Recommendations for Proctoring Industry Certification Credentialing Examinations and/or NOCTI Occupation Competency Assessments

A significant number of credentialing entities have designed their examinations so that they can be accessed via the Internet, allowing school-based testing. Other entities will send their tests to school testing sites to be administered under proctored conditions. Educators then send the tests back to the entity for grading.

While school-based testing (as opposed to students having to test offsite) greatly promotes the use of credentialing in Career and Technical Education (CTE), clear guidelines on exam proctoring as well as the utilization of a "proctored environment" are needed. This is particularly important when the student-selected verified credit option is utilized.

A "proctored environment" for testing is always the "safest way" to administer high-stakes credentialing examinations. A "proctor/observer," who works with classroom teachers in administering exams to students and who may be called upon to secure paper and pencil tests for mailing to the scoring entity, provides the essential conditions for the "proctored environment." The "proctor observer" can be a teacher other than the classroom teacher of the students being tested.

It is recognized that school administrative staff are extremely busy with non-testing duties and cannot take full responsibility for proctoring CTE credentialing (except where the entity will not allow teacher involvement). Classroom teachers *can* be involved *if* other teachers or administrators are utilized as "proctor observers." These are professional educators (or possibly advisory council members) who can assure (and testify if needed) that students did not receive help on credentialing examinations.

If testing is done <u>without</u> a proctored environment in place, students should be advised that the student-selected verified credit for career and technical education credentials is not an option. <u>Testing results from a non-proctored environment should not be submitted to school administration for the student-selected verified credit option.</u>

Please note the following recommendations:

NOCTI Occupational Competency Assessments

<u>To become a NOCTI testing site, an administrator must be approved by NOCTI as a test site administrator</u>. The site administrator signs an agreement that classroom teachers <u>will not</u> be allowed to examine or administer NOCTI occupational competency assessments. These assessments <u>must</u> be given in a proctored environment by someone who is <u>not</u> the classroom teacher of the students being tested.

Assessments (paper and pencil) That Are Sent To Schools For Administration By A Testing Entity Other Than NOCTI

These tests can be given to students with the classroom teacher assisting; however, a "proctor observer" should work with the teacher in administering the tests. This individual can testify (if required) that students were not given assistance in taking the examination. <u>The "proctor observer" should also collect and mail the examinations back to the testing entity for scoring</u>. The "proctor observer" can be a teacher other than the classroom teacher of the students being tested.

Examinations Utilized By Testing Entities That Can Be Taken Via the Internet

These tests can also be given to students with the classroom teacher assisting; however, a "proctor observer" should work with the teacher in administering the tests. This individual can testify (if required) that students were not given assistance in taking the examination. The "proctor observer" can be a teacher other than the classroom teacher of the students being tested. Normal classroom computer labs can normally be used to administer Internet-based examinations. <u>Classroom teachers and "proctor observers" should be highly visible and closely monitor testing as most schools do not have "computer cubicles" that allow optimum testing privacy and security</u>.

Summary

<u>Educators should always be aware of any specific requirements for administering credentialing examinations that may be established by the credentialing entity or program</u>. For example, several testing entities require that persons administering their examinations be "approved proctors" who must pass a special proctor examination related to their testing program.

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