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## Written and Performance Exam General Overview

- The intent of this exam is to assess the candidate's ability to teach the skills found in the Massachusetts Technical Education Framework.
- The written exam is a state-developed exam aligned to the frameworks which can be accessed [here](#). The performance exam is a NOCTI-developed teacher test and has been determined by DESE to align to the state frameworks.
- Many questions and tasks require a synthesis of knowledge based on experience in the field and may not be found in any book.
- Use this exam outline and the Massachusetts Technical Education Framework to focus your preparation for the exams.
- Candidates are encouraged to prepare for their written exam by reviewing textbooks and reference material which have been listed as part of this exam outline. These resources can be found using online search tools, online vendors, and websites.

## Written Exam

- Number of Questions: 100
- Administration Time: 3 hours
- Passing Score: 70.0%
- Administration Method: Remote Proctored Online Testing Session

## Written Exam Content Coverage

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**2% Health and Safety**

**10% Essentials of Business Technology**

- Business, Customer Service, and Technological Skills and Practices

**20% Entrepreneurship and Business Management**

- Starting, Managing, and Marketing a Business

**10% Accounting Concepts and Practices**

- Accounting Cycle for a Service Business
- Payroll Concepts

**15% Financial Concepts and Practices**

- Financial and Economic Concepts and Applications

**7% Social Media and Website Design**

- Plan, Create, Edit, and Manage a Social Media Site and Website

**10% Database Administration**

**11% Spreadsheet Development**

**10% Document Processing**

**5% Presentation Management**

### Written Exam Reference Materials (Reference Current Edition)

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- **Microsoft Office**
  - **Microsoft Access 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman & Pratt (Course Technology)
  - **Microsoft PowerPoint 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
  - **Microsoft Publisher 2016 Complete Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
  - **Microsoft Word 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt (Course Technology)
  - **Microsoft Excel 2016 Comprehensive Concepts and Techniques** by Shelly, Cashman, & Pratt Course Technology
  - **Microsoft Office Specialist Exam Reference 2016** by Campbell Thomson (Course Technology)
- **The Office** by Mary Ellen Oliverio, William Pasewark & Bonnie White (Thomson South-Western)
- **The Administrative Professional** by Patsy Fulton-Calkins, Dianne Rankin, and Kellie Shumack (Cengage Learning)
- **Intro to Business**, By Les Dlabay, Ed.D., James Burrow, and Steven A. Egglund (Cengage Learning)
- **Multimedia & Image Management** by Susan Lake & Karen Bean May (Cengage Learning)
- **Century 21 Accounting General Journal**, by Claudia Bienias Gilbertson, Mark W. Lehman & Kenton E. Ross (Thomson South-Western)
- **HTML 4.0 Fundamentals** by Curt Robbins DDC Publishing OSAP Dentistry's Resource for Infection Control and Safety from Policy to Practice (OSAP Publishing)

### Materials Needed for the Written Exam

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- A four-function calculator is included in the online testing system. No other calculators are permitted.
- Scrap paper and pencil/pen are permitted.

## Written Exam Sample Items

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Each question on the exam consists of one incomplete sentence or question followed by four choices. Some items reference an image or diagram. A few sample items are included below; the correct answer is designated with an asterisk (\*).

People who fit the description of existing customers but are not being served currently are called:

- a. prospects. (\*)
- b. potential customers.
- c. profiles.
- d. leads.

Jean purchased a \$1,000 bond from the Ward Corporation. The bond pays 11.75% annual interest. What is the value of one semi-annual coupon?

- a. \$558.75
- b. \$117.50
- c. \$58.75 (\*)
- d. \$11.75

### NOCTI Performance Exam

- Administration Time: 3 hours
- NOCTI Criterion-Referenced Cut Score/Passing Score: 93.2%
- Administration Method: Onsite at a DESE approved Massachusetts Area Testing Center (MATC) location. Candidates must register and schedule their exam session through NOCTI.

### Performance Exam Content Coverage

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**15% Business Writing – Memo Preparation**

*Participant will prepare a memo with correct parts, placement, keyboarding skills and appearance.*

**37% Document Processing**

*Participant will process form letters, business course selections, budget preparations, and work priority logs.*

**20% Preparing a Spreadsheet**

*Participant will center main headings and column headings, use currency format, boldfacing, keyboarding skills, and formulas to create a spreadsheet with correct appearance.*

**14% Creating a Chart**

*Participant will create a chart in correct form and format with accurate and complete data.*

**14% Creating a Flyer**

*Participant will create a flyer with vertical alignment, page border, correct text and bulleted text.*

## Performance Exam Requirements

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### Candidate Supplied

Candidates must bring all appropriate Personal Protective Equipment (PPE), attire/uniform, and any other safety items as is routinely expected to be used by an employee in the related industry. If the candidate does not bring what is needed to safely complete all jobs on the exam as required in the workplace, the testing session will need to be rescheduled at the candidate's expense.

### Site Supplied

Additional equipment and supplies needed to complete the jobs on the performance test will be provided by the testing site.

## Performance Exam Site Requirements

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Testing sites may have individual requirements based on location and any relevant and current guidance from the Center for Disease Control and Prevention (CDC).