the need arises for a customized assessment, NOCTI works closely with the customer to develop assessments that measure the required skills. Please contact NOCTI for more information and costs relating to the test development process.

Pre- and Post-Assessments

Most NOCTI assessments may be administered as both pre and post-assessments. Pre-assessments are designed to assist in the process of identifying strengths and gap areas for participants. A Pre/Post-Assessment Comparison report is provided as part of the standard score report package after the post-assessment is completed. This powerful tool can be used to identify and address the factors that impact student learning and performance as well as to provide meaningful information for curriculum development and program improvement.

Delivery Methods

NOCTI assessments may be administered via the online assessment system or in paper/pencil form. To learn more about online administration, refer to the Online Systems Guide for Site Coordinators available at the Client Services Center (<http://clientservices.nocti.org>).

Study Guides

NOCTI Study Guides are designed to be used as a classroom tool to help participants prepare to take a NOCTI assessment. Each study guide includes an overview of the assessment, information on both written and performance components, study checklists, and sample test questions, as well as other helpful information. Each Study Guide package includes student booklets, a teacher companion guide, and online user codes for sample test items. A list of available Study Guide titles may be downloaded from the NOCTI website at www.nocti.org.

Section 4

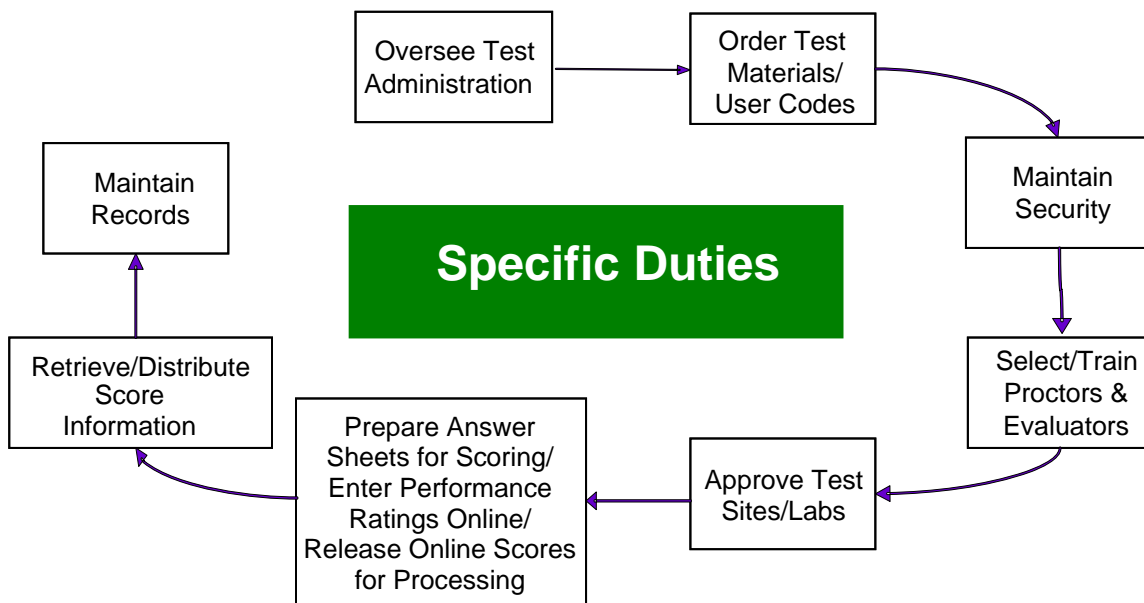
Coordinator's Responsibilities

Each approved NOCTI customer must designate a Site Coordinator for the overall promotion, guidance, monitoring and facilitation of the assessment program. All NOCTI Site Coordinators must adhere to the policies and procedures set forth in this guide. Teachers or instructional personnel **CANNOT** be designated as Site Coordinators.

A one-page checklist for Getting Started is provided in Appendix B.

Specific Duties

The Site Coordinator acts as the NOCTI liaison to carry out the needed services for the site. Specific responsibilities include:



1. **Oversee Test Administration**

As the Site Coordinator, you are responsible for the overall assessment program at the site and serve as the liaison between your site's administration, instructors, proctors/evaluators, participants and NOCTI.

2. **Order Assessment Materials/User Codes**

The Site Coordinator is in charge of ordering all assessment materials and supplies. The order process is outlined in more detail on pages 12 through 14.

3. **Maintain Security**

Maintaining security is a critical piece of the assessment program. All assessment materials received must be accounted for and kept in a secure location at all times. The NOCTI Security Policy may be downloaded from the Client Services Center (<http://clientservices.nocti.org>). Site Coordinators are responsible for alerting NOCTI of any security breach that occurs before, during, or after testing. Further details about security are described on pages 16 and 17 and in the NOCTI Security Policy (Appendix A).

4. **Select/Train Proctors and Evaluators**

The Site Coordinator should plan to meet with proctors/evaluators prior to the testing date to allow them an opportunity to review instructions and procedures for administration. PowerPoint training presentations are available for downloading from the NOCTI website (www.nocti.org) to assist with proctor/evaluator training. It is essential that the proctors have time to review the materials in advance to make sure they understand the procedures outlined in the proctor/evaluator instructions. Performance evaluators should also review the Evaluator Guide for the specific occupation being assessed.

4a: Selecting Proctors for Written (Cognitive) Administration

Proctors selected for the written administration need not be skilled in a particular occupational area, but should be:

- Knowledgeable regarding administration of objective-type assessments
- Detail-oriented and able to monitor groups of people
- Capable of speaking and reading clearly and audibly
- Familiar with the computer lab setup and have access to technical support staff for assistance if utilizing online administration (refer to the Online Systems Guide for Site Coordinators for information on computer lab setup)

NOTE: Instructors are NOT allowed to proctor NOCTI written (cognitive) assessments.

4b: Selecting Evaluators for the Performance (Psychomotor) Administration

Experience has shown that training evaluators with proper focus on the items to be evaluated and rating scales can produce agreement among different evaluators. A high degree of reliability between evaluations of the performance assessments has been proven when these conditions have been met. Third party individuals must be selected when identifying evaluators and may include the following individuals:

- Advisory committee members trained or working in the occupation being assessed
- Private contractors and local businesspersons working in the occupation being assessed
- Military personnel trained and working in the occupation being assessed

- Qualified non-instructional staff working in the occupation being assessed (e.g., school nurse, maintenance staff)

NOTE: Instructors are NOT allowed to evaluate NOCTI performance (psychomotor) assessments.

