

**Massachusetts  
CTE Teacher Testing  
Program**

**Candidate Handbook**



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## Table of Contents

Introduction .....	3
CTE Teacher Testing Program Overview .....	3
Exam Program Security & Privacy .....	4
Security and Privacy .....	4
Title IX and 622 and E.E.O Compliance .....	6
Written Exam Information.....	7
About the Written Exam .....	7
Written Exam Registration.....	7
Registration Overview .....	7
Remote Proctoring Details.....	7
Signature.....	8
Accessibility.....	8
Withdrawal/Refund Request.....	8
Written Exam Policy and Procedures .....	9
Remote Proctoring .....	9
Late Arrivals .....	9
Written Exam Materials .....	9
Exam Security.....	10
Retake Policy .....	10
Score Reports .....	11
Performance Exam Information.....	12
About the Performance Exam .....	12
Performance Exam Registration.....	12
Fee Schedule .....	12
Pre-registration Overview .....	12
Registration Overview .....	12
Signature.....	13
Payment Instructions.....	13
Exam Appeal Process.....	15
Contact Information.....	16
Massachusetts Department of Elementary and Secondary Education (DESE): Licensure ....	16
CTE Teacher Testing Program Provider: NOCTI.....	17
Massachusetts Tests for Educator Licensure (MTEL/VTEL).....	18
Test Taker Information for Remote Proctoring with ExamRoom.AI.....	19

## Introduction

Massachusetts is committed to ensuring excellence within its schools and to supporting and developing its educator workforce. Massachusetts is a national leader in education and Career and Technical Education (CTE) and is continuously looking for inspired, innovative, and nurturing individuals to join the state's schools. DESE plays a pivotal role in ensuring access to high-quality education for all students in the Commonwealth. To support the goal of providing greater access and opportunities for students, DESE staff members are committed to developing and strengthening the knowledge, capacity, and skills necessary to understand and address how policies and practices can support more equitable student outcomes. The CTE Teacher Testing Program plays a critical role in identifying candidates to support this mission through the teacher licensure process. The technical specific written and performance exams assess the teacher candidate's minimum competency under Chapter 74 law and regulations. DESE has contracted with NOCTI for managing its CTE Teacher Testing Program (formerly known as the Massachusetts Vocational Technical Teacher Testing Program [VTTP]). This program plays a critical role in the teacher licensure process. The CTE subject-area written, and performance exams assess the candidate's minimum competency under Chapter 74 law and regulations.

NOCTI is a non-profit organization owned and operated by a consortium of the 50 United States and territories. Dedicated to CTE, NOCTI is the leading provider of industry credentials and resources for CTE programs across the nation. With over 55 years of experience, NOCTI is a pioneer in creating customized and standardized credentialing solutions and is a valuable partner in the CTE community's efforts to improve America's workforce.

Through this partnership, NOCTI is coordinating the registration and exam administration to ensure each teacher candidate is provided an equal and consistent testing experience. This handbook contains detailed information on the Massachusetts CTE Teacher Testing Program to assist candidates as they prepare to register and take an exam.

### MTEL Requirements

Teachers are required to take a two-part exam of Massachusetts Test for Educator Licensure (MTEL) communication and literacy skills or MTEL vocational technical literacy skills. These exams are designed to ensure that Massachusetts CTE teachers can communicate adequately with students, parents/guardians, and other educators and that they are knowledgeable and skilled in the subject area of the license sought. The MTEL exam required of candidates for preliminary vocational technical licensure is administered by the Massachusetts Tests for Education Licensure. Contact information for these tests is located on page 16 of this Handbook. All questions regarding licensure and the MTEL exams should be directed to DESE and/or MTEL. Information on the licensure procedures and becoming an educator can be found on the DESE website: [www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)

## CTE Teacher Testing Program Overview

The MA CTE Teacher Testing Program includes a written exam of technical subject matter knowledge and a performance exam that measures technical skills and related knowledge. The exams are also designed to ensure that Massachusetts CTE teachers are knowledgeable in the subject matter of the license, so they deliver instruction to students to meet the content standards set forth in Massachusetts.

The scope of the written and performance exams are described in the [Exam Outlines](#) which also include a list of resources and the materials needed for the performance exam.

The written exams are criterion-referenced, and objective based. A criterion-referenced exam is designed to measure a candidate's subject matter knowledge in relation to an established standard rather than in relation to the performance of other candidates. Candidates must pass the written exam prior to scheduling a performance exam.

The performance exam requires candidates to demonstrate manipulative (hands-on) skills, apply technical knowledge in the planning and preparation of a specific product, or to diagnose and repair a technical problem described in the given technical area. In most cases, candidates will demonstrate technical skills by completing a work sample using tools, machines, materials, and equipment normally used in the area of licensure. The performance exams are administered by professionally licensed technical instructors in the designated licensure area.

## Exam Program Security & Privacy

### Security and Privacy

#### Information Security Policy (ISP)

NOCTI and DESE respect candidate and examiner privacy. The ISP applies to personal information that may be collected or processed during exam registration and exam services provided by NOCTI and DESE.

