



Getting to the
Workplace...
from the Classroom



**National Health
Care Foundation
Skill Standards
Assessment/
Certificate
Program**

**Overview of Test
Administration**



www.nchste.org

www.nocti.org

**National Health Care Foundation Skill Standards
Overview of Test Administration**

1. Identify Test Coordinator

The test coordinator is responsible for the following:

- Verifying student eligibility
- Ordering tests
- Coordinating and/or conducting test administration
- Distributing scores/certificates

2. Complete Testing Agreement

New test administrators must complete a testing agreement (download the agreement at www.nchste.org). Once the agreement is received at NOCTI, an email will be sent to the test administrator that includes a site code (customer ID) and all the materials needed for online test administration.

3. Complete Order/Payment Form

When placing an order, the test site will provide the requested test date, number of test takers and method of payment. Test sites will be required to pre-purchase assessments using a credit card or purchase order.

Test sites have the option of purchasing pre- and post-tests separately or as a combination package. If the pre- and post-tests will be administered within a one year time frame, sites are encouraged to order the combination package. If the testing will span more than one year, sites should order the pre- and post-tests separately.

COSTS
• Pre-Test Only: \$15.00 per student
• Post-Test Only: \$30.00 per student
• Pre/Post-Test Combination: \$40.00 per student

Once orders have been placed, the availability of the requested test date will be confirmed and the order will be shipped via email within two working days of receipt at NOCTI. The email will contain the participation numbers and passwords for the test takers.

4. Test the System Setup

Technical specifications must be reviewed and workstations correctly set up prior to test administration. (Please refer to the Technical Specifications document in Appendix A of the Online Test Administration Guide for additional information).

5. Administer the Test

Test administration must take place in a controlled environment with oversight by approved personnel. A controlled environment includes a library, computer lab or classroom. Approved personnel include an onsite teacher, test administrator or supervisor. There is a 90-minute time limit for the assessment. No reference materials are allowed during the administration.

6. Receive/Distribute Results

Once an assessment is completed, the test administrator will automatically receive an email copy of each participant's results. The email will contain individual results with subtotals for each standard. Test administrators will receive certificates approximately two weeks after testing.

Certificates

- Students reaching 70% will receive a "Proficient" certificate
- Students reaching 80% will receive a "Mastery" certificate

Complete details and step-by-step instructions for the National Health Care Foundation Skill Standards Assessment/Certificate Program can be obtained from the NCHSTE website.