

Student Study Guide

Overview and Sample Information



500 NORTH BRONSON AVE
BIG RAPIDS, MI 49307



231.796.4890
FAX 231.796.4699

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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, and 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 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. Performance checklists explain what to expect for each job in the skill-based credential and are organized by topic areas to help students focus their study efforts. Teachers and students can work together to build confidence, skills, 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 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.

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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 Early Childhood Care and Education-Basic Study Guide is provided.

Knowledge-Based Component Breakdown

NOCTI’s Early Childhood Education and Care-Basic assessment measures knowledge across thirteen major work standards (topic areas).

The multiple-choice portion includes 193 questions distributed across these standards. Each standard contributes a different number of questions to the test, as shown in the table below.

Standard	Percent of Test
Health and Safety	11%
Cognitive Development	9%
Language Development and Communication	9%
Physical Development	9%
Social and Emotional Development	9%
Community and Family Relationships	5%
Observation, Documentation, and Assessment	4%
Professionalism	11%
Classroom Organization and Arrangement	12%
Creativity	6%
Diversity in the Classroom	5%
Inclusion of Children With Special Needs	4%
Positive Guidance Techniques and Reinforcement	6%

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Skill-Based Component Breakdown

NOCTI's Early Childhood Education and Care-Basic performance assessment is made up of five hands-on jobs. Each job measures skills connected to one or more of the major standards listed in the multiple-choice section.

The table below outlines the five jobs that make up the performance assessment, showing their relative weight (possible points), along with a brief description of the tasks students will complete.

(Note: The number of jobs, point values, and time limits will vary depending on the test.)

Job	Percent of Test	Time
Demonstrate Washing of Caregiver's Hands	20%	5 minutes
Introduction Activity	20%	10 minutes
Story Presentation	25%	15 minutes
Gross Motor Stretching Activity	20%	10 minutes
Closure Activity	15%	5 minutes

Job	You Will Be Asked To:
Demonstrate Washing of Caregiver's Hands	Participant will correctly wash their hands.
Introduction Activity	Participant will complete an introduction activity with a group of five children (3 to 4 years old).
Story Presentation	Participant will complete a story presentation for the children.
Gross Motor Stretching Activity	Participant will complete a gross motor stretching activity with the children.
Closure Activity	Participant will complete a closure activity with the children.

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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 Early Childhood Education and Care-Basic.

Standard 1: Health and Safety

Do you know how to:

- ___ Identify safety hazards in and around the childcare setting (e.g., outdoor hazards, slipping risk, chemicals)?
- ___ Instruct children in personal safety awareness (e.g., stranger danger, fire safety)?
- ___ Identify characteristics of common childhood illnesses (e.g., illness policy)?
- ___ Describe universal (standard) precautions and infection control (e.g., isolating sick child, first aid, blood clean up)?
- ___ Explain rest and relaxation techniques (e.g., feeding infants, before nap activities)?
- ___ Plan, prepare, and explain the importance of nutritionally balanced meals and snacks (e.g., protein sources, health habits)?
- ___ Identify indicators and reporting procedures involving child abuse and neglect (e.g., authorities)?

Things I Need to Focus On:

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Skill-Based Test Checklists

JOB 1—Demonstrate Washing of Caregiver's Hands

Do you know how to:

_____ Correctly wash your hands?

Things I Need to Focus on:

JOB 2—Introduction Activity

Do you know how to:

_____ Create a lesson plan for an introduction activity?

Things I Need to Focus on:

JOB 3—Story Presentation

Do you know how to:

_____ Create a lesson plan for a story presentation?

Things I Need to Focus on:

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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 activity is best before rest or quiet time?
 - A. playing outside
 - B. playing musical chairs
 - C. listening to a short story
 - D. eating cookies

2. The most rapid brain development occurs
 - A. during the first three years of life
 - B. when the child starts school
 - C. when the child learns to read
 - D. during the prenatal period

3. During storytelling, infants and toddlers generally respond more to
 - A. sounds
 - B. unfamiliar objects
 - C. familiar objects
 - D. eye contact

4. Physical development is positively impacted by
 - A. popular TV and video games
 - B. caffeinated drinks
 - C. active play and exercise
 - D. superhero role models

5. At age 3, the child will say his/her first name and last name. This child is showing signs of ____ development.
 - A. physical
 - B. sensory
 - C. creative
 - D. identity

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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 in the Classroom
- Helping Students Get the Most from the Study Guide
- Using the Study Guides as Part of Classroom Instruction
- Helping Students Prepare
- The Month Before the Test: Focusing on Test Content
- The Day Before the Test: Final Preparation
- The Day of the Test: Setting Up for Success
- Test-Taking Skills to Reinforce
- Supporting Students with Test Anxiety
- Answer Key and Explanations

Example: Using the Study Guides as Part of Classroom Instruction

- ✓ **Review the Guide Together:** Walk through the contents of the Study Guide with your students. Share your insights on how to use it effectively and invite students to suggest their own strategies.
- ✓ **Incorporate the Checklists:** Set aside class time to review the checklists. Connect checklist topics to textbooks, coursework, or lab activities. Use selected items for class discussions, encouraging students to share real-life examples related to each standard.
- ✓ **Create Assignments Around the Checklists:** Assign specific checklist topics as homework or group work. Have students prepare answers, reflections, or examples to demonstrate their understanding of those areas.
- ✓ **More!** Want to learn more? Visit our website to explore NOCTI's products and services. If you have questions, feel free to reach out at nocti@nocti.org