Performance evaluators should be experts in their fields and must be available for training and for the scheduled performance test session. Each performance evaluator should be:

- Knowledgeable in the particular occupation being assessed
- Qualified to evaluate participants' performances objectively
- Capable of setting up the necessary machines, equipment and supplies according to directions provided
- Able to follow directions for conducting evaluations
- Experienced in the administration of performance-type assessments

4c: Training Evaluators

A training session for all individuals selected as evaluators should be scheduled well in advance of the assessment session. A PowerPoint slide show for training evaluators is available on the NOCTI website (www.nocti.org). The purpose of the training session is to:

- Explain the purpose of the assessment program
- Review the schedule for administration
- Outline the duties of proctors/evaluators (review the Proctor Guide for written or performance assessments)
- Ensure secure handling and disposition of testing materials
- Review the Evaluator Guide that accompanies the materials for specific details on the administration of the performance (psychomotor) assessment

4d: Participant Ratio

For the Written (Cognitive) Assessment:

Experience has shown that one proctor can monitor up to 25 participants in one room. Participants should be arranged with sufficient space for security of the assessment. Written assessments for more than one area may be administered on the same date, at the same place and time, if feasible. The number of participants for online administration may be limited based on available computer stations. Online administration must be proctored and an onsite technical support person should be available for assistance. Refer to the Online Systems Guide for Site Coordinators for details on online administrations.

For the Performance (Psychomotor) Assessment:

The nature of performance evaluation limits the number of participants an evaluator can effectively observe. Experience has shown that, for most

occupations, the number of participants that can be observed effectively by one evaluator is four to six. The Site Coordinator should discuss the ratio with the evaluator(s) prior to the assessment session. Factors to consider are complexity of the assessment, comfort level of the evaluator, size of facility, etc.

5. Approve Test Sites/Labs

The Site Coordinator is responsible for approving administration sites and labs and for ensuring that the appropriate materials, equipment, and supplies are available for the assessment sessions.

6. Prepare Answer Sheets for Scoring/Enter Performance Ratings Online/Release Online Scores for Processing

The Site Coordinator is responsible for preparing the answer sheets for scoring. It is important that all steps outlined on pages 23 and 24 are followed to ensure timely processing of your score reports.

When using online administration, the Site Coordinator is responsible for entering performance ratings online and releasing all online scores for processing. Refer to the Online Systems Guide for Site Coordinators for specific details on entering performance ratings and releasing scores.

7. Retrieve/Distribute Score Information

Detailed information pertaining to score report information is further described on pages 27 and 28.

The information provided in the NOCTI score reports can be used by instructors, administrators and participants. Please refer to www.nocti.org to download a copy of the Score Interpretation Guide or the one-page Score Interpretation Report can be downloaded from the Client Services Center (<http://clientservices.nocti.org>).

8. Maintain Records

NOCTI encourages Site Coordinators to maintain records of each assessment session. This may include a list of test participants, performance evaluation worksheets (if applicable), supplemental materials that were used during administration and coordinator score reports which are included in the scoring packet.

Section 5

Before Administration

Once you have selected the assessment to administer, decided on written (cognitive) and/or performance (psychomotor) assessment options, determined delivery method (online or paper/pencil) and selected your proctors/evaluators, it is time to begin preparing for the actual administration. This section is provided to assist with planning and to help reduce the likelihood of confusion or error during or after the administration session.

A one-page checklist for Before Administration is provided in Appendix B.

Administration Conditions

To accurately measure an individual's job proficiency, NOCTI assessments must be administered under well-controlled conditions. As the Site Coordinator, it is your responsibility to ensure all sessions are conducted properly and that each participant has an equal chance of demonstrating his/her skills and occupational knowledge. It is very important that conditions are consistent for all participants. NOCTI standardized assessments are developed to be given in their entirety, under the same conditions, each and every time.

Another key factor that needs to be stressed is that NOCTI standardized assessments are created to measure the critical core competencies of the occupation being assessed. NOCTI standardized tests are based on national and/or industry-based standards and are not developed based on any specific curriculum.

Budgeting and Costs

The Site Coordinator may be responsible for budgeting costs and has discretion in terms of the adjustments needed to meet local conditions. Many institutions, state agencies, and corporations recognize the importance of occupational competency assessment and may provide supplies and/or make equipment, shops, and laboratories available without costs.

Order Timelines

In order to ensure that your materials for paper/pencil and/or performance test administration are received in a timely manner, NOCTI requires that the following schedule be adhered to:

Scheduled Assessment Date	Order due to NOCTI
July 1 through December 31	2 weeks prior to scheduled date*
January 1 through June 30	4 weeks prior to scheduled date*

*Orders placed with less than the requested lead time may be subject to rush processing fees. (Refer to pages 32 and 33.)

NOCTI will prepare and ship paper/pencil orders with scheduled test dates between January 1 and June 30 to arrive at the administration site at least two weeks prior to the scheduled assessment session date. Orders with assessment sessions scheduled between July 1 and December 31 will be processed in the order in which they are received.

UPS GroundTrac shipping will be used unless other shipment methods are requested (additional charges may apply). NOCTI's UPS system will generate a notification email at the time orders are shipped for coordinators with an email address on file. This email will provide the date the order was shipped, estimated date of arrival and a tracking number.

Orders for online administration will be filled within two business days of receiving a completed order form. The Site Coordinator will receive an email notification that online user codes are ready for pick up at the Client Services Center (<http://clientservices.nocti.org>). Refer to the Online Systems Guide for Site Coordinators for instructions for using the Client Services Center.

