



500 N. Bronson Ave., Big Rapids, MI 49307
 1-800-334-6283 FAX: 231-796-4699
 www.nocti.org

Order Date: _____

Test Date: _____
 (for multiple test dates, use earliest date)

Site Code: _____

ORDER FORM FOR STUDENT TESTING

Complete all requested information. Incomplete order forms **will** result in order delays. Refer to Page 2 for detailed instructions.

Check one: <input type="checkbox"/> Pre-Tests (Multiple-Choice only) or <input type="checkbox"/> Post-Tests	Check one: <input type="checkbox"/> Secondary Testing or <input type="checkbox"/> Post-Secondary Testing (i.e., Adult, Community College, Technical College, etc.)
Certificates of Completion Certificates will be sent unless you check the box below. <input type="checkbox"/> No, do not send certificates	Option for Online Testing ONLY Scores will not be displayed to the student at the end of the assessment unless you check the box below <input type="checkbox"/> Yes, Display score to test taker

Paper/Pencil Order Timeline		Online Order Timeline
Scheduled Test Date	Order due to NOCTI	Processed within two (2) business days
July 1 through February 28	2 weeks prior to scheduled test date	
March 1 through June 30	4 weeks prior to scheduled test date	

****REMINDER****

Always check the List of Materials, Tools and Equipment prior to test administration for a list of all necessary supplies and resources for both written and performance tests. The List of Materials, Tools and Equipment can be found on our web page at www.nocti.org.

BILL TO	SHIP TO (if different)
School: _____	School: _____
ATTN: _____	ATTN: _____
Address: _____	UPS Address: _____
City/State/Zip: _____	City/State/Zip: _____
Telephone: () _____	Telephone: () _____
E-Mail: _____	E-Mail: _____
Online Orders REQUIRE a PO or Credit Card PO #: _____ Credit Card Information (Please check the appropriate card): ___American Express ___Discover ___MasterCard ___Visa Card #: _____ Expiration Date: _____	All orders are Shipped UPS Ground unless otherwise specified. If express shipping is needed, please contact NOCTI for details.

****PLEASE NOTE****

Any change to "BILL TO", "SHIP TO" or test coordinator information requires completion of a new Testing Agreement. The Testing Agreement form can be found on our web page at www.nocti.org.

NOCTI Instructions for Assessment Orders

Requirements:

1. Completed signed Testing Agreement must be on file with NOCTI containing the **current** site information.
2. Site Coordinators **MUST** review the Coordinator Guide for Student Testing/Online Systems Guide and oversee the ordering of assessments.
3. Prior approval is needed for online test administration. (To apply for approval, complete a new testing agreement being sure to check the online system(s) that you would like to use.)
4. For specialized programs, all additional requirements must be met prior to placing an order.

Place Your Order:

The following steps should be taken to insure a timely and accurate delivery of testing materials:

1. Complete **ALL** fields on the order form.
2. Abide by the order timelines in order to avoid additional charges.
3. All online orders require a purchase order or credit card information to process.
4. Submit your order by one of the following methods:
 - Mail: NOCTI, 500 North Bronson, Big Rapids, MI 49307
 - FAX: 231-796-4699

If your school is part of a statewide testing program managed through a central agency, please verify order procedures as they may differ from non-statewide testing programs.

Multiple-Sessions:

Most assessments can be administered in multiple-sessions which consist of two 90 minute or three 60 minute sessions. This option **MUST** be designated at the time of order. The three session option is not available for the following titles: Workplace Readiness (3031, 3032, 3931) and Career Skills (1100).

Online Performance Ratings:

When administering paper/pencil performance tests, you have the option to enter performance ratings online. This option **MUST** be selected at the time you order your performance assessments. Enter “yes” on the order form if you choose to enter performance ratings via the online system. Enter “no” on the order form if you choose to use the traditional answer sheet for recording performance ratings. For online system details, refer to the Online Systems Guide located on NOCTI’s website.

