SUPPORTING NARRATIVE:

Steps in Choosing "Job Ready" Occupational Competency Assessments from the National Occupational Competency Testing Institute (NOCTI)

➢ See Board of Education Approved Occupational Competency Assessments (NOCTI) recognizing that NOCTI assessments have not been selected for each Career and Technical Education area, and that in many areas industry certifications or licensures are the preferred credential. See Administrative Planning Guide: http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/ for 2007-08 to check a program sequence that is offered in your school to see what NOCTI choices may be available. An updated (January 10, 2008) list of Board approved/proposed NOCTI "job ready" assessments can be found at: http://www.doe.virginia.gov/VDOE/Instruction/CTE/certification/Board_Approved_Credentials.pdf

➢ Always consider whether an industry certification may be more appropriate for student entry-level employment purposes. Also recognize that most NOCTI assessments are comprehensive in nature representing an entire CTE program sequence (i.e., two years of Carpentry, etc.) at the secondary level.

➢ If a NOCTI assessment is the "credential of choice" for a CTE program sequence, go to the NOCTI web site for "job ready" assessment blueprints (http://www.nocti.org/ExperienceA.cfm) and download the assessment blueprint for the specific assessment being considered. This list of topics should be compared closely with both state and local school division essential competencies for the CTE program being examined.

➢ It is also recommended that NOCTI testing data for Virginia students for school year 2006-07 be examined: (http://www.doe.virginia.gov/VDOE/Instruction/CTE/certification/2007_NOCTI_Summary.pdf).

➢ As over 4,000 tests have been given to Virginia students in the last school year, it is possible to compare Virginia norms for a number of NOCTI assessments with the national norms (where a minimum number of tests have been given, etc.).

➢ Assuming a school has identified one or more NOCTI assessments that it desires to use, see "Getting Started" section of NOCTI web site: http://www.nocti.org/studentGI.cfm

➢ Pre-tests of NOCTI "Job Ready" assessments can be ordered, and utilized for the purpose of measuring student gains by pre- and post-assessment. **Pre-tests <u>cannot</u>**

be used for Virginia's student-selected verified credit option, as national norms are not calculated.

➢ Once a school has registered with NOCTI to become a testing site, and is ready to order assessments (either paper/pencil and/or online) using the NOCTI order form mentioned above, please note the following **important** items before administering tests to students:

  o In the use of NOCTI occupational competency assessments, the Board of Education has established the national norm for specific NOCTI occupational competency assessments as a passing score (cut score), and has approved use of the written (knowledge-based) portion of the selected NOCTI "job ready" occupational competency assessments for student-selected verified credit.

  o The performance portion of NOCTI assessments <u>is not</u> required for student-selected verified credit or the diploma seals.

  o NOCTI tests must be given in a proctored environment by individual schools. <u>Career and Technical Education instructors (whose students are taking a NOCTI assessment) cannot take (or examine) NOCTI assessments, and should not be involved in the proctoring process.</u>

  o As teachers cannot take NOCTI assessments, they **do not** have to take any type of "certification" test from NOCTI for students to be able to receive Virginia student-selected verified credit by passing a NOCTI assessment while completing a CTE course and/or course sequence.

➢ **Questions concerning assessment ordering and the NOCTI testing/registration procedure should be directed to Heidi Speese, Client Services Coordinator, (Hspeese@nocti.org), or 1-800-334-6283, Extension 25.**

SEE NOCTI WEB SITE AT:

http://www.nocti.org/studentGI.cfm

........**FROM NOCTI WEB SITE:**

Getting started with NOCTI is easy! Follow the steps below in order to become a NOCTI customer. You may call a NOCTI representative at 800-334-6283 or email NOCTI at nocti@nocti.org if you have questions or need additional information. We look forward to working with you as your assessment partner!

Please review and print the following materials as needed:

Testing Agreement
Security Policy
Coordinator Guide for Student Assessment
Return/Refund Policy
Pre-Assessment Policy
Order Form

1. Complete the Testing Agreement

- Identify one person at your site/school as the Test Coordinator
- Check the online system(s) you wish to use (paper/pencil administration is always available)
- Obtain the Test Coordinator's signature as well as the signature of an administrator of your site/school(someone other than the Test Coordinator)

2. Fax the completed Testing Agreement to NOCTI at 231-796-4699

3. NOCTI will create an account for your school and issue a site code, which will then serve as your "Customer ID"

4. Print a copy of the Coordinator Guide for Student Assessment to use as a reference for your assessment program

5. Place orders by following the instructions on the Order Form