Ordering Materials

The Site Coordinator is responsible for overseeing the ordering of NOCTI assessments. The following steps should be taken to ensure a timely and accurate delivery of materials:

- Meet with instructors, proctors and/or evaluators in advance to determine the titles and number of assessments required
- Identify an accurate count of assessments needed; this number is important when placing an order because NOCTI customizes each order to meet your specific needs

Follow the steps below to ensure timely and accurate delivery of your testing materials:

1. Complete **ALL** fields requested by the online order system
2. Abide by the order timelines to avoid additional charges
3. All orders for online assessments and study guides require a purchase order, credit card or check to process

An order worksheet is available for download at the Client Services Center to help sites prepare for placing their order. Orders must be placed via the online order system at the Client Services Center (<http://clientservices.nocti.org>).

Return Policy

- All returns must be accompanied by a completed Request for Return for Credit form. All requested information must be provided, including site code, invoice number, etc. to process for credit.
- Credit for return of unused online testing User Codes will be granted under the following conditions:
 - User Codes must be provided
 - Unused performance books must be returned when returning User Codes purchased as a written/performance set
 - Unused status of User Codes will be verified before credit is granted
 - User codes returned for credit will be removed from customer's Client Services Center
 - No credit will be given for expired user codes or those purchased more than 180 days prior to the request for return
- Only unopened, unused, test booklets accompanied by unused answer sheets will be accepted for return.
- Unopened test booklets and accompanying answer sheets must be returned to us within 180 days of receipt. No credit will be given for products purchased more than 180 days prior to the request for return.
- Shipping charges will not be refunded.
- Credits for returns are placed on customer's account and will be applied to future invoices.

ALL RETURNS ARE SUBJECT TO A HANDLING FEE AS LISTED BELOW

Paper/pencil test booklets - **\$7.00** per booklet (written or performance)
Paper/pencil written and performance combination - **\$14.00** per set
Online test User Codes - **\$5.00** per written user code
Online written and performance combination - **\$10.00** per set

Receipt of Paper/Pencil Assessment Materials

As the Site Coordinator, the entire shipment of assessments and related materials will be sent to your attention. **Immediately upon receipt of the materials, examine and inventory the contents to make sure you have received the entire order and the correct test titles/test codes.** Make certain that the number of booklets and answer sheets received agrees with the packing slip and the order. It is important to verify you have all the materials ordered. If there are any discrepancies, contact NOCTI immediately. The following items will be included in your shipment:

- Written and/or performance booklets (one for each participant)
- Evaluator Guide (one for every 5 performance tests ordered per occupation; additional guides are available at an extra cost)
- Supplemental Books (for some performance tests)
- Demographic Sheets (one for each participant)
- Demographic Sheet – Special Populations (one for each order)
- Instructions for Written Assessment Proctors and/or Instructions for Performance Assessment Evaluators (one for each title ordered)
- NOCTI Answer Sheets (one for each test participant)
- Coordinator Cover Sheet (NOCTI usually provides 3 cover sheets with each order)
- Attendance Roster (one for each test title ordered)
- Certificate of Completion (one for each participant, if requested)

Online User Codes

An email will be sent to the Site Coordinator when online user codes are ready for pick up at the Client Services Center (<http://clientservices.nocti.org>). **Verify you have received the correct number of user codes for the correct test codes with the correct specifications.** If there are any discrepancies, contact NOCTI immediately.

Performance assessment materials ordered as a set with online written assessments will be shipped via UPS GroundTrac and will include the following:

- Performance booklets (one for each participant)
- Evaluator Guide (one for every 5 performance tests ordered per occupation; additional guides are available at an extra cost)
- Supplemental Books (for some performance tests)
- Instructions for Performance Assessment Evaluators

Answer sheets will not be included for performance assessments ordered with online written assessments. Performance ratings **must** be entered into the online system through the Client Services Center (<http://clientservices.nocti.org>).

Securing Assessment Materials

Assessment materials (paper/pencil and online user codes) must be kept secure at all times, starting at the time assessment materials are received.

- Paper/pencil assessment materials must be secured in a safe, locked cabinet or closet to which only the Site Coordinator or specifically authorized individuals have access.
- Online user codes must be kept secure by limiting access to the Client Services Center to the Site Coordinator or specifically authorized individuals.

Security during and after the test administration session is also critical.

- During administration, it is the Site Coordinator's responsibility to ensure that only authorized proctors and evaluators have access to assessment materials.
- After administration it is critical that all assessment materials (booklets, evaluator guides, answer sheets, etc.) are accounted for and secured.

NOTE: If there is a security breach, the Site Coordinator must be able to determine when it occurred, how it occurred and who was responsible. NOCTI must be contacted immediately.

Distributing Information

The Site Coordinator should plan to meet with proctors/evaluators prior to the testing date to allow them an opportunity to review instructions and procedures for administration. PowerPoint training presentations are available for downloading from the NOCTI website (www.nocti.org) to assist with proctor/evaluator training. It is essential that the proctors have time to review the materials in advance to make sure they understand the procedures outlined in the proctor/evaluator instructions. Performance evaluators should also review the Evaluator Guide for the specific occupation being assessed. For security purposes, materials should be returned to the Site Coordinator after they have been reviewed.

Each site must have a process in place for ensuring assessment integrity during administration. Below are the typical steps that should be part of a site's security process.

Paper/Pencil Administration

- Upon receipt, the test materials are inventoried. Test materials are separated into groups by test title and include test booklets, evaluator guides, proctor guides, answer sheets, and attendance rosters. Any school-specific policies such as the process for students that finish early, restroom breaks, emergencies, etc. should also be included in the group. The test materials are kept in a secure, locked location until the day of administration.

- On the day of administration, assessment material packets will be made available and monitored by an authorized individual in the principal's office (or another secure location).
- As proctors and evaluators arrive for test administration, they will report to the office to sign in.
- Each proctor/evaluator will receive the appropriate assessment packet.
- Upon completion of the assessment, the proctor/evaluator will return all assessment materials to the office.
- Materials will be inventoried by an authorized individual.
- Assessment materials will be returned to a secure location (safe, locked closet, etc.) until they are reviewed and sent to NOCTI for scoring.

A similar process can be implemented for online testing whereby the online user codes for test access are included in the assessment material packet rather than assessment booklets.

Security Breaches

If a security breach is discovered or suspected, NOCTI must be contacted immediately. It is the responsibility of the Site Coordinator to gather all relevant information and contact NOCTI Headquarters. Be prepared to provide an overview of the breach including how the breach occurred, affected test titles and any action taken by the school once the breach was discovered.