**Personal Information:** Personal information will be collected from candidates to perform exam registration, to collect payment for the exam registration fees, to communicate with the exam candidate regarding the exam registration, the exam process, and exam results on behalf of the DESE, to administer and score the exam, to prepare and communicate exam result reports to DESE and the exam candidates, and to prepare and communicate with exam candidates related to the MA CTE Teacher Testing Program. Providing personal information is necessary if the candidate intends to register for and complete the exams. NOCTI may use the information provided to contact candidates related to exam registration or other exam-related information.

The personal data that is collected or received when registering for an exam may include name, address, email address, phone number, Massachusetts Education Personnel ID (MEPID) number, or other government-issued identification number.

The name used when registering for an exam is how the name will be presented on official score reports. NOCTI must be notified in writing if corrections or updates to personal information (i.e., name, MEPID, etc.) is needed. In the instance of an exam being scored with incorrect information, the candidate will be subject to a rescore fee for necessary corrections.

**Identification:** A picture ID will be required at the time of testing and will be used for identity verification. Refusal to provide a valid photo ID prior to testing, for any reason, will be considered an absence from the exam and the test candidate will not receive any refund or credit of any kind.

**Information Security - Privacy Policy:** NOCTI takes reasonable precautions to protect the integrity of candidate personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to the testing candidate and keeps this information secure. The NOCTI [Privacy Policy](#) provides additional information.

Because of laws protecting confidentiality and privacy, only the candidate can register themselves for an exam or make inquiries regarding registration or exam results. No other individual may act on behalf of the candidate.

Candidate private information will not be made available to anyone but the candidate, NOCTI, and DESE, including employees, agents, contractors, or professional advisors of NOCTI and DESE and any institutions, entities, or persons required or authorized by law to receive this information.

**Changes to This Privacy Policy:** NOCTI and DESE reserve the right to change the terms of this ISP. Candidates are encouraged to review the ISP periodically for any changes or updates. This ISP is effective as of October 1, 2022, and is reviewed annually.

**Transfer of Information to the DESE:** By registering for a MA CTE Teacher Testing Program exam with NOCTI, candidates consent for personal information to be transmitted by NOCTI to DESE. Please contact DESE for information about how personal information may be used, and for questions about privacy policies and practices.

In addition to transmitting certain candidate-specified personal data to DESE, DESE may disclose personally identifiable information in response to a subpoena, court order, or legal process, to the extent permitted and required by law; to maintain exam security and integrity, to address violations of law, and/or to protect testing candidate security or the security of other persons, consistent with applicable law as required by DESE. By registering for the exam, candidates give consent for personal information to be transmitted in the situations outlined above.

**Aggregation of Non-Person-Specific Data:** NOCTI may statistically aggregate, in non-person-specific form, exam responses and other information collected in the exam registration and delivery process and may transfer this information to DESE upon DESE's request. Such aggregated, non-person-specific information may be used for quality control, operations management, security, and to enhance, develop, or improve exam processes, exam services, and exams.

**Responses:** Without the identification of a name, responses may be used as resources for research, development, and implementation of testing programs, examiner training or study materials, or other purposes associated with the program.

**Property:** The exam materials were developed by DESE at significant costs and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the exam functions for which they were designed. Candidates will not receive any exam materials prior to taking the exam and no exam materials will be available to review after the exam. Candidates are not permitted to:

1. Take exam materials, handwritten or printed notes reflecting or recording anything about the exam materials from the administration.
2. Copy, screenshot, or reproduce the exam materials in whole or in part, by hand or with the use of any type of electronic device.

**Non-Disclosure of Exam Materials:** Upon registering for an exam, candidates promise and agree not to disclose the exam materials or any part of them (including the form, subject matter, substance, and wording of any exam questions, jobs, or any answer thereto) to anyone for a period of ten (10) years from the date of the exam administration to which such exam materials

pertain. Candidates acknowledge and agree that should this agreement of nondisclosure be violated; the offending candidate may be liable in damages for the cost (including redevelopment costs) incurred as a result of any breach of this agreement and may also be subject to other legal and equitable remedies (including injunctive relief and/or criminal charges) for any such breach.

**Relinquishment of Unauthorized Testing Aids, etc.; Waiver:** If the proctor, evaluator, NOCTI, or DESE has reasonable suspicion that a candidate has or may have in their possession any exam materials, notes, and/or unauthorized aids, candidates are required to immediately turn over or properly dispose of any such exam materials, notes, and/or unauthorized aids in their possession at any time upon request. In the event a possible breach of exam security is suspected, candidates agree to cooperate with NOCTI and/or DESE as an investigation will be launched and may result in the voiding of exam score(s) or other applicable ramifications.

### **Title IX and 622 and E.E.O Compliance**

*(August 2017)*

The MA CTE Teacher Testing Program does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identity, disability, or homelessness in its admission, treatment, or access to its program and activities and is committed to providing an environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this notice or for assisting in an investigation of such conduct.

