



ASSESSMENT GLOSSARY

This glossary provides definitions of terms most commonly used at NOCTI.

Adult/Post Secondary – This term refers to education beyond high school - at the college or university level.

Assessment - The systematic process of determining educational objectives, gathering, analyzing and using information about student learning outcomes to make decisions about programs, individual student progress, and/or accountability.

Assessment Blueprint (Sample Assessment) - Several sample questions from the written test and a sample job from the performance test. The sample assessments on the NOCTI web site provide summarized breakdowns of the contents covered by NOCTI's different occupational assessments/tests. The sample assessments supply a list of the competencies for each test with a summary of the skill areas covered, several sample questions from the written test, a sample job from the performance test, and a percentage breakdown of the test contents.

Benchmark (Standard, Cut-score) - A criterion-referenced objective. Performance data that are used to set a level for comparison, either between different programs or over time for the same program. If data from another exemplary program are chosen as benchmarks, it becomes a target to strive for, rather than a baseline to improve upon.

Comment Sheet – Any comments that proctors/evaluators have regarding the assessment should be noted on the comment sheet. This sheet should be forwarded to NOCTI.

Competency - Demonstration of the ability to perform a specific task or achieve specified criteria.

Demographics – Characteristics of human populations.

Distracter – An incorrect answer presented as one of the response alternatives in a multiple-choice test.

Duty – This is an arbitrary division of a job (or occupational area) consisting of related tasks that are grouped for descriptive purposes. Duties are usually stated as general areas of responsibility, with actions words ending in *ing*.

Evaluator - An individual who administers and evaluates practical skills on performance-based assessments.

Evaluator Guide - A reference and instructional booklet for evaluators, designed to complement performance-based assessments.

Irregularity Report – Form that NOCTI clients can complete to report difficulties and errors in the implementation of an assessment or make suggestions regarding an assessment. The

irregularity Form is also used to report significant occurrences observed while proctoring an assessment that may affect test takers assessment results.

Item - (Also *question*) A term used to refer to a question on a written assessment or a job and task in a performance assessment.

Item Bank and/or Pool – The aggregate of all items from which a particular test or scale is selected during test development, or the total set of items from which a particular test is selected for a test taker during adaptive testing.

Job – A specific position requiring the performance of specific duties and related tasks- generally the same tasks are performed by all workers having the same title.

Job Ready Assessment - Assessments for program completers of a secondary or post secondary career and technical program at the job entry level.

Multiple Session Testing – NOCTI assessments can be broken in to two or three administration sessions if needed to accommodate class schedules.

Online Assessment System - (NOCTI's online testing) An assessment delivery program for selected assessments which utilizes an internet-based computer system.

Online Score Reporting – This online system is available to NOCTI clients, allowing them to log in to the system and print score reports at their convenience. Reports will be available for one year after the date they are scored. There are no additional charges involved with the use of this system.

Pennsylvania Skills Certificate (PSC) - The certificate signed by the Governor of Pennsylvania and is awarded to those students who score at the advanced level for both a multiple-choice and performance assessment.

Performance Assessment - Assessment based on students' performance of selected jobs developed by subject matter experts in the particular field of study being tested.

Pilot Testing - The initial administration of a new or revised assessment, with the intent of evaluating and/or adjusting the assessment prior to national, full-scale administration.

Post-Test (Program) - An assessment measurement administered after program completion, usually for the purpose of documenting attainment of program-related objectives or comparing the score to an earlier pre-test measure on the same or similar content.

Pre-Test (Program) - An assessment measurement administered prior to course initiation, usually for the purpose of identifying existing skills and/or knowledge or for comparing to a post-test measurement of the same or similar content.

Proctor – Individual who is knowledgeable regarding administration of objective-type tests and is very detail oriented. Capable of monitoring groups of people and providing succinct instructions. Also assists with training and oversight of Evaluators for NOCTI's Performance Test.

Reliability – The degree to which a test consistently measures what it is intended to measure.

Secondary – This term refers to education at the high school level.

Site Code – The number assigned to a client that serves as their customer ID. This number is also used in all test administrations. Scoring data is stored in NOCTI's system under this number.

Skills - Observable behaviors that document levels of competence (i.e., knowledge, comprehension, application, analysis, synthesis, and evaluation).

Standards - The broadest of a family of terms referring to statements of expectations for student learning, including content standards, performance standards, and benchmarks.

Standard Deviation - The square root of the variance, used as a measure of dispersion or spread among a group of scores.

Stem – The part of an objective test question or item that poses the question to be answered or the problem to be solved.

Subpart Testing – This option is available for paper/pencil assessment administration only. NOCTI recommends the use of caution when considering this option. Subpart Testing allows for an entire section of the assessment to be removed from the administration process.

Task – A meaningful unit of work activity generally performed on the job by one worker within a limited period of time. A task must be logical and necessary to achieving a single objective or output.

Test Coordinator – An individual charged with the oversight of the NOCTI testing program at a specific institution. This individual will need to remain informed on NOCTI's testing services, policies and procedures. NOCTI recommends that the Test Coordinator not be a faculty member, but rather an administrator or administrative staff person.

Web based Assessment - Instruments (tests, surveys, questionnaires) which are deliverable over the World Wide Web and viewable through a web browser.

Web Conference - A form of communication, often used in test development and/or revision, involving visual participation through use of the Internet as well as audio participation through a conference call

Workplace Readiness Skills - A set of personal attributes required for success at work, including the ability to identify established rules, regulations, and policies; practice cost effectiveness and time management; assume responsibility for decisions and actions; display initiative and assertiveness; and demonstrate a willingness to learn.