

PrintED Examination Guide

NOCTI is pleased to be the assessment provider for the PrintED national certification examinations. As the NOCTI contact for PrintED examinations at your school, you play a critical role in overseeing the testing program. We have prepared this guide to assist you in understanding your role and the process for administering the PrintED assessments. The initial (welcome) email from NOCTI contained the following information for use with administering the PrintED national examinations.

- NOCTI Site Code - This four digit number serves as your customer ID and will be used in all correspondence with NOCTI.
- Client Services Center Password – This password used with your site code allows access to the Client Services Center for managing your online assessments.
- PrintED Examination Guide – This guide is for use by instructors and provides an overview of testing procedures for PrintED national examinations.
- Proctor Guide – This guide is for use by examination proctors as they prepare for and administer the PrintED national examinations.

Tips, Notes, and Cautions

Tips, notes and caution symbols highlight important information throughout the guide and are easy to recognize.



Important
information about
the current topic



Warns of
potential
problems or
concerns

Getting Assistance

When you need technical assistance that may not be provided in this guide, please contact NOCTI at 800-334-6283 and request to speak with Online Systems support. Technical assistance is provided Monday – Friday from 8:00 am – 5:00 pm EST.

Expiration of Online User Codes

User Codes for the online examinations will expire 180 days after the date they are issued by NOCTI. If a student wishes to take an examination after the expiration date, another examination must be ordered and payment must be enclosed with the order.

Retake Policy

Students may not retake an examination until fourteen (14) days has elapsed since the original examination date. A student may take an examination a maximum of two (2) times in one academic year. The full examination fee must be paid for each retake examination.

Refund Policy

Requests for refunds must be made in writing to NOCTI within 180 days of issue and prior to the expiration of the User Codes. A \$5.00 handling fee is assessed to the site for each unused User Code that is refunded. Schools will be asked to include the following information in their written request to NOCTI:

- School name
- Instructor name
- Site code
- Invoice number
- List of User Codes and Passwords to be refunded

Achievement Levels

Students who successfully complete an examination(s) in Introduction to Graphic Communications, Press Operations or Digital File Preparation will receive one of the following:

- **Certificate of Completion**
Students who achieve a minimum passing score on the examination(s) will be awarded a *Certificate of Completion*.
- **Certification**
Students who achieve a high passing score on the examination(s) will be awarded a *Certification*.
- **Certification with Distinction**
Students who achieve exceptional scores on the examination(s) will be awarded a *Certification with Distinction*.

Certificates will be sent to the school in one mailing and only after all the registered students have completed the examinations. Individual certificates will not be mailed.

Individual student scores are emailed to instructors upon completion of the student's examination session. Complete score reports will be available online once examination information has been released to NOCTI from the Client Services Center for scoring.

The Site Coordinator will be able to access the score report after the examination date from the Client Services Center (<http://clientservices.nocti.org>).

Pre-Assessments

The PrintED pre-assessments complement the certification examinations in the three areas of PrintED accreditation and were created using the standards as the certification examinations. Pre-assessments are intended to be administered to students in PrintED accredited programs at the time a student is entering the program or at targeted timeframes during the program. It may be advantageous to administer the pre-assessments at the end of the junior year or the beginning of the senior year after the student has exposure to key elements of the program.

System and Setup Requirements for Online Administration

Windows System Requirements

Configuration Requirements

- NOCTI and Whitener Group websites should be added to your Trusted Sites configuration in order to ensure maximum effectiveness. Details for verifying Trusted Sites are available at your Client Services Center in the Computer Setup tab.
- Popup-blocking software prevents the assessment windows from loading, and must be deactivated to take assessments. Examples of software that contain popup-blockers include toolbars and internet properties/options, and can also include some firewall and antivirus software packages.

Minimum Operating System and Hardware Requirements

- Windows 2000 Professional or Windows XP current with service packs and updates. All necessary service packs and updates can be obtained at no charge by using the [Windows Update](#) feature on your local machine.
- 128 MB RAM
- Pentium II-350 MHz processor
- 1024 x 768 resolution is highly recommended

Internet Browsers Supported

- Internet Explorer 6.0 for Windows

Macintosh System Requirements

Configuration Requirements

- Popup-blocking software prevents the assessment windows from loading, and must be deactivated to take assessments. Examples of software that contain popup-blockers include toolbars and internet properties/options, and can also include some firewall and antivirus software packages.
- Directions for deactivating your browser's popup-blocking capabilities can found in the Computer Setup section of your Client Services Center.

Minimum Operating System and Hardware Requirements

- OS X version 10.3.9 or higher
- 128 MB RAM
- G3 processor

Internet Browsers Supported

- Safari



It is essential that your technical support review the specific computer security requirements at your Client Services Center prior to administration.

Placing Orders

A school registration form must be completed to order PrintED examinations or pre-assessments. Student information and the scheduled examination date will be included. When collecting payments from students, please have students make checks payable to the school. The school should submit **one** check (purchase order or credit card also accepted) to NOCTI to purchase the assessments. Accurately completed order forms will ensure timely processing of orders.

Receiving Orders

Online assessment orders are processed within two business days after receipt of the school registration form at NOCTI. Once the order has been processed you will receive an email notification that the User Codes and Passwords are available for pickup at the Client Services Center. Use your site code and password that was provided in your "Welcome" email to access this information.

Client Services Center

The Client Services Center (<http://clientservices.nocti.org>) is a tool for managing the Online Systems that provides one-stop convenience. Coordinators/Instructors may access the Center (Figure 1) using the **Site Code** and the **Password** provided by NOCTI.