NOCTI will review the information provided and launch a security investigation if needed. A typical investigation begins with NOCTI sending formal communication to the school requesting an overview of the situation in writing. All security breaches are reviewed by the NOCTI management team to determine the extent of the breach and corrective action needed to maintain the integrity of NOCTI assessments and normative data. Possible consequences of a security breach include but are not limited to:

- Probation or suspension
- Mandated use of QuadNet, NOCTI's Online Administration System, for assessment administration
- Re-versioning or revision of an assessment at the expense of the school
- Removal of test scores from NOCTI's database

Role of Instructors during Performance (Psychomotor) Administration

Instructors play a critical role in the testing program at their site. Based on liability and logistical considerations, the following information clarifies the role of instructors during performance (psychomotor) test administration.

Performance assessments are conducted in shops or laboratories that are equipped with a sufficient number of machines, equipment, tools, and other required materials

needed to administer the test. The instructor should verify that all of the machines are in working order and that there is proper heat, light, ventilation, power, gas and other setup requirements prior to the start of the performance assessment.

NOCTI has prepared Instructor Prep Packs which outline the instructor's role in the assessment process. It is important that instructors are informed on NOCTI's assessment services, policies and procedures. The instructor prep packs contain a list of materials and tools needed for each assessment, information that can be used when setting up the shop or lab, and what is expected of the instructor during the assessment administration. Instructor Prep Packs are available for download from the Client Services Center (<http://clientservices.nocti.org>).

Instructors must **NOT** facilitate or participate in the evaluation/administration of performance assessments. The instructor may be accessible during the assessment for liability purposes and so that he/she can assist with tasks that the evaluator cannot do (i.e., locate extra materials, shut off power, give a restroom pass, etc.). To maintain the integrity of the assessment, instructors must **NOT** have access to assessment booklets, answer sheets or evaluator guides and should not observe the performance assessment administration.

Multiple Sessions

NOCTI assessments may be administered in multiple sessions (maximum of 3 sessions for most assessments) provided the total administration time allotted does not exceed the time allowed for each assessment. The Site Coordinator should decide in advance if multiple assessment sessions will be used. Multiple testing sessions of one hour or more are recommended, and no more than three testing sessions should be allowed.

To ensure validity of the test results, it is suggested that consideration be given to the schedules below as they best fit into your available time blocks.

Written (Cognitive) Assessment Administration

- Three-day Schedule: Approximately one-third of the test will be administered each day for three days.
- Two-day Schedule: Approximately one-half of the test will be administered each day for two days.
- One-day Schedule: The entire test will be administered in one day.

Performance (Psychomotor) Assessment Administration

- Three-day Schedule: The performance jobs can be divided equally over three days making sure that all participants complete the same jobs each day. Example: Jobs 1 and 2 – day one, Jobs 3 and 4 – day two, Job 5 – day three.
- Two-day Schedule: The performance jobs can be divided equally over two days making sure that all participants complete the same jobs each day. Example: Jobs 1,2,3 – day one, Jobs 4,5 – day two.

- One-day Schedule: The entire test will be administered in one day.

Accommodations and Exceptions for Assessment Sessions

At times it may be necessary to allow accommodations or exceptions when administering NOCTI assessments. Below are several examples of allowable accommodations and exceptions to assist with administering a quality testing program that will benefit students, instructors, and administrators.

Subpart Scoring

On occasion it may be desirable to administer only a portion of an assessment. As an example, one job on the performance assessment may not be covered in the program, thus administering that particular job would not benefit the test taker or the program. For this type of circumstance, the site may request "Subpart Scoring" for the performance component. Subpart scoring may be requested for written and performance assessments.

A Subpart Scoring Request form must be submitted with answer sheets designated for subpart scoring. The Subpart Scoring Request form may be downloaded from the Client Services Center (<http://clientservices.nocti.org>). The form must be completed and returned with the answer sheets that are to be scored as subpart only. If an answer sheet intended for subpart scoring is submitted without the accompanying form, it will be scored as an entire test and the resulting score will be reflective of an incomplete assessment.

NOTE: Subpart scoring requires that ALL items (questions or performance criteria) within the subpart (duty or job) being omitted MUST be left blank. All other items on the assessment must be completed to ensure proper scoring.

Subpart scoring should NOT be used by organized testing programs unless approval has been granted by the governing agency. Subpart scoring is only available for the paper/pencil delivery option.

Special Needs Accommodations

It is important to use Individualized Education Plans (IEPs) as guidelines when determining necessary accommodations for NOCTI assessments.

Participants may be assessed in small groups or individually, as necessary, for teacher supervision and support and/or for the provision of other accommodations. It is important to provide a favorable environment for every participant during the assessment session. If it is likely that a participant will be easily distracted or disruptive during administration, it would be appropriate to assess that participant individually or in a small group.

Text to Speech (TTS)

This online delivery option provides a test taker with the ability to view questions and answer choices in a larger font and to hear the questions and answer choices. A

computerized voice reads the questions and the answer choices to the test taker. TTS is intended to be a delivery alternative for test takers who may have an IEP that recommends a reader be provided. Some examples include test takers who may have a learning disability such as dyslexia or who may have difficulty reading. When planning test administration, consideration should be given to the level of noise that will be generated due to the computer speech option.

Job Ready assessments are available for delivery in TTS format. Orders for TTS assessments should be clearly marked as assessments designated for TTS delivery. Information on TTS assessments, computer/equipment specifications, and instructions for administration may be downloaded from the Client Services Center.

Readers

A reader may be used to read and clarify, as appropriate, all sections of the assessment to participants who have been identified as needing this accommodation. However, the reader may not provide clues or any other form of feedback to the participants. Participants having this accommodation may be assessed individually or in small groups.

Assessment Booklets

If necessary, participants may circle their answers for the Written (Cognitive) questions in their booklet. However, the Site Coordinator is responsible for transferring the responses to the original answer sheet. Special care should be taken to ensure that the participant responses are correctly and accurately coded on the answer sheet.

