

2011-2012 Student Occupational Competency Testing Program

TESTING TIMELINE CHECKOFF SHEET

		TASK COMPLETED
BEFORE TESTING	<ul style="list-style-type: none"> • Attend the Student Occupational Testing Program Workshop on November 22, 2011. • Review Student Occupational Competency Testing information at www.careertechpa.org under the "Student Testing" tab. • Complete the <i>Students Required To Be Tested Verification Form</i> and the <i>Waiver Request Form</i>. Return to Penn State Greater Allegheny no later than February 29, 2012. • Complete <i>Testing Agreement</i>, if necessary, and fax to Penn State Greater Allegheny. • Review the Secondary Career and Technical Education <i>Approved Programs Listing</i> for your school on PDE's web site: http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx. • Using the <i>Testing Crosswalk</i>, select the appropriate test for each program. If you are unsure of the contents of a NOCTI test, you can review a sample test and blueprint on NOCTI's web site at www.nocti.org under the "Students Assessment" tab. • Place your order using the electronic <i>BCTE Order Form</i> on NOCTI's Client Services Center. ALL tests must be ordered at least 4 weeks prior to the scheduled testing date(s) in order to avoid additional costs for your school. • Encourage instructors to review the NOCTI Blueprint. • Encourage students to prepare for testing and do their best. 	
DURING TESTING PROCESS	<ul style="list-style-type: none"> • Ensure correct <i>PAsecureIDs</i> are used for all students. • Finalize on-line tests by checking that all performance ratings have been recorded on the NOCTI Client Services website. 	
FOLLOWING TESTING	<ul style="list-style-type: none"> • Release online test scores to NOCTI's Client Services Center. • Return the <i>Test Materials Return Form</i> and ALL used and unused performance test booklets and evaluator guides to Penn State Greater Allegheny no later than May 15, 2012. 	