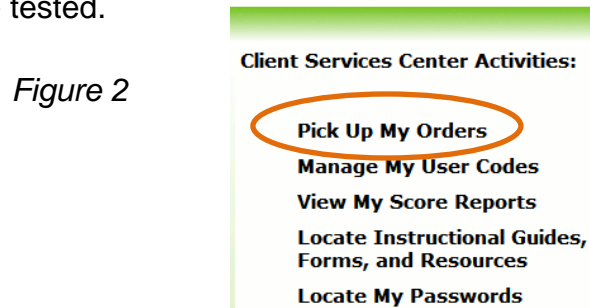


From the Client Services Center, you will be able to:

- View announcements and notifications regarding office closures and planned maintenance dates (updated on a regular basis).
- Retrieve User Codes and Passwords for online assessment administration.
- Manage your online testing program.
- Access score reports and more...

User Code Pickup

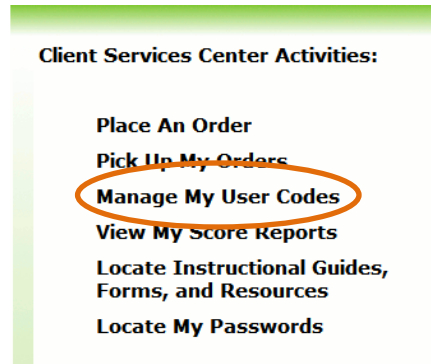
Once orders are processed, access the Pick Up My Orders section (Figure 2) of the Client Services Center. Click on the examination title to access User Codes and Passwords for student use. There will be a unique User Code and password for each student who will be tested.



User Code Management

Manage My User Codes (Figure 3) provides instructors the ability to manage all User Codes assigned to their site.

Figure 3



Manage My User Codes allows instructors to:

- Track the status of User Codes.
- Assign User Codes to individual students prior to administration.
- Release exam data for final scoring.

Releasing Results for Scoring

Instructors are responsible for releasing student examination information to NOCTI for scoring. Complete score reports will be available through the Reporting section of the Client Services Center within two weeks after the examination information is released for scoring.

Prior to releasing examination information for scoring, be sure that the information below has been completed correctly:

- Student Name and ID have been entered correctly.
- Student ID numbers are unique for each student.

When assessment information is ready to be released for scoring, a check box will appear in the “Release” column, and the “Status” column will list “Ready” (Figure 4). Choose the user code(s) for release by checking the appropriate box in the “Release” column. The “Select All” button at the bottom of the page (also appears above the “Release” column) can be used to select all participants at once time.

Figure 4

Testing -> My Orders -> Order # 15024

Test Title: Accounting - Advanced - 3900
Test Level: Post-Test
Testing URL: http://testing.nocti.org

Testing Group: A
Sessions: 1

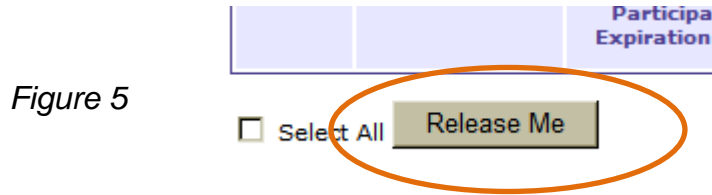
Check the box for each User Code to release for scoring

Select All


Release	User Code	User Code Info	Status	Status Info
<input type="checkbox"/>	312608	Name: tom barkley Password: LRPQY4V Participant ID: 3244 Expiration Date: 07/27/2008	Ready	Written Test: complete Performance Test: Participant Demographics: complete Administrator Demographics: 0/8

Select All


Click the “Release Me” button at the bottom of the page to release participant information for scoring (*Figure 5*).



If participant demographic information is incomplete, a warning message will appear. You may either complete the information needed or release the information for scoring.


Remember - “Release for Scoring”
is an irreversible action!

Once participant information is released, it is no longer accessible to make change/updates or to resubmit.


“In Process” in the Status column?

- Contact NOCTI/WG for instructions.
- User code(s) will be needed.

This message typically indicates the participant did not complete their testing session by clicking “Score This Test” on the summary screen to finalize the testing session.

Reporting

Instructors are notified via email when score reports are available in the **Reporting** section (*Figure 6*) of the Client Services Center. Unlimited access enables access to reports for one year from the test date.



Accommodations for Special Needs Students

It is important to use the student's Individualized Education Plan (IEP) as a guideline for determining accommodations that may need to be addressed when administering NOCTI assessments.

It is important to provide a favorable environment for every student during the assessment session. If it is likely that a student will be easily distracted or disruptive during administration, it would be appropriate to assess that student individually or in a small group.

Readers

The Test Proctor may read and clarify, as appropriate, all sections of the assessment to those students who have been identified as needing this accommodation. The administrator may not provide clues or any other form of feedback to the students.



Please note that one reader will be needed for each participant as questions in the online system are scrambled upon delivery.

Time Extensions

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



If additional time is needed to accommodate special needs students, please phone or email the scoring department a minimum of **three business days** prior to the administration date. Be prepared to provide the User Code and the amount of extra time required. Phone number: 1-800-334-6283, ext. 26 or 15.

Text to Speech (TTS)

This assessment delivery option, available after January 1, 2008, provides an online test taker with the ability to view questions and answer choices in a larger font and to hear the questions and answer choices. In other words, a computerized voice will read the questions and the answer choices to the test taker. TTS is intended to be an online 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 test takers 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.

Orders for TTS assessments should be submitted on a separate School Registration Form and should be clearly marked as assessments designated for TTS delivery. For information on computer/equipment specifications and instructions for administration, contact NOCTI at 800-334-6283.