Time Extensions

Time extensions may be granted to participants whose disability makes completion of the assessment within prescribed time limits unreasonable. Participants who receive extended time should have the assessment administered separately from those participants assessed under standard time limits. If such factors as mental and/or physical fatigue or disruptive behavior present a problem, it is acceptable to plan breaks within the session or spread out administration over several sessions. Care should be taken, however, to ensure that participants do not have an opportunity to share/compare test information during any breaks that are provided.

Time extensions for online test administrations must be requested in writing (email is acceptable) at least three days in advance of the test administration date.

Large Print Edition

If a participant's disability requires a large print version of the assessment, the request must be made on the order submitted to NOCTI well in advance of the assessment date (at least four weeks). Large print versions of the answer sheet are not available at this time. Participants may respond directly in the large print test booklet. The Site Coordinator is responsible for transferring the responses to the answer sheet. Special care should be taken to ensure that the participant's responses are correctly and accurately coded on the answer sheet.

Section 6

Coordinator Cover Sheet and Answer Sheet

Coordinator Cover Sheet

An original Coordinator Cover Sheet **must** accompany the answer sheets each time a batch is sent to NOCTI for scoring from your site. Scoring cannot be processed without this cover sheet. A sample coordinator cover sheet is provided on page 22. Please review the following items before completing the cover sheet:

- **Site Name:** Use the site name that was provided on the NOCTI testing agreement.
- **Coordinator’s Name:** This is the name of the person responsible for the overall assessment program at your site—the Site Coordinator. This name **must** match the name provided on the NOCTI testing agreement. A discrepancy could result in a delay in scoring.
- **Address, Phone, Fax and Email Address:** Correct shipping, telephone, fax and email information is essential if questions arise while processing and scoring staff need to contact the Site Coordinator.
- **Date:** Use the date you are returning the answer sheets for scoring.
- **Site Code:** Your site code is **required**. Your site code serves as your customer ID and will be needed in ALL correspondence with NOCTI. Your scores will be maintained in our database by site code. Site codes are either four or five digits. **DO NOT** add a zero to a four-digit site code when completing cover sheets and answer sheets. If you have questions regarding your site code, please contact NOCTI.
- **Testing Level:**
 - *Pilot Test:* A pilot test is an assessment that is being administered to determine the reliability and validity of the instrument. If an assessment is a pilot, the word “PILOT” is displayed on the front cover of the assessment booklet.
 - *Pre-Test:* Pre-tests are Written (Cognitive) assessments and are usually administered to secondary and post-secondary students who have just entered a program.
 - *Post-Test:* Post-test is used for program completers. Always select Post-Test unless another testing level applies.
 - *Retake:* Retake is used for participants taking the same test more than one time.

Most test administrations are identified as **Post-Test**.

- **Testing Group:** This gives you the opportunity to differentiate between groups of participants taking the same assessment. Fill in the bubble for Group A if you want all participants (taking the same assessment) scored as one group. Separate cover sheets and group codes **must** be used in some situations. See page 23 for details.
- **Classification Level:** The classification level is prefilled.

Site Coordinator's Cover Sheet

SITE NAME: (Please print in boxes provided)

A B C C A R E E R C E N T E R

COORDINATOR'S NAME: (Must match Coordinator's name on file at NOCTI's office)

Last Name: S T O N E

First Name: S H A R O N Middle Initial:

ADDRESS:

Street Number and Name: 5 0 0 1 B R O A S O N

City: B A L D W I N Middle Initial: M I


Zip: 4 9 3 0 4 -

Phone Number: 2 3 1 9 9 9 1 0 0 0 Fax Number: 2 3 1 9 9 9 1 0 0 1

EMAIL ADDRESS:

S S T O N E S @ A B C C . E D U

DATE SUBMITTED: 3 - 3 1 - 0 8



TESTING LEVEL

Pilot Test

Pre-Test

Post-Test

Retake

TESTING GROUP

(Mark A unless otherwise instructed)

Group A (default)

Group B

Group C

Group D

CLASSIFICATION LEVEL

Student

SITE CODE

7 9 9 8

MARKING INSTRUCTIONS

- Use number 2 pencil only.
- Make dark marks that fill the oval completely.
- Erase cleanly any mark you wish to change.
- Make no stray marks.

Correct Mark ● Incorrect Marks ✗

All fields must be filled out completely and correctly to ensure timely and accurate processing of results.

Mark Return forms by Pearson HCS
 WM215765-3 321 E096 Printed in U.S.A.

When do I use a separate Coordinator Cover Sheet?

The information on the Coordinator Cover Sheet must apply to every answer sheet submitted with that particular cover sheet. If groups need to be broken out, a separate cover sheet must be used for each one. Refer to the examples listed below:

1. Grades 10, 11, and 12 are being assessed and a group average for each grade is needed. Use a separate cover sheet for each grade level group.
2. Pre and post-assessments are being sent in at the same time. Use one cover sheet for pre-assessments and another for the post-assessments.
3. There is more than one class/instructor for each occupation or there are AM/PM classes and a separate group average for each is needed. Use a separate cover sheet for each group.
4. There is more than one school within a district and a group average for each school is needed. Use a separate cover sheet for each school.
5. Secondary and post-secondary level groups have been tested. Use a separate cover sheet for each level.

Answer Sheet

NOCTI answer sheets must be used for all paper/pencil assessment administrations. Photocopies of NOCTI answer sheets **cannot** be used. It is important to take the time to become familiar with these forms so that you can properly train your proctors.

Answer sheets must be completed with a #2 pencil. **Answer sheets must be filled out completely and correctly to ensure timely and accurate processing of results.** Answer sheets that are not filled out completely or correctly may be returned for correction and may incur additional fees. (Refer to pages 32 and 33.)

NOTE: The same name and participant ID must be used for a participant on both the pre and post-test administrations to ensure comparative reporting.

Specific details for completing answer sheets are provided in the proctor/evaluator instructions supplied with each assessment order. A sample answer sheet is provided on page 24.

Section 7

After Administration

By taking the time to organize and accurately complete the answer sheets and accompanying materials, you can expect prompt and accurate scoring services.

A one-page checklist for After Administration is provided in Appendix B.

Shipping Answer Sheets to NOCTI

Make sure that **all** required fields are completed correctly and sort answer sheets by test title to avoid delays in scoring or additional charges.