The following persons have been designated to handle inquiries regarding the MA CTE Teacher Testing Program nondiscrimination policies, including Section 504 compliance policies:

<p><b>For inquiries concerning nondiscrimination related to the MA CTE Teacher Testing Program as a whole (i.e., employment opportunities, licensure process, exam items, etc.)</b></p>	<p>Massachusetts Department of Elementary and Secondary Education (DESE)  <a href="#">Office of Educator Licensure</a>            75 Pleasant Street            Malden, MA 02148-4906</p>
<p><b>For inquiries concerning nondiscrimination related to the administration of a MA CTE Teacher Testing Program exam</b></p>	<p>NOCTI            Amie Bloomfield, Executive Vice President            500 N. Bronson Ave            Big Rapids, MI 49307  <a href="mailto:amie.bloomfield@nocti.org">amie.bloomfield@nocti.org</a>            (231) 796-4890</p>

## Written Exam Information

### About the Written Exam

The Massachusetts CTE Teacher Testing Program written exams are designed to measure candidate knowledge of the specific technical subject matter related to the established content standards as detailed in the MA CTE Frameworks. As such, they are criterion-referenced exams. The written exam is designed to measure the candidate's knowledge of the specific technical skills, related mathematics, and science, as well as any technical and safety regulatory guidelines (i.e., OSHA, electrical code, etc.) To preserve the integrity of the written exams, test administration must be proctored via a live remote proctoring session utilizing NOCTI's approved remote proctoring service.

The written exam consists of 100 multiple-choice questions developed by fully licensed Massachusetts vocational technical educators. A candidate's performance on the exam is evaluated against the established standard approved by the Commissioner of Education (70 percent). Candidates who do not achieve the 70% passing score may retake the exam by re-registering after the specified period of time outlined in the retake policy.

### Written Exam Registration

The following information outlines the written exam registration process.

#### Registration Overview

1. Create a profile in the Educator Licensure and Renewal (ELAR) portal to be assigned a MEPID.
2. Register for your exam on the [Massachusetts](#) page at [NOCTI.org](#). Credit card payment is required at the time of registration.
3. Allow up to five-business days for processing.
4. Receive order confirmation email. It is recommended that this email be kept for personal records.
5. Receive email from NOCTI's online proctor service, ExamRoom.AI, to schedule the exam.

#### Remote Proctoring Details

Candidates work with ExamRoom.AI to schedule a remote proctoring exam session that fits their schedule. A session must be scheduled within six months of registration. If an exam session is not scheduled within six months, the registration will expire and a new registration will be required.

Contact NOCTI's Customer Care Team if the initial email from ExamRoom.AI is not received within ten-business days after registration.

If rescheduling an exam session becomes necessary, the candidate must work with ExamRoom.AI to confirm a new session prior to expiration of the registration.

## Fee Schedule

Payment is completed through NOCTI's online payment portal and is required upon receipt of an invoice from NOCTI and prior to scheduling an exam date. The exam fee schedule is as follows:

Non-Refundable Registration Fee ( <i>applicable for each registration</i> )	\$50.00
Written Exam Fee	\$125.00
Written Exam Retake Fee	\$125.00
Refund Processing Fee	\$25.00
Rescore Fee <i>In the instance of an exam being scored with incorrect test-taker provided information, the candidate will be subject to a rescore fee for necessary corrections.</i>	\$20.00

Registration for the performance exam is contingent upon passing the written exam.

## Signature

The candidate's signature on the MA CTE Teacher Testing Program Registration Form indicates the confirmation of the accuracy of the information on the registration form. It also confirms an understanding of the information and rules outlined for participation in the written exam administration and agreement to follow these rules. Signature also confirms a candidate is taking the Massachusetts CTE Teacher written exam with the intention to seek licensure as a CTE educator in the state of Massachusetts and for no other purpose.

## Accessibility

To ensure accessibility, accommodations are available for candidates with a formalized plan in place (e.g., Individualized Education Plan [IEP], 504 Plan). NOCTI's online testing system has integrated tools for text-to-speech, extended time (time and a half), and enlarged graphics. When selecting an accommodation during registration, the documentation to verify the accommodation must be uploaded during submission. For all other accommodations, NOCTI should be contacted for consideration.

## Guidelines for English as a Second Language (ESL) Candidates

An ESL candidate is one whose:

- native language is that other than English
- comes from an environment where a language other than English is dominant
- has sufficient difficulty speaking, reading, writing, or understanding the English language

The following accommodation is voluntary and not mandatory but allowed for ESL candidates. ESL candidates are permitted to use word-to-word translation dictionaries during administration. Candidates must supply their own word-to-word dictionary. These dictionaries must be without definitions, pictures, hand-written notes, or the need of internet connection. The need for this accommodation must be indicated on the registration form. Proctors will be notified of this accommodation prior to administration and will ask candidates to view the dictionary for approval of use as an allowable resource.

## Withdrawal/Refund Request

Should it be necessary to withdraw a registration and cancel a written exam administration, NOCTI must be notified in writing. If the exam session has not been started, candidates may request a refund minus the refundable registration fee and the refund processing fee.



