



## **Pre-Assessment Administration Policy for Student Testing**

NOCTI pre-assessments are intended to be administered at the time a student is entering a career-technical program. The pre-assessments consist of only the written portion of the assessment; scores provided for pre-assessments consist of only individual scores and do not include comparative data. The pre-assessment score reports are designed to assist instructors and students in identifying strengths and gap areas. Identifying the gaps will help target areas to be focused on throughout the school year and will ultimately improve student performance on the post-assessment at the end of the program.

A Pre/Post Assessment Comparison Report is provided once the post-assessment is completed. This powerful tool can be used by teachers and school administrators to identify and address the factors that impact student learning and performance. The impact of this type of comparison is meaningful for curriculum development and/or program improvement.

The following policy ensures that administrators, instructors and students receive the most useful and valuable information possible from their pre-assessment experience.

### **Pre-assessment Administration**

Pre-assessment orders must be placed by November 1 for both written and online administration. As of November 30 of the academic year, answer sheets for pre-assessments must be received at NOCTI and participation codes for online administration will be set to expire. This ensures that comparisons between pre- and post-assessment will be considered valid and useful information. The following exceptions will be considered on an individual site basis:

#### Secondary

- When pre-assessment administration takes place during the junior year and post-assessment takes place at the completion of the senior year.
- When pre- and post-assessment administration will take place outside of a one-year window.
- When the program begins at a time other than the traditional fall term.

#### Post-Secondary

- When a program begins at a time other than the traditional fall term.

Secondary schools must provide an explanation with their order form at the time an order is placed with NOCTI if pre-assessment administration is scheduled outside of the policy guidelines. NOCTI reserves the right to refuse pre-assessment administration that falls outside of the pre-defined testing window.

It is imperative to use the same test code and version of the assessment for administration of pre- and post-assessments. Comparison data **cannot** be provided if different versions or revised editions of an assessment are administered.

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