Include the following:

- Coordinator cover sheet
- Used answer sheets
- Attendance roster
- Irregularity reports
- Comment sheets

Do ***not*** include:

- Unused test booklets
- Unused answer sheets
- Any other items

Ship answer sheets directly to ***NOCTI, 500 N. Bronson, Big Rapids, Michigan 49307***, via a service that can be tracked. In order to track delayed or missing packages, shipping receipts should be retained until answer sheets are received by NOCTI. Answer sheets should be packaged and shipped separately from materials being returned for credit.

Destroying Used Materials

Sites are responsible for the disposition of assessment booklets by one of the following methods:

- Books should be destroyed after the assessment session in such a way that they cannot be retrieved (shredding is recommended).
- Books should be returned to a central location, if required by your state or by your testing organization.

NOTE: Performance evaluation worksheets and other performance assessment materials (i.e., participants' work, evaluator notes, etc.) should be kept in a secure location until assessment scores have been received.

Handling Unused Materials

Unused assessments can be returned for credit ONLY if the booklet is unopened (sealed), accompanied by an unused answer sheet, and within 180 days of purchase. There is a handling charge for returns, so be careful to order the exact number of tests that you need. Once the materials have been returned and verified, a credit will be placed on your account. ***Please refer to the Return Policy located on page 14.***

Section 8

Scoring and Reporting

As part of the standard assessment package, NOCTI provides a comprehensive report of the participant results. The standard scoring package includes a Site Coordinator report, comparative report and individual report for both the written (cognitive) and performance (psychomotor) portions of the assessment.

Score reports are provided electronically at the Client Services Center (<http://clientservices.nocti.org>). Score reports remain available on the Client Services Center for one year from the test date.

A Score Interpretation Report is available at the online Client Services Center. This one-page summary is provided to help you interpret the scoring information and is useful for presenting scoring information to others including administrators, teachers, parents and students. The Score Interpretation Guide provides a detailed description of the standard scoring package, sample reports, and instructions on how to interpret the data provided. The Score Interpretation Guide may be downloaded from our web site at www.nocti.org.

As always, NOCTI is available to answer any questions you may have regarding your score reports. In addition, we have the capability to customize reports if more detailed information is needed. Customized reports may range from a comprehensive year-end report with graphs and charts to a more detailed score report broken down to the task level data. Please contact NOCTI for a price quote if you are interested in customized reporting. Our goal is to provide you with information that is useful.

Turnaround Time

Score reports are available at the online Client Services Center (<http://clientservices.nocti.org>) within two weeks (10 business days) from the date the answer sheets are received at NOCTI, providing that correctly completed answer sheets have been submitted. Score reports for online administrations are available two weeks (10 business days) from the date the user codes are released from the Client Services Center. A notification email is sent to the Site Coordinator when the score reports are available for access/printing at the online Client Services Center.

Incomplete/Incorrectly Completed Answer Sheets

Answer sheets that cannot be scored may be returned to the Site Coordinator for completion/correction or additional fees may be charged for NOCTI to make corrections. (Refer to pages 32 and 33 for a listing of fees.)

Reporting Results

Scores are reported to the Site Coordinator who then provides results to participants and others as appropriate. It is the responsibility of the Site Coordinator to provide the results to administrators, instructors and/or students.

Requesting Hard Copies of Score Reports

Score reports are available at the Client Services Center (<http://clientservices.nocti.org>) for one year from the test date. Access to a previous year's scores or printing of score reports may be requested for an additional charge. To request hard copies, please contact NOCTI at 800-334-6283, extension 215 or 226, or via email at nocti@nocti.org.

Reporting Format

Test Coordinator's Report

The Test Coordinator's Report is a summary of all of the participants within a particular group and is provided for both the written (cognitive) and performance (psychomotor) assessments for each title that is administered. Participants are listed alphabetically and individual scores are displayed.

Comparative Data Report

The comparative data report provides a wealth of information that can be helpful in making inferences about the data. Group, site, state and national information is provided for both written (cognitive) and performance (psychomotor) assessments.

Individual Report

Score reports are provided for each participant for both written (cognitive) and performance (psychomotor) assessments. This report displays the individual's score and also includes the comparative data including group, site, state and national averages. This report also displays the percentage change between the pre and post-test scores if the test was used in that application.

Section 9

Quality

The foundation of each NOCTI assessment is an occupationally validated task analysis that carefully defines the critical core competencies necessary to achieve occupational competence. NOCTI assessments are not developed to reflect any particular curriculum; they are built to reflect the critical core competencies required of a particular occupation. High quality curriculum materials, as well as all available industry-based national standards, are used as references to assist assessment development committees. Accordingly, a high degree of correlation should exist between NOCTI assessment content and program curriculum in the same occupational field.

Assessment Development/Revision

New and emerging occupations, as well as the need to maintain pace with current practices require NOCTI to be continuously involved in assessment development. When determining an assessment title, we consult the Classification of Instructional Programs, published by the United States Department of Education and the Occupational Information Network (O*NET), published by the United States Department of Labor for the appropriate program description. Once established, we validate the assessment title with the development committee that is comprised of occupational experts in the particular field. Committee members are identified and recruited by NOCTI, with guidance and recommendations from the leading industry associations, to serve as technical experts. The committees are composed of five to eight members from industry, post-secondary education, and secondary education. All members are experts in the field which parallel the assessment title. When selecting committee members, we attempt to choose experts representing at least three different states.

Advancements in technology, coupled with changes in occupational practices, result in the need to review and update NOCTI assessments. NOCTI is currently working on a two-year revision cycle. Revision committees are convened with the same representation of content experts as development committees.

Pilot Testing

NOCTI assessments are pilot tested in at least three states. In order to ensure valid pilot data, the group should consist of one more person than the number of items on the assessment.

The pilot results are compiled and analyzed through an item analysis. The results of the item analysis indicate item difficulty and discrimination, mean, standard deviation, range of scores and standard error of the mean. Based on the analysis of pilot results, the committee is asked to make appropriate modifications to the assessment.