## Written Exam Policy and Procedures

### Remote Proctoring

NOCTI strives to adhere to the recommendations from national accrediting bodies and assessment publishing associations that indicate remote proctoring with a live proctor is the ideal and the most secure option for high-stakes credentialing. A remote proctoring service provides a third-party, impartial proctoring session which is critical to high-stakes credentialing.

Remote proctoring is required for the MA CTE Teacher Testing written exams via NOCTI's remote proctoring partner, ExamRoom.AI, a leading remote proctoring solution. Testing candidates should plan for a three-hour testing session. After logging in to the exam, testing candidates may not leave the exam area for any reason until the exam is completed.

NOCTI schedules a remote proctoring session as part of the registration process through its authorized remote proctoring service. Any other remote proctoring services, online meeting products, or software will not be considered and are not acceptable methods for remote proctoring for this program. Any attempt to use these products will be considered a violation. Candidates will need to adhere to all remote proctoring rules.

Candidates must have the following for remote proctoring administration:

1. Access to a stable internet connection.
2. A computer workstation with a functioning web-camera that meets the guidelines for online testing and remote proctoring as outlined in the Test Taker Information for Remote Proctoring on page 17.
3. A private space where the testing candidate will be uninterrupted to take the exam. No one other than the testing candidate can be in the testing area, and public spaces such as libraries cannot be used.
4. A valid email address for communication about the testing session.
5. A valid picture identification (e.g., driver's license).

### Late Arrivals

It is essential to report promptly for exam administration. The remote proctoring support team will wait 15 minutes past the scheduled administration time for the candidate to arrive. If the candidate fails to arrive within the specified timeframe, a phone call reminder will be made to the testing candidate. If the call is routed to voicemail, an email follow up will be sent to the candidate's registered email address. The exam will remain available on the candidate's ExamRoom.AI dashboard until the end of the day. If the candidate does not login, the exam will automatically be removed from the schedule list, and it will be classified as a "No Show." To reschedule, the candidate must contact ExamRoom.AI.

### Written Exam Materials

The [exam outlines](#) provide materials needed for the administration of each exam title. Only the four-function calculator housed within NOCTI's online testing system is allowed for the written exams. Personal calculators must not be present during administration. Additional materials other than those noted specifically on the exam outline (i.e., reference material, notebooks, etc.) are also prohibited during administration. Candidates will be alerted during the testing session if the proctor observes non-standard testing activity which requires explanation. The proctor has the option to stop the test based on any observed non-standard testing activity. NOCTI will receive notification of any non-standard testing activity occurring during the testing session and the action taken by the proctor. Any non-standard testing activity may result in the voiding of exam score(s) and possible restrictions on future testing opportunities.

**IMPORTANT: Personal digital devices and all other types of electronic information or communication devices are strictly prohibited during administration. Possession or use of any such device will be reported to NOCTI and result in the voiding of the exam score.**

### **Exam Security**

Candidates will follow all reasonable instructions given, either verbal or in writing, at or during the exam administration, including, but not limited to, instructions to show the remote proctor live video of the testing area. By registering for an exam, candidates agree to refrain from communicating with any unauthorized persons in any way during the exam administration or engaging in any other form of non-standard testing activity or misconduct.

### **Retake Policy**

The following guidelines govern the retake policy of MA CTE Teacher Testing Program exams.

**Purpose:** These exam retake guidelines are intended to allow individuals an additional opportunity to improve their score, while at the same time protecting the integrity of the exam content. These guidelines will allow adequate remediation time, ensure the most valuable longitudinal growth data, and adhere to psychometrically sound testing practices.

**Definition:** The term “retake” is intended to allow a candidate multiple attempts to pass a previously taken exam, with the same exam title, version, and with specific parameters built in to allow for time between administration for remediation of content already acquired.

**Guidelines:** These guidelines apply to all MA CTE Teacher Testing Program exams.

1. Retake attempts may be administered after a waiting period of forty-five (45) days from the previous administration.
2. There is no limit on the number of retake attempts a candidate is allowed.
3. Scores for each administration attempt will be shared with the DESE.

