NOCTI

Pre-Test Administration Policy

Effective September 1, 2025

Pre-testing is an important resource for gathering actionable data to inform instruction, identify learning gaps, and engage learners in their journey toward industry-recognized certification. This optional component is available for NOCTI's knowledge-based assessments and is designed to support teaching and learning across career and technical education (CTE) settings.

Pre-tests may be administered at any point in a program. Administer at the beginning of the program to assess baseline knowledge or administer throughout the program to measure progress over time. Pre-testing can support establishing and measuring growth targets. The resulting data is valuable for educators in tailoring instruction, for administrators in tracking program effectiveness, and for learners to build self-awareness about their skill development and engagement in their learning journey.

This unified policy applies to all testing populations—including secondary, postsecondary, and business/industry learners—and is designed to protect the integrity of NOCTI's normative post-test data. These guidelines ensure pre- and post-test comparisons remain valid, reliable, and educationally meaningful.

Pre-Test Administration Guidelines

- **Timing Requirements:**
  Post-tests must be administered a **minimum of 30 calendar days** after the pre-test to ensure that learners have received sufficient instruction and learning opportunities that can be meaningfully reflected in their post-test performance.

- **Testing Flexibility:**
  Pre-tests may be used:

  - At the start of a course or program

  - Midway through instruction

  - At multiple checkpoints to support growth monitoring.

  - At up to two points in an academic year.

- **Program Planning:**
  Educators and administrators are encouraged to build pre-testing into the program schedule early to allow for timely instructional adjustments and meaningful student feedback.

- **Data Use:**
  Pre-test data is designed to be used diagnostically and formatively to highlight strengths, guide curriculum adjustments, and support learner goal setting. This approach keeps the focus on growth and improvement.

- **Support and Contact**

  If you have questions about this policy or need assistance determining how to apply it within your program's structure, please contact NOCTI's Customer Success Team.
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  Note: Applicable state pre-test policies may apply.