

NOCTI Security Policy

I. Purpose of Policy

The NOCTI Security Policy is intended to protect the mutual interests of all agencies that order and utilize NOCTI credentialing materials and resources and the interests of learners who take tests and access resource materials. This policy covers NOCTI's standardized, customized, and partner assessments, along with all other NOCTI products and resources.

A NOCTI account must be created for any agency, organization, or educational institution (referred to as the Site going forward) before orders can be placed. An individual at the Site with the authority to enter into contracts must submit an electronically signed testing agreement, confirming adherence to the terms of this Security Policy.

II. General Terms and Conditions

The individuals who sign this agreement, on behalf of the named Site, accept the responsibility for ensuring compliance with the following terms and conditions.

- A. A NOCTI (Site) Coordinator must be designated for each account to serve as the primary point of contact with NOCTI and oversee the Site's NOCTI program. A Co-Coordinator may be added to assist with NOCTI-related tasks. Instructors and staff directly involved in the learner instruction are prohibited from serving as the NOCTI (Site) Coordinator or Co-Coordinator, unless they primarily serve in an administrative role and are approved by NOCTI.
- B. All products and resource materials supplied by NOCTI under this agreement shall remain the property of NOCTI or its partners.
- C. The Site must protect the integrity of NOCTI's online systems, including the login credentials used for system access. This includes the online testing module, Client Services Center, Teacher Resource Center, LMS/Digital Study Guide System, and Digital Badge System.
- D. The Site is liable for the conduct of staff, consultants, and volunteers associated with Site activities related to the NOCTI program. This includes, but is not limited to, the NOCTI (Site) Coordinator, Co-Coordinator, teachers, proctors, evaluators, and learners.
- E. The Site has a professional responsibility to report any testing irregularities, test access issues, system access irregularities, or any other breaches of NOCTI's policies and guidelines to NOCTI immediately. The Site must also respond to requests for further information in a timely manner.
- F. Assessment instruments, micro-credentials, digital study guides, or any other NOCTI product, resource, or content shall not be reproduced, in whole or in part, in any fashion. These materials shall not be made available, in whole or in part, to newspapers, radio stations, other media sources, or resource sites on the Internet.

III. Student Assessments for End-of-Program/Course, Credentialing, or Certification

- G. Assessments, including assessment questions, performance jobs, scoring criteria, and supplemental materials, must not be shared with instructors, paraprofessionals, administrators, parents/guardians, or the public at any time or under any circumstances.
- H. Assessments shall only be administered to the intended test taker.
- I. Intended test takers must not have access to any assessment content prior to or outside of the official test administration session.
- J. If an assessment instrument is compromised in any manner, including but not limited to unauthorized disclosure or access, the Site will promptly but no later than within 24 hours notify NOCTI. In addition, the Site, at its own expense, will affect measures to prevent further or additional disclosure or access and promptly investigate and undertake best efforts to identify the source/cause of the disclosure or access. The Site will at all times communicate with NOCTI, provide NOCTI with status updates, and cooperate with NOCTI should NOCTI undertake its own investigation .
- K. Assessments must be administered in a live, proctored, onsite environment or via NOCTI's remote proctoring solution.
 - 1. Knowledge-based Assessments: Instructors (including paraprofessionals and teaching assistants) of the content area being assessed are prohibited from proctoring or observing the assessment administration for their own students or students in a similar program.
 - 2. Skill-based (Performance) Assessments: Third-party, business and industry professionals must be used to evaluate these assessments. Instructors (including paraprofessionals and teaching assistants) are prohibited from serving as evaluators or observing the administration at the institution where they are employed or for administration at other institutions.

IV. Micro-credentials, Study Guides, LMS Content, and all other NOCTI Resource Materials

- L. Micro-credentials, study guides, LMS content, and other NOCTI resource materials are proprietary and must not be shared for any purpose other than their intended use.
- M. Micro-credential assessments administered through NOCTI's online testing system must be administered in an in-person, proctored session (e.g., in a classroom) and may not be administered virtually. Unlike end-of-program/course, credentialing, or certification, instructors may proctor micro-credential assessments. Proctoring is not required for study guide sample questions.
- N. Individual login credentials to access these resources must remain secure and must not be shared.

V. Education Professional Assessments and Resources

- O. Assessments, including assessment questions, performance jobs, scoring criteria, and supplemental materials must not be shared with secondary or postsecondary instructors, paraprofessionals, administrators, parents/guardians, or the public at any

time or under any circumstances. Intended test takers must not have access to any assessment content prior to or outside of the official test administration session.

- P. Assessments must be administered in a live, proctored onsite environment or via NOCTI's remote proctoring solution when ordered through a site or organization.

VI. Signatory

The individual designated as the NOCTI (Site) Coordinator on the signed Testing Agreement, and who signs this agreement, will be authorized to order NOCTI assessment products and materials and will serve as the primary contact at the Site. If the primary signer leaves the organization or another individual is designated to serve as the NOCTI (Site) Coordinator, a new Testing Agreement must be submitted.

VII. Exclusion of Warranties

ALL TEST MATERIALS ARE PROVIDED "AS IS" AND "WITH ALL FAULTS." NOCTI MAKES NO EXPRESS WARRANTIES AND DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

VIII. Termination of Agreement

NOCTI reserves the right to terminate the Testing Agreement and withhold, restrict, or recall its assessment products and materials, or remove test scores from its system if it believes the terms and conditions of this policy have been violated. These measures are in addition to any legal remedies available to NOCTI.

IX. Dispute Resolution

In the event of a disagreement, both parties agree to make a good faith attempt within their respective organizations to reach a mutually agreed-upon resolution before initiating any formal legal proceedings.