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Student Study Guide

Overview and Sample Information

General Study Guide Overview

NOCTI Study Guides serve as a road map for credential preparation for the knowledge-based and/or skill-based components of a credentialing assessment. Study guides are available online 24/7, from any device and are typically ordered through a NOCTI account, but can also be ordered directly through NOCTI when a school or college account is not available. Contact nocti@nocti.org for details on direct ordering. In addition to online access to the study guides, the traditional booklet format is also available.

NOCTI's Study Guides are can be used individually or in small groups. Sample questions provide an opportunity for students and teachers to experience the type of questions found on a NOCTI knowledge-based credential. Teachers and students can work together to build confidence and knowledge as they prepare for NOCTI credentialing.

Study Guides are available in packages of ten or sets of five and include access for both teachers and students. Additional student guides may be ordered in sets of five as needed.

Student Study Guide Overview

This overview is intended to showcase the sections of the Student Study Guide that provide information about NOCTI credentialing assessments, administration, and general rules to be observed. Students will receive information about both the knowledge-based and skill-based components including:

- Administration Overview
- Content Distribution
- Study Checklists
- Sample Questions
- List of Additional Resources

Administration Overview

- The study guide is intended to help students prepare for a NOCTI credentialing assessment. These assessments usually contain two components – a knowledge-based component and a skill-based component. The knowledge-based component consists of items administered in a proctored environment either online through QuadNet™, NOCTI's online testing system, or in a paper-and-pencil format. Schools will decide the administration method.

- The skill-based component allows students to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment characteristic of the occupation. Third-party business and industry representatives serve as evaluators to rate student performance.

Content Distribution
This section of the Study Guide provides students with an overview of the specific technical area being administered. As an example, an excerpt from the Culinary Arts Prep Cook Study Guide is provided.

Knowledge-Based Component Breakdown

NOCTI's Culinary Arts Prep Cook knowledge-based credential covers 15 major standards (topic areas) that are measured with 170 questions. The table below lists the standards along with the percentage distribution of the test questions.

Standard	Percent of Test
Recipes	5%
Knife Skills	5%
Large and Small Equipment	7%
Sanitation and Safety	21%
Food Preparation	7%
Fruits, Vegetables, and Starches	7%
Bakery Products	4%
Stocks, Sauces, and Hot Soups	5%
Meats and Poultry	5%
Fish and Seafood	4%
Breakfast Foods	8%
Dairy Products and Alternatives	5%
Culinary Nutrition	8%
Culinary Math	5%
Employability Skills	4%

Skill-Based Component Breakdown

The skill-based component consists of seven jobs that are measured in a two hour and five minute timeframe. Each job measures aspects of one or more of the standards listed in the knowledge-based component breakdown.

Job	Percent of Test	Time
Comprehensive Skills	23%	Throughout the assessment
Identification of Kitchen Equipment	7%	15 minutes
Identification of Herbs, Spices, Fruits, and Vegetables	7%	15 minutes
Knife Sharpening: Stone and Steel	7%	15 minutes
Mise En Place	13%	30 minutes
Prepare Chef Salad with Vinaigrette Dressing	23%	30 minutes
Prepare Cheese Omelet	20%	20 minutes

Job	You Will Be Asked To:
Comprehensive Skills	Safely demonstrate sanitation procedures, knife skills, organization skills, and use of tools and equipment.
Identification of Kitchen Equipment	Accurately identify kitchen equipment.
Identification of Herbs, Spices, Fruits, and Vegetables	Accurately identify herbs, spices, fruits, and vegetables.
Knife Sharpening: Stone and Steel	Correctly and safely sharpen a chef's knife using stone and steel.
Mise En Place	Prepare food using various peeling skills and knifing cuts on the provided food items.
Prepare Chef Salad with Vinaigrette Dressing	Using the correct ingredients and following the recipe accurately, prepare a salad and vinaigrette dressing and display the salad correctly.
Prepare Cheese Omelet	Prepare an omelet, following appropriate safety and sanitation procedures.