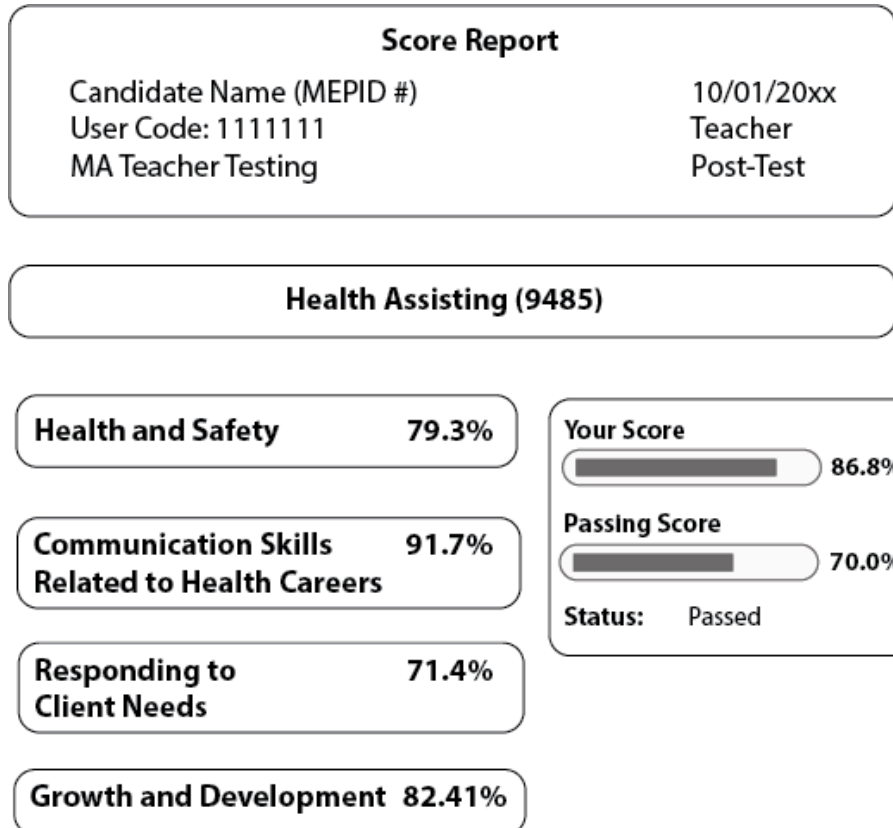
**Ordering:** Candidates must register for each administration attempt. Refer to the fee schedule for associated costs.

## Score Reports

### After Administration

Upon completion of an exam, the candidate will click the “Score My Test” button in the online testing system. This action finalizes the testing session and displays the candidate’s score. A total score and a score for each standard within the exam are provided. Candidates have the option of printing, saving, or emailing the score report. Exam results are provided to DESE within three to five business days of the completion of the exam.

A sample of the individual score report follows:



## Performance Exam Information

### About the Performance Exam

Performance exams are conducted in facilities equipped with appropriate equipment, materials, and supplies. Exams are administered in the presence of a qualified Evaluator approved by NOCTI. Evaluators rate participant performance as the specific tasks for each job on the exam are completed. This means exam session scheduling involves collaboration between NOCTI, a testing site, an evaluator, and yourself. Your patience is appreciated as we work with exam sites to schedule administration sessions. Upcoming sessions will be posted on NOCTI's [website](#).

It is the candidate's responsibility to review the appropriate exam [content outline](#) to ensure awareness of what is expected for the exam. The exam outline contains an overview of the performance jobs, along with additional information regarding PPE, volunteers when necessary, and/or optional equipment or supplies.

### Performance Exam Registration

The following information outlines the performance exam fee schedule and registration process. Registration for the performance exam is contingent upon passing the written exam.

#### Fee Schedule

Payment is completed through NOCTI's online payment portal and is required upon receipt of an invoice from NOCTI and prior to scheduling an exam date. The non-refundable registration fee and written exam fee are applicable for each registration completed, whether the registration is for a first attempt or a retake.

Non-Refundable Registration Fee	\$50.00
Performance Exam Fee	\$250.00
Refund Processing Fee	\$25.00
Rescore Fee <i>In the instance of an exam being scored with incorrect candidate provided information, the candidate will be subject to a rescore fee for necessary corrections.</i>	\$20.00

#### Pre-registration Overview

The performance exam requires a pre-registration process to assist with scheduling demands.

1. Complete all required fields on the performance exam pre-registration form available on the Massachusetts page at [nocti.org](http://nocti.org).
2. Pre-registered candidates will receive an email when exam sessions are available for the title in which they pre-registered. The email will include information to register for an exam session.

#### Registration Overview

1. Complete all required fields on the performance exam registration form provided by NOCTI.
2. Sign, scan and return the accurately completed registration form to NOCTI at [nocti@nocti.org](mailto:nocti@nocti.org).
3. Allow up to five-business days for processing of the registration form.
4. Receive registration confirmation email from [customer.care@nocti.org](mailto:customer.care@nocti.org) with invoice for the performance exam.
5. Pay invoice via NOCTI's online payment portal within five business days.
6. Work with a NOCTI customer care representative to confirm a testing session.

While registering for an exam holds a spot at the session for candidates, the sessions are not confirmed until the minimum number of candidates have registered. NOCTI will alert those registered approximately three weeks before the session date of confirmation. Should there not be the minimum number of registrations received, the session will be rescheduled.

### **Signature**

The candidate's signature on the MA CTE Teacher Testing Program Registration Form indicates the confirmation of the accuracy of the information provided. It also confirms an understanding of the information and rules outlined for participation in the performance exam session and agreement to follow these rules. Signature also confirms a candidate is taking the Massachusetts CTE Teacher performance exam with the intention to seek licensure as a CTE educator in the state of Massachusetts and for no other purpose.

### **Payment Instructions**

Once the registration form has been received at NOCTI, the candidate will be contacted via email with information that will include the following:

1. Invoice
2. Payment Instructions (*NOCTI accepts all major credit cards or ACH transactions*)
3. Information on next steps

### **Candidate Accommodations**

NOCTI must be made aware of any necessary accommodations should they be needed, during the registration process. Documentation will be required when requesting test accommodations. NOCTI will discuss requests with DESE. Evaluators will not be permitted to make any unplanned accommodations on the day of testing.

