



Getting to the
Workplace...
from the Classroom



**National Health
Care Foundation
Skill Standards
Assessment/
Certificate
Program**

**Overview of Test
Administration**



www.nchste.org

www.nocti.org

**National Health Care Foundation Skill Standards
Overview of Test Administration**

1. Identify Test Coordinator

The test coordinator is responsible for the following:

- Verifying student eligibility (additional information provided)
- Ordering tests (step-by-step instructions provided)
- Coordinating and/or conducting test administration
- Retrieving score reports
- Distributing scores/certificates

2. Complete Testing Agreement

This form sets up the location as a testing center. A site code will be assigned to the testing center. Once the testing center has been approved and set up in the NOCTI system, the test coordinator will receive an email with their identification/password to use the NOCTI Assessment Center. (Testing Agreement form can be downloaded from the NCHSTE website.)

3. Complete Payment Information Form

The testing location will be required to pre-purchase assessments via credit card or purchase order submitted to NOCTI. Beginning September 2003, assessments may be purchased electronically with credit cards via the web. (Payment Information form can be downloaded from the NCHSTE website.)

4. Order Tests

Once the payment information has been approved, NOCTI will place a credit on the account. The test administrator will go to the management site within the NOCTI Assessment Center and place the order.

COSTS

- Pre/Post Test Combination: \$40.00 per student
- Post Test Only: \$30.00 per student

5. Testing your System Setup

Prior to testing, it is critical that the setup for each machine that will be used for test administration is verified. To test the setup, go to the administrator page in the NOCTI Assessment Center under Technical Specifications.

6. Administer the Test

The test must be administered in a controlled environment with oversight by approved personnel. A controlled environment includes a library, computer lab or classroom. Approved personnel include an onsite teacher, test administrator or supervisor. There is a 90-minute time limit for the assessment and no reference materials are allowed during the administration.

7. Receive/Distribute Results

After the individual completes the assessment, the test administrator will receive an email indicating that the test results are now available for review. The administrator must go to the management site to obtain the results. Once the test has been completed, the results will be electronically returned to NOCTI to incorporate into the scoring system. Test administrators will receive certificates approximately two weeks after testing.

Certificates

- Students reaching 70% will receive a "Proficient" certificate
- Students reaching 80% will receive a "Mastery" certificate

A complete set of step-by-step instructions for ordering, administering and reviewing results can be obtained from the NCHSTE website.