Validity

A key strength of all NOCTI Job Ready assessments concerns content validity. That validity is based upon the fact that each assessment is built upon available national/industry standards and reflects the critical core competencies required in the occupation as reflected in associated job-task analyses performed during the development/revision process. Since NOCTI's assessment development methods rely on subject matter experts to assess the relationship between the assessment content and the defined universe of the job title, NOCTI assessments are a content valid measure of the required skills in a given job title. The Standards for Educational and Psychological Testing (1999) state that content-related evidence demonstrates the degree to which the sample of items, tasks, or questions on a test are representative of some defined universe or domain of content. The methods often rely on expert judgments to assess this relationship. Thus, the content validity of NOCTI Assessments is in accordance with the Standards endorsed by the American Educational Research Association (AERA), The American Psychological Association (APA) and the National Council on Measurement in Education (NCME).

NOCTI assessments do not necessarily parallel any local curriculum. However, it can be assumed that any good curriculum will be based on the critical core competencies required of that occupation. Accordingly, a high degree of correlation should exist between the NOCTI assessment content and a good curriculum in the same occupational field.

Reliability

The reliability of an assessment refers to its consistency of measurement (i.e., the absence of measurement errors). NOCTI works to ensure that all of the assessments that we create have a stable and consistent performance of measurement. Below are the various approaches that we have utilized to demonstrate that an assessment is providing a reliable measurement of student skill and/or knowledge.

- Internal consistency – This is a measure often used with written (cognitive) assessments and is calculated using a statistical software package such as SPSS or item analysis programs; NOCTI utilizes both types of programs. The higher the internal consistency the more reliable the assessment.
- Inter-rater reliability – This is a measure that NOCTI often uses with hands-on testing as well as any assessment form that necessitates the use of ratings. We design all ratings around rubrics that are as objective and clear as possible. Measuring these ratings allows us to verify that we have met our goals for developing objective rubrics. To obtain this measure, several raters will score the same group of participants; the scores by the raters are then correlated for agreement.

Fairness

NOCTI's assessments meet the requirements of test fairness, validity and reliability. Site Coordinators, however, must be cautious to avoid misuse of assessment materials or scores. The site must assume full responsibility for use and appropriateness of any assessment materials and/or results.

Standards and Norms

Comparative data are collected and maintained for each NOCTI assessment to assist in the determination of "pass or fail" levels. NOCTI does not set the pass or fail level for any of its occupational competency assessments. It is important to note that a NOCTI assessment norm is a standard scale, a measure of typical performance, not a standard of excellence.

Setting Cut Scores (Pass/Fail)

A cut score or standard is a point on an assessment score that is used to "sort" examinees into categories that reflect different levels of proficiency. When a cut score is used to determine those participants that are qualified or unqualified, there must be sufficient proof that the cut score was not established in a capricious or arbitrary manner. NOCTI can assist customers in setting cut scores through a one-day workshop.

Readability

Each NOCTI written (cognitive) assessment will parallel (not exceed) the reading level required in the industry. Each development committee member will be asked to bring reading materials that are required in the occupation to the development workshop. These materials will be subjected to readability analysis and the written assessment will then be constructed to parallel this reading level.

Section 10

Billing Procedures

Assessment Materials and Scoring

The cost of the assessments includes the booklets, guides, and answer sheets (or user codes for online assessments) needed for administration, along with score reports once the answer sheets are returned for scoring. Customers will be invoiced at the time the order is placed. Shipping charges are also billed at this time and are determined from rates set by the carrier service based on package weight.

With your order, you will receive a packing list indicating what was shipped. Remember, unused assessments can be returned for credit **ONLY** if the booklet is unopened (sealed) and accompanied by an unused answer sheet. There is a handling charge for returns, so be careful to only order the exact number of assessments that you need. ***Please refer to the Return Policy located on page 14.***

Charges for Standardized Student Assessment Services (effective 9/1/2009)

Job Ready

Online Post-Assessments	\$18.50 each \$21.00 set (<i>Written and Performance— online performance rating entry must be used</i>)
Online Pre-Assessments	\$11.00 each
Paper/Pencil Post-Assessments	\$24.00 each <i>Written OR Performance</i> \$26.00 set <i>Written AND Performance</i>
Paper/Pencil Pre-Assessments	\$16.00 each
Shipping/Handling	<i>number of tests ordered/package weight will determine actual shipping charge</i>
Additional Evaluator Guides (for performance tests)	\$3.00 each – <i>NOCTI provides <u>one</u> for <u>every</u> <u>five performance tests ordered</u></i>
Additional Answer Sheets	\$21.00 each
<u>Pathway Assessments</u>	
Online Post-Assessments	\$10.00 each
Online Pre-Post Package	\$15.00 each

Service Fees

Expedited Phone Orders	\$10.00 per order
Rush Orders <i>(orders placed with less than the requested lead time)</i>	10% of total order, \$25.00 minimum
Rush Scoring <i>(less than two weeks from date received)</i>	\$1.00/answer sheet, \$25 minimum
Sort answer sheets by test title and date	\$1.00 per sheet
Transfer answers to a new answer sheet	\$30.00 per answer sheet
Score an answer sheet not completed correctly	\$2.50 per sheet, \$25.00 minimum
Rescore	\$20.00 per answer sheet
Shred used test booklets	\$1.00 per booklet
Handling charge for returns	\$7.00 per booklet

Online Testing Fees

User code setup change	\$3.00 per user code
Release scores	\$3.00 per user code
Handling charge for returns	\$5.00 per user code

Printing Score Reports *(fees do not include shipping/handling charges)*

Request to receive archived or printed reports	\$20.00, plus shipping as applicable
------------------------------------------------	--------------------------------------

All fees must be paid or have an approved purchase order prior to service. NOCTI accepts VISA, MasterCard, Discover and American Express.

Appendix A

Security Policy for NOCTI Assessments for Use at the Secondary/Post-Secondary Level

NOCTI's security policy is designed for the protection of NOCTI standardized, customized or partner assessments offered through NOCTI as well as test taker data. By accepting delivery of and/or using any NOCTI assessment, the recipient acknowledges the professional, legal, and ethical responsibility for maintaining assessment security. Federal copyright law prohibits unauthorized reproduction and use of copyrighted materials.

Assessment security involves procedures for shipping, receiving, storing, disseminating and controlling assessment materials, both in hard copy and online formats. Assessment instruments must only be released to individuals qualified to take part in the local testing program (see restrictions below). Testing sites must establish a specific assessment security and administration policy that denotes the proper handling and use of NOCTI assessment materials. In-service training should be provided by the site administration to ensure that all individuals involved in the testing process understand the importance and requirements of maintaining assessment security.