### **Cancellation Policy**

Every effort must be made to participate in a scheduled exam session. Should the need arise for a candidate to cancel their testing session, NOCTI must be notified a minimum of four weeks prior to the scheduled testing session. The candidate will have the option to:

- Reschedule for a later testing session and apply the payment made to the new exam session.
- Request a refund of the performance exam fee, minus the non-refundable registration fee and the refund processing fee.

Cancellation of a scheduled exam session with less than four weeks' notice forfeits the entire testing fee. Registering for a future exam session will require a new registration be submitted with full payment.

### **Inclement Weather**

In the event of impending severe weather, NOCTI will work with the testing site to determine if the exam session should be rescheduled. Every consideration will be given to decide prior to the day of the exam session for adequate time for notifying candidates. Should less than 24 hours' notice be necessary when cancelling an exam session, candidates will be notified via text message or phone call from the testing site's contact. When rescheduling is necessary due to inclement weather, NOCTI will work with the testing site and candidates to establish an alternate date.

If, in the candidate's judgment, the conditions are too extreme for travel and notification of a cancelled exam session has not been received, the contact at the testing site must be notified

via phone call of the absence prior to the start of the exam session. NOCTI must then be emailed within three days of the missed exam session to be considered for re-scheduling without penalty. Candidates who do not contact the testing site will be considered a no-show.

Note that NOCTI, the testing site, nor DESE will be held responsible for any travel costs incurred by the candidate for time or travel if the exam session is impacted by the inclement weather.

### **Emergency Circumstance Waiver**

Absent candidates who do not show for an exam session are not entitled to any refund or credit. If an emergency circumstance (e.g., illness, injury, hospitalization, or death in the immediate family) resulted in the absence, candidates may apply to receive a waiver for a voucher for use to register for a future exam date.

To request a fee voucher, NOCTI must be contacted within three business days of the missed exam session via email with a detailed explanation of the circumstances and a request to begin the waiver consideration process.

Within 30 calendar days of approval by NOCTI to begin the waiver consideration process, the candidate must submit, via email, written documentation such as a letter signed by a professional licensed to diagnose or treat the emergency condition (e.g., Physician), on that person's original professional letterhead, or a link to an online obituary must be included.

A response by NOCTI for waiver requests will be sent by email within two weeks after written documentation is received. If the request for a voucher is approved, the voucher will be available for use to register for a future exam session within twelve months. NOCTI, the testing site, and DESE are not responsible for any associated travel fees the candidate may have incurred for the missed exam session. There will be no exceptions to the 30-day requirement to submit documentation.

## **Performance Exam Administration**

### **Candidate Check In**

Upon arrival for the testing session, candidates must be checked in using the attendance roster provided by the Center Coordinator. A valid driver's license or other form of official identification with a picture must be presented and checked against the names on the attendance roster.

Upon verification of ID, candidates must sign the attendance roster in order to complete the check in process. Then the candidate will be instructed where to go in the testing area and be asked to await further instructions.

Candidates are prohibited from bringing any unauthorized materials, resources, or cell phones, smart watches, or any other electronic devices to the testing area. If detected, candidates will be instructed to return such items to their vehicle or to store them in an area designated by the testing site.

### **PPE/Safety**

Candidates must bring all appropriate PPE, attire/uniform, and any other safety items such as steel toed boots, hair net, mask, uniform, etc. as is routinely expected to be used by an employee in the industry. If the candidate does not bring what is needed to safely complete all

jobs of the exam as required in the workplace, the testing session will need to be rescheduled at the candidate's expense.

### **Late Arrivals**

Late arrivals will be allowed to enter the testing area up to 15 minutes after the exam session has begun. When a candidate arrives late and is not able to test, they will forfeit the non-refundable registration fee and the performance exam fee and will be required to re-register for a future testing session with full payment.

### **No-Shows**

Candidates who are a no-show (absent from an exam without cancellation), and who are not approved for an emergency circumstances waiver, forfeit the non-refundable registration fee and the performance exam fee. Registering for a future testing session will require full payment by the candidate.

### **Safety**

Safety comes before all other considerations. The session will be terminated for any candidate who acts in an unsafe or hazardous manner that may cause injury to self or others and/or damage to machinery or equipment, or if equipment becomes unsafe to operate. Registering for a future testing session will require full payment by the candidate.

### **Results Notification**

The Center Coordinator will enter candidate ratings into NOCTI's system for scoring within five business days from administration. Once submitted to NOCTI, results will be processed within two business days. Official scoring will be reported to DESE and the candidate within two business days upon NOCTI's receipt.

## **Exam Appeal Process**

The MA CTE Teacher Testing Program appeal process is intended for use in the event of extenuating circumstances or exam irregularities to rectify any exam irregularities resulting from the possible incorrect and non-standardized administration of an exam. This process is not for use to challenge the content of the exams as they are aligned with the MA CTE Frameworks. The candidate should recognize that the purpose of the appeal is not to be used as a strategy to gain an unfair advantage in the certification process.