Study Checklists

Study checklists are provided for each standard on the knowledge-based component and for each job of the skill-based component. These checklists are based on the competencies that make up each standard on the credentialing assessment and include examples pulled from the credential to help define some of the competencies more clearly. Students are encouraged to use the checklists as a guide to help them focus on the important material covered in the NOCTI credentialing assessment. The information below is for Culinary Arts Prep Cook.

Standard 1: Recipes
Study Checklist

Do you know:

_____ How to display understanding of cooking terminology (e.g., poaching, coating items)?
_____ How to read and follow standard recipes?
_____ How to establish mise en place (e.g., mise en place meaning, explanation)?

Things I Need to Focus On:

_____

_____

_____

Skill-based Test Checklists

Do you know:

JOB 1–Comprehensive Skills

_____ How to demonstrate sanitation procedures?
_____ How to safely use kitchen tools and equipment?

JOB 2–Identification of Kitchen Equipment

_____ How to correctly identify different kitchen tools and equipment (e.g., hotel pan, cheesecloth, meat fork, spatula)?

JOB 3–Identification of Herbs, Spices, Fruits, and Vegetables

_____ How to correctly identify different herbs, spices, fruits and vegetables (e.g., cilantro, garlic, scallions, thyme, radishes)?

Sample Questions

Each study guide contains approximately 35 sample questions that are similar to the types of questions found on the knowledge-based component. Digital study guides may be re-set to be re-used multiple times during the school year. For paper/pencil guides, user codes for online access to the sample questions (one-time use) provide students a hands-on experience with the online test system. Unlike actual NOCTI credentials, teachers may proctor the online sample questions.

1. Which of the following describes a method of cooking pasta or vegetables so they have a barely tender consistency?

   A. à la carte
   B. au gratin
   C. al dente
   D. a l'anglaise

2. The <u>correct</u> identification of a julienne cut is

   A. chop into fine pieces
   B. cut into small, thin strips about 1/8- by 1/8- by 2-1/2-inches
   C. chop into coarse pieces
   D. cut into cubes measuring about 3/4- by 3/4- by 3/4-inches

3. Which of the following utensils is used for serving sauce on a chicken?

   A. tablespoon
   B. slotted spoon
   C. measuring cup
   D. measured ladle

4. Compared to a conventional oven, a convection oven

   A. is found in many homes
   B. takes longer to cook
   C. cooks at lower temperatures
   D. is more likely to carry food-borne illness

5. A refrigerator's temperature should be kept at _____ or below.

   A. 35 degrees Fahrenheit
   B. 41 degrees Fahrenheit
   C. 45 degrees Fahrenheit
   D. 51 degrees Fahrenheit

List of Additional Resources
In each Student Study Guide, NOCTI provides a list of additional resources that may be helpful as students prepare for testing.

Teacher Companion Guide Overview

The Teacher Companion Guide is intended as a teacher resource to accompany the Student Study Guides. This Guide includes all the information provided in the Student Study Guide along with additional tips and ideas for assisting students as they prepare for testing, including:

- Using Study Guides as Part of a Curriculum
- Helping Students Get the Most Out of the Study Guide
- Using Study Guides in Classroom Instruction
- How to Incorporate Online Sample Questions into Instruction
- Taking the Test—Helping Students Prepare
- The Month Before Administration: Anticipating Test Content
- The Day Before Administration: Final Review and Preparation
- The Day of Administration
- Taking the Test: Test-Taking Skills
- Answer Key and Explanations for Sample Questions
- Accessing and Proctoring the Online Sample Questions (for paper/pencil study guides)
- Digital study guides also include access to student progress and report tools.

Example: Using Study Guides in the Classroom
1. Divide students into groups. Assign one checklist to each group. Have the group find information related to the checklist topics in their textbooks, class notes, etc.
2. Facilitate a class discussion of why the skills listed in the checklists are important on the job.
3. Discuss what is most critical and most difficult about the skills outlined in the checklist.
4. After completing a project or homework assignment, have students find the skills they used in the Study Guide checklist.
5. Develop homework assignments based on the checklist.

For more information on using Study Guides in the classroom, visit www.nocti.org.