

Before you return answer sheets to NOCTI

- **Sort answer sheets according to test title**
- **Check answer sheets to confirm that**
 - Answer sheets are completed with a pencil; do not use ink
 - All stray pencil marks have been completely erased
 - Correct site code is used
 - Test code and version are correct
 - PAsecureID is filled in on all answer sheets
 - Education level is marked correctly
 - Test date filled in correctly (test date determines report group)
 - Performance ratings have been transferred to answer sheet in appropriate section
- **Include the Coordinator Cover Sheet verifying that**
 - Correct site code is used
 - Test level is completed correctly
- **Include attendance rosters**

Do NOT include:

- ***Test booklets*** – All used and unused books must be returned to Penn State Greater Allegheny for inventory purposes. PSC certificates will not be shipped until all test booklets are accounted for. Fees may be incurred if used books are returned to NOCTI.
- ***Demographic sheets*** - Answers must be recorded on the demographic section of answer sheet.
- ***Performance rating sheets*** - Ratings must be transferred to the performance section of answer sheet.

When to Expect Results

- Answer sheets are reviewed upon receipt at NOCTI to verify PAsecureID information has been completed correctly. Incorrect or incomplete answer sheets may require additional processing time and may incur fees.
- Score reports will be available at the online Client Service Center within 15 business days of the date answer sheets (or corrections to answer sheets if appropriate) are received at NOCTI.
- An email notification will be sent to the Site Coordinator when answer sheets are received at NOCTI and when the score reports are available for access/printing online.