1. Requests for exam appeals must be made in writing and indicate the basis for the appeal. The request must be received at NOCTI within three weeks of the test date. Requests for appeals made after the timeline has expired will not be considered.
2. NOCTI will investigate the details of the appeal and will attempt to resolve the appeal within two weeks.
3. If not resolved, NOCTI will collaborate with all necessary individuals (i.e., DESE, proctors/evaluators, testing candidate, etc.) regarding the appeal request to determine if an appeal is warranted.
4. All final decisions concerning exam appeals can only be made by NOCTI and/or DESE. Since an individual's testing information is confidential, no information can be given out over the telephone to either the candidate or a third party.
5. The candidate will be notified in writing of the decision of the exam appeal subcommittee regarding the written exam appeal within two weeks of the receipt of the appeal request.

## Contact Information

### Massachusetts Department of Elementary and Secondary Education (DESE): Licensure

Candidates may apply for a technical educator license at any time, before or after taking the CTE teacher exams and MTEL exams. However, in order to determine the license requirements, including which tests to take, candidates must submit to DESE a complete license application, including an official college or university transcript(s) if required, and remit the appropriate fees. **It is strongly recommended that candidates submit an application for licensure to DESE early in the licensure process to ensure license qualifications are met.**

<b>Contact:</b>	<b>Massachusetts Department of Elementary and Secondary Education (DESE)</b>
	Office of Educator Licensure 75 Pleasant Street Malden, MA 02148-4906
<b>Telephone:</b>	(781) 338-6600
<b>TTY-NET Relay:</b>	(800) 439-2370
<b>Office Hours:</b>	Monday – Friday 9:00 a.m. to 4:45 p.m. EST (excluding holidays) During especially busy periods, attendants may be available for extended hours. Please check the Automated Message System for up-to-date information on call center hours. This information is also provided on the DESE Website.
<b>Walk-in Service:</b>	8:45 a.m. to 4:45 p.m. EST. Monday – Friday, excluding holidays.
<b>Website:</b>	<b>Licensure Information:</b> <a href="http://www.doe.mass.edu/licensure/voctech/">http://www.doe.mass.edu/licensure/voctech/</a> , select “VTE Educator Licensure” and then select the appropriate license category. The site provides regulations, guidelines, and applications for Vocational Technical Educator Licenses. Access “Licensure Help” and “Apply Online” through the ELAR system for Vocational Technical Educator licenses. First-time applicants must create an ELAR profile to apply online.

DESE is an affirmative action employer, committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. For further information regarding this policy, please visit the DESE web site at [www.doe.mass.edu/resources/policy.html](http://www.doe.mass.edu/resources/policy.html).



## CTE Teacher Testing Program Provider: NOCTI

NOCTI is the leading provider of industry credentials and resources for CTE programs across the nation. With over 55 years of experience, NOCTI is a pioneer in creating customized and standardized credentialing solutions and is a valuable partner in the CTE community's efforts to improve America's workforce. NOCTI is proud to be the exam provider for the MA CTE Teacher Testing Program.

**Contact:** **Massachusetts CTE Teacher Testing Program**  
NOCTI  
500 North Bronson Ave  
Big Rapids, MI 49307

**Mailing Address:** **Massachusetts CTE Teacher Testing Program**  
500 North Bronson Ave  
Big Rapids, MI 49307

**Telephone:** (231) 796-4890

**Fax:** (231)-796-4699

**Office Hours:** Monday – Friday  
8:00 a.m. to 5:00 p.m. EST  
Excluding holidays  
Office hours may be adjusted at anytime

**Program E-mail:** [nocti@nocti.org](mailto:nocti@nocti.org)

**Web Site:** <https://www.nocti.org/credentials/state-programs/massachusetts>

**Program Personnel:** Randi VanHemert, NOCTI Project Coordinator

## Massachusetts Tests for Educator Licensure (MTEL/VTEL)

The MA CTE Teacher Testing Program does not administer the MTEL Communication and Literacy Skills Exams or the Vocational Technical Literacy Skills Test (VTEL). Below is the contact information for the Massachusetts Exam for Educator Licensure.

**Contact:** **Massachusetts Tests for Educator Licensure (MTEL)**  
Evaluation Systems  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9013

**Telephone:** (413) 256-2892  
(866) 565-4894 (toll free)

**TTY:** (413) 256-8032  
Operations are available 9:00 a.m. to 5:00 p.m. EST Monday – Friday, excluding holidays. Automated Information System is available 24 hours a day.

**Fax:** (413)- 265-7077  
Registration forms may not be transmitted by fax

**Website:** [www.mtel.nesinc.com](http://www.mtel.nesinc.com)  
This website provides MTEL notices, a list of exam preparation resources available to the public, and frequently asked questions.

# Test Taker Information for Remote Proctoring with ExamRoom.AI

The information below outlines the process once NOCTI has requested a testing session for the candidate through ExamRoom.AI.