Pricing (effective 7/1/05)	
Online Assessments	\$17.50 each \$20.00 set (<i>multiple choice & performance—online performance rating entry must be used</i>)
Online Pre-tests	\$10.00 each
Paper/Pencil Assessments	\$23.00 each (<i>multiple choice OR performance</i>) \$25.00 set (<i>multiple choice & performance</i>)
Paper/Pencil Pre-tests	\$15.00 each
Shipping/Handling	Determined by # of tests ordered/package weight
Rush Order Fee	10% of total order, \$25.00 minimum

Return Policy
Prior authorization is required for returns. Please contact a NOCTI representative at 1-800-334-6283. Your site code and invoice number will be required. There is a \$3.00 handling fee for each test returned.
Paper/Pencil Orders Credit will be granted ONLY if the booklet is unused, sealed and accompanied by an unused (blank) answer sheet and returned within 180 days of receipt.
Online Orders Unused online test participations may be returned for credit within 180 days of issue. Participation numbers will be required to ensure proper credit.

SPECIALIZED/CUSTOM ASSESSMENT PROGRAMS

Test #	Specialized/Custom Assessment Program Details may be obtained at http://www.nocti.org/StudentCertificatePrograms.cfm	Paper/Pencil Assessments			Online Assessments				
		Special Pricing	# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	Test Date	AM or PM Testing	Multiple Sessions (Enter 2 or 3)	Enter Performance Ratings Online (Yes/No)
3931	Workplace Readiness Certificate Program Visit www.nocti.org/skillsusa.cfm for assessment program details. A study guide that accompanies the assessment is available for purchase through SkillsUSA (www.skillsusa.org)	\$22.50 ea.		n/a				**Refer to Instructions on Page 2**	
7490	Fundamental Concepts of Business & Marketing Visit www.nocti.org/Studbusmark.cfm for assessment program details. Recognition package is available through the A*S*K Institute (www.askinstitute.org).	\$20.00 ea.	n/a	n/a				n/a	n/a
7343	Pre-Skills for MasterCam Certification Visit www.nocti.org/mastercam.cfm for assessment program details.	See NOCTI Pricing (pg 2)			n/a	n/a	n/a	n/a	n/a
0990	Culinary Arts (Form 1) Visit www.nocti.org/StudCulinary.cfm for program details. *MUST be an ACF Certified School to order.* Visit www.acfchefs.org for more information about becoming a certified school.	See NOCTI Pricing (pg 2)							
7550 DC: 1037	Healthcare Foundation Skills Visit www.nocti.org/StudNCHSTE.cfm for program details and pre-requisites for ordering.	\$15.00 Pre-test	n/a	n/a				n/a	n/a
		\$30.00 Post-tests	n/a	n/a				n/a	n/a
		\$40.00 set	n/a	n/a				n/a	n/a
New York Customized Assessments (**New York Schools Only**)		Paper/Pencil Assessments			Online Assessments				
	Pricing: (See Page 2 for pricing)		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	Test Date	AM or PM Testing	Multiple Sessions (Enter 2 or 3)	Enter Performance Ratings Online (Yes/No)
								Refer to Instructions on Page 2	
7426	Conservation								
7576	Cosmetology								
7416	Nail Specialty								
7413	Small Animal Science								
TOTAL									

