

Transform Knowledge Into Impact

Become a NOCTI/NBS Subject Matter Expert!



Are you ready to make a lasting impact on the future of your profession? By becoming a Subject Matter Expert (SME), you'll help shape the assessments that measure industry standards, ensure workforce readiness, and empower individuals to excel in their chosen careers. Join us in driving innovation, supporting educators, and creating opportunities for tomorrow's skilled professionals!

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Once I experienced the test review process, I saw the value in making myself available to assist. Not only am I helping the industry, but I am **helping my students** and myself.

-Tiffany Lewis, Culinary Arts SME (GA)

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Let the voices of experience speak—hear directly from those who've been through the process!



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Mechanically, the test development process is **brilliantly executed**. Somehow, NOCTI administrators were able to distill the chaotic inputs from a very technically diverse team and formulate a comprehensive testing process. The framework that NOCTI has generated to facilitate this kind of information gathering is **highly efficient** and made the entire experience that much more **enjoyable**.

-Lawrence Binek, Engineering SME (CT)

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I am always looking for opportunities to help build the next generation of professionals. Helping develop the products for NOCTI as an SME was a unique way to have a **broad impact** on students across the nation.

-Steve Dalton, Criminal Justice SME (VA)

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Development Steps

Job and Task Analysis

Identify the specific duties, responsibilities, skills, knowledge, and abilities required to perform a job effectively.

Content Validation Study

Validate the work completed in the Job and Task Analysis step by rating the criticality of the competencies for a particular technical area.

Assessment Blueprint Development

Determine which standards and competencies will be on the assessment and how test items get distributed.

Multiple-Choice Item Development

Select, review, and create multiple-choice test items aligned to competencies in the blueprint.

Performance Job Development

Create hands-on performance jobs aligned to competencies in the blueprint and/or Job and Task Analysis.

Independent Review

Provide a final review of all assessment materials prior to pilot to ensure the test content is current, valid, industry-relevant, and appropriate for secondary and postsecondary administration.

Pilot Test Analysis Review

Use information from the pilot assessment to help make edits to items and jobs to increase the test's psychometric strength.

Cut Score Determination

Work with a psychometrician to determine one (or more) passing scores for the assessment.

Honorariums Provided

Three Commitment Levels

1

Full Engagement

Make a lasting impact from start to finish

Immerse yourself in every stage of the development and revision process. By dedicating **18 to 20 hours** as a Full Engagement SME, you'll help shape the future by contributing to key milestones from development to implementation:

- Job and Task Analysis
- Assessment Blueprint Development
- Multiple-Choice Item Development
- Performance Job Development
- Pilot Test Analysis
- Cut Score Determination

2

Foundational Impact

Help lay the foundational groundwork

Make a big difference early in the process! With a commitment of **13 to 18 hours** as a Foundational Impact SME, you'll play a key role in shaping the building blocks for success by contributing to:

- Assessment Blueprint Development
- Multiple-Choice Item Development
- Performance Job Development

Your expertise will guide the creation of essential tools that set the stage for the Full Engagement SME team. It's a chance to influence the direction of the entire project while keeping your involvement focused on the critical early stages.

3

Flexible Contributions

Contribute to focused tasks with shorter time commitments

We know your time is valuable, so here's how you can still make a meaningful impact in a more flexible way. Choose one or more focused opportunities to lend your expertise:

- Job and Task Analysis (4 to 6 hours)
- Content Validation Study (1 hour or less)
- Independent Review (4 to 6 hours)
- Cut Score Determination (2 to 4 hours)

NOCTI

Nocti
Business Solutions®

For more information on timelines, compensation, and joining our national SME network, email us today!



sme@nocti.org