## What Happens Next?

- ExamRoom.AI will send you an email with a link and login credentials. Use the link to access your ExamRoom.AI account and schedule your test. Refer to the *Scheduling Your NOCTI Exam* manual for step-by-step instructions.  
*Note: It is recommended that you whitelist @ExamRoom.ai to ensure emails are allowed through spam filters.*
- **Please note you cannot test during NOCTI's system maintenance window from 8:00 p.m. on Thursdays until 6:00 a.m. on Fridays.**

## What Will I Need?

- You will be required to have a stable internet connection and computer workstation that meets NOCTI's and ExamRoom.AI's online testing guidelines. A functioning web-cam and a microphone are also required. Specific workstation configurations (e.g., acceptable browsers and devices) are provided in the *Computer Setup-Remote Proctoring* section on the next page.
- To begin your testing session, go to <https://www.examroom.ai/> and click Sign In (top right corner) and login to your account. Follow the instructions *NOCTI Exam Day Manual*.
- The ExamRoom.AI Onboarding Agent will walk you through the process of preparing for the test. The steps will include sharing your screen, performing a computer systems check, and providing required picture identification (e.g., driver's license, current year school ID).

## Where Will I Test?

- You must set up your testing location in a private room (e.g., bedroom, home office) where you can be alone and not be disturbed for the entire testing session. Public spaces, such as a library or coffee shop, are not acceptable locations.
- You will be asked to use the web-cam to show your testing location, including the ceiling, floor, desk, under desk, and other views of the environment. You will be asked to remove any prohibited items, such as food, beverages, books, etc.

## Is There Anything Else I Need to Know?

- The ExamRoom.AI proctor will provide you with your login credentials for NOCTI's online testing system when you sign in to test.
- The proctor may ask you what you are doing if it looks like questionable behavior. For example, avoid doing things such as looking at the floor for a long period of time as that could be considered questionable behavior.
- If you have not tested in NOCTI's online testing system before, you can try the system by going to this site <https://testing.nocti.org/> and clicking on "Try the Testing System". This feature will help familiarize you with how the testing system looks and the navigation options.
- On testing day, once you have logged into the test, the NOCTI testing system will prompt you to agree to NOCTI's Code of Conduct. If you do not agree, you will not be allowed to test.

NOCTI assessments must be administered in a proctored environment. Access to resources through the Internet, local network, mobile devices, or electronic storage media is strictly prohibited during test administration.

Confirm your computer setup for NOCTI testing by accessing <https://testing.nocti.org/> and clicking on the “Get Computer Ready for Testing” button.

<p><b>Remote Proctoring Equipment</b></p>	<p><b>Required for Remote Proctoring with ExamRoom.AI</b></p> <ul style="list-style-type: none"> <li>➔ Chromebook, laptop, or desktop with one screen</li> <li>➔ Front-facing camera and microphone</li> <li>➔ Internet speed minimum 1MBPS</li> <li>➔ Stable internet connection</li> </ul>
<p><b>Devices &amp; Systems NOT Supported for Remote Proctoring</b></p>	<p><b>Devices and Systems NOT Supported by ExamRoom.AI</b></p> <ul style="list-style-type: none"> <li>➔ Mobile devices, tablets/iPads</li> <li>➔ Multiple monitors</li> <li>➔ Bluetooth enabled devices</li> <li>➔ Linux/Unix operating systems</li> <li>➔ Microsoft Surface RT</li> <li>➔ Windows 10 S Mode</li> </ul>
<p><b>Windows Systems</b></p>	<p><b>Minimum Operating System and Hardware Requirements</b></p> <ul style="list-style-type: none"> <li>➔ Windows 10 Version 2016 LTSC and above; Windows 10S is <b>NOT</b> supported for remote proctoring</li> <li>➔ 1024 x 768 minimum resolution is highly recommended</li> </ul> <p><b>Internet Browsers Supported</b></p> <ul style="list-style-type: none"> <li>➔ Firefox 97 or higher</li> <li>➔ Google Chrome 98 or higher</li> <li>➔ Microsoft Edge 98 or higher</li> </ul> <p><i>Note: The NOCTI testing site works best with Chrome or Firefox versions that support CSS3.</i></p>
<p><b>Mac Systems</b></p>	<p><b>Minimum Operating System and Hardware Requirements</b></p> <ul style="list-style-type: none"> <li>➔ OS X version 10.14 or higher</li> </ul> <p><b>Internet Browsers Supported</b></p> <ul style="list-style-type: none"> <li>➔ Safari 14.0.3 or higher</li> <li>➔ Firefox 97 or higher</li> <li>➔ Microsoft Edge 98 or higher</li> </ul>
<p><b>Chromebook Systems</b></p>	<p><b>Minimum Operating System and Hardware Requirements</b></p> <ul style="list-style-type: none"> <li>➔ Recommended Chrome OS version 61 or higher</li> </ul> <p><b>Internet Browsers Supported</b></p> <ul style="list-style-type: none"> <li>➔ Google Chrome 98 or higher</li> </ul>
<p><b>Text-to-Speech</b></p>	<p>This accommodation must be set up ahead of time by your NOCTI Site Coordinator. A sound device or speaker is required for use and headphones are allowed.</p>