If assessment security is compromised in any manner, NOCTI reserves the right to take appropriate action. The following statements constitute NOCTI's assessment security requirements.

- Testing sites must be approved by NOCTI prior to administration of any NOCTI assessments. NOCTI reserves the right to approve, deny, or place sites on probation in 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.
- Testing sites are liable for the conduct of staff, consultants, or volunteers associated with the district or institution as related to the assessment program, including but not limited to the site coordinator, proctors, and/or evaluators.
- If an assessment instrument is compromised, testing sites will be liable for up to **\$20,000.00** per offense to offset the development cost of a replacement assessment instrument.
- Testing sites have a professional responsibility to report any security breach to NOCTI immediately and to respond to requests for further information in a timely manner.
- Testing sites must protect the integrity of QuadNet, NOCTI's online systems. Access to password-protected sites should be restricted to the individuals qualified to take part in the local testing program.
- Assessment instruments shall not be reproduced, in whole or in part, in any fashion. Reproduction of assessment instruments represents a violation of copyright law.
- Assessment instruments shall not be made available, in whole or in part, to newspapers, radio stations or other media sources for any reason.

- Assessment instruments must not be released or administered to individuals other than those qualified to take part in the local testing program. Restricted individuals include, but are not limited to instructors, para-professionals, parents, and personnel from other school districts.
- Instructors teaching in the content area for which the assessment instrument will be administered are prohibited from proctoring and/or evaluating their own students or students in a similar educational setting during the multiple-choice (written) or performance assessments, in both online and paper/pencil formats.
- Assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects may not be shared with instructors at any time, under any circumstances. Information required for assessment preparation and set-up is available through non-restricted materials. Assessment proctors and evaluators are prohibited from sharing assessment-related content with instructors or any other individual assisting in the classroom.
- Test participants must not have access to assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects until the actual test administration commences.

Appendix B

One-Page Checklists

Getting Started

Before Administration

After Administration

GETTING STARTED

- Thoroughly review your Coordinator Guide, other instructional guides (e.g., Online Systems Guide for Site Coordinators) and the NOCTI Security Policy.
- Review the assessment blueprints with your instructors.
- Determine the assessment titles and quantities needed.
- Choose the method of test delivery (online or paper/pencil).
- Review IEPs and determine any special needs to be addressed.
- Determine testing dates and administration schedule (e.g., multiple sessions).
- Complete order in online system (save a copy for your records) and submit to NOCTI or your state/testing agency as appropriate.
- Identify proctors and performance assessment evaluators.
- Conduct proctor/evaluator training.
- Identify and approve testing sites (e.g., classrooms, labs, etc.).
- Provide computer setup requirements to technical staff (for online testing) and confirm your site meets the minimum technical specifications required for online delivery.
- Receive shipped materials and/or retrieve online user codes from Client Services Center.
 - Conduct inventory of shipped materials comparing to both your original order and the provided packing list.
 - Verify test codes and quantities for online user codes by comparing to your order.
- Contact NOCTI immediately if there are discrepancies in the materials or user codes received.
- Provide Instructor Prep Packs to instructors.
- Review list of materials, tools, and equipment required for performance assessments and ensure sufficient quantities for participants.
- Determine if any reference materials are allowed for written assessments and obtain copies for participants.
- Secure testing materials in a locked room and maintain security of user codes and passwords (online testing) to prevent unauthorized use.
- Report any security breach to NOCTI immediately.
- Contact NOCTI with any questions or concerns.

BEFORE ADMINISTRATION

General

- Confirm any allowed reference materials are available for written test participants.
- Confirm tools, materials, and equipment are available for performance test participants.
- Gather miscellaneous testing supplies and ensure sufficient quantities (e.g., scrap paper, extra #2 pencils, pencil sharpener, non-programmable calculators, etc.).
- Check testing rooms/labs and confirm setup.
- Determine procedures for handling breaks and participants who complete their assessment early.
- Confirm proctors and evaluators and review instructions with each.
- Verify and prepare for any special accommodations based on IEPs.
- Ensure one copy of proctor instructions is available for each proctor.
- Remind administrative and instructional staff of testing dates to minimize chances of untimely interruptions (e.g., fire alarms) or scheduling conflicts (e.g., field trip).
- Review and reinforce security policy and procedures with proctors.
- Contact NOCTI with any questions or concerns.

Online

- Confirm technical staff have properly configured computers for test administration.
- Confirm user code quantities and specifications are correct.
- Assign user codes to participants (optional) and enter demographic information for each participant at the Client Services Center if required.
- Print hard copies of user code lists.
- Provide NOCTI technical support contact information to technical staff and proctors (1-800-278-8506).
- Notify NOCTI immediately if testing dates change.

Paper/Pencil Administration

- Organize test materials by room ensuring there are one answer sheet, one test booklet, and one demographic sheet for each participant.

AFTER ADMINISTRATION

General

- Collect all testing materials from proctors and evaluators.
- Check testing rooms and labs to verify all testing materials have been removed.
- Inventory all testing materials to ensure nothing is missing.
- Secure all testing materials in a locked room until you are ready to process for scoring.
- Review any Comment/Irregularity forms submitted by proctors and send to NOCTI.
- Contact NOCTI with any questions or concerns.

Online

- Enter performance ratings for participants, if appropriate, at the Client Services Center.
- Check the status of user codes to verify they are ready for release.
- Complete information for those still in process (e.g., missing demographics, missing performance ratings).
- Release user codes to be processed for scoring.

Paper/Pencil

- Separate test books from answer sheets.
- Sort answer sheets by test title.
- Review information on answer sheets to ensure **all** required fields are filled out and bubbled.
- Erase any stray marks.
- Complete a Coordinator Cover Sheet for each package to be shipped.
- Locate attendance rosters for testing session, if appropriate, and include with answer sheets.
- Ship answer sheet package to NOCTI via a trackable shipping service.
- Dispose of remaining test materials per NOCTI guidelines or your state or testing organization's policy (e.g., some state programs require test books to be returned to a central location).