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments				
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	Test Date	AM or PM Testing	Multiple Sessions (Enter 2 or 3)	Enter Performance Ratings Online (Yes/No)
							Refer to Instructions on Page 2	
	Job Ready							
2000	Accounting – Basic							
2900	Accounting - Complete							
3001	Administrative Assisting							
3019	Advertising and Design							
1002	Agriculture Mechanics							
2068	Air Cooled Gas Engine Repair							
1003	Appliance Repair							
2004	Architectural Drafting							
2005	Audio-Visual Communications Technology							
1007	Auto Diesel Mechanics							
3008	Automotive Technician Complete							
3009	Automotive Technician Basic							
1011	Building Construction Occupations							
2012	Building Trades Maintenance							
2013	Business Information Processing							
1014	Cabinetmaking							
2973	CAD							
2073	CAD/CAM							
3015	Carpentry							
2018	Clothing and Textiles Management and Production							
2006	Collision Repair							
1083	Collision Repair/Refinishing Technology							
3020	Commercial Foods							
2414	Computer Networking Fundamentals							
2023	Computer Programming							
2415	Computer Repair Technology							
3022	Computer Technology							
1024	Construction Electricity							
3025	Construction Masonry - Blocklaying option							
3125	Construction Masonry - Bricklaying option							
3225	Construction Masonry - Stone option							

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments				
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							Refer to Instructions on Page 2	
	Job Ready							
2082	Cosmetology							
2081	Criminal Justice-Law Enforcement							
2981	Criminal Justice-General							
3026	Dental Assisting							
1417	Dental Lab Technology							
3027	Diesel Engine Mechanics							
2016	Early Childhood Care and Education							
3030	Electrical Construction							
1031	Electrical Occupations							
1078	Electronic Product Servicing							
3035	Electronic Technology							
1034	Electronics							
3049	Floriculture							
3949	Floriculture - Greenhouse							
3036	Food Production, Management and Services							
2037	Forestry Products and Processing							
2038	General Drafting and Design							
4042	Graphic Communications Technology							
2043	Health Assisting (with Dental)							
2044	Health Assisting							
2046	Heavy Equipment Maintenance Repair							
2048	Home Health Aide							
2149	Horticulture - Landscaping option							
2249	Horticulture - Olericulture option							
1079	Hospitality Mgmt. – Food & Beverage							
1080	Hospitality Mgmt. - Lodging Option							
3045	HVAC							
3064	HVAC-R							
1050	Industrial Electricity							
2051	Industrial Electronics							
1074	Industrial Maintenance Mechanic		<i>n/a</i>					<i>n/a</i>

Test #	Assessment Title	Paper/Pencil Assessments		Online Assessments				
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	Test Date	AM or PM Testing	Multiple Sessions (Enter 2 or 3)	Enter Performance Ratings Online (Yes/No)
							Refer to Instructions on Page 2	
	Job Ready							
1084	Manufacturing Technology		<i>n/a</i>					<i>n/a</i>
1076	Marine Mechanics							
3055	Medical Assisting							
2056	Metalworking and Fabrication							
1077	Motorcycle Mechanics							
3058	Nursing Assisting							
2060	Painting and Decorating							
3061	Plumbing							
3062	Practical Nursing							
1475	Pre-Engineering/Engineering Technology							
3052	Precision Machining							
1063	Production Agriculture							
1075	Refinishing Technology							
2010	Retail Commercial Baking							
3053	Retail Trades							
1065	Robotics Technology		<i>n/a</i>					<i>n/a</i>
3054	Technical Drafting							
1427	Television Broadcasting							
1069	Truck and Bus Mechanics							
1425	Visual Communications							
1071	Warehousing Services							
3072	Welding							
3031	Workplace Readiness – Form A		<i>n/a</i>					<i>n/a</i>
3032	Workplace Readiness – Form B		<i>n/a</i>					<i>n/a</i>
1100	Career Skills (Workplace Readiness for Middle School)		<i>n/a</i>					<i>n/a</i>
	TOTAL							

Evaluator Guides are specific to each performance test and are not to be confused with Test Proctor Guides. NOCTI will send 1 Evaluator Guide for every 5 performance tests ordered. (If ordering less than five performance booklets, you will be sent one evaluator guide.) Additional evaluator guides may be requested for \$3.00/each. Please use the space below to order additional evaluator guides. If additional space is needed, please attach a separate sheet listing the test code, assessment title and quantity requested.

Job Ready		
Pricing: \$3.00 Per Additional Evaluator Guide		
Test #	Assessment Title	Quantity Requested
	TOTAL	