# Student Occupational Competency Testing in Pennsylvania 2018-19 POST-TESTING CHECKLIST

## Before Testing

### December through February

- View Pennsylvania’s online training courses
- Submit a *Testing Agreement* (if information changed)
- Review testing program materials – [www.careertechpa.org](http://www.careertechpa.org)
- Determine tests for each program – use the *Student Test Crosswalk* and Test Blueprints
- Complete the *Students Verification Form* by **February 28, 2019**
- Place your NOCTI test order – [https://clientservices.nocti.org](https://clientservices.nocti.org), Tests must be ordered at least 4 weeks prior to the scheduled testing date to avoid rush order fees.
- Provide instructors with Test Blueprints and Instructor Prep Packs
- Select and train proctors and evaluators

## During Testing

### March through April

- Monitor test administration
- Troubleshoot technical issues
- Ensure test security
- Distribute and collect test materials – implement a check-out/check-in process

## After Testing

### May

- Ensure student names and *PAsecureIDs are accurate* for every test user code
- Transfer evaluator performance ratings – [https://clientservices.nocti.org](https://clientservices.nocti.org)
- Release tests for scoring by **May 15, 2019** – [https://clientservices.nocti.org](https://clientservices.nocti.org)
- Submit the *NIMS Verification Form* by **May 15, 2019** (if applicable)
- Return ALL test materials by **May 15, 2019** – ship the following to Penn State Greater Allegheny:
  - Used/unused performance test booklets
  - Used/unused evaluator guides
  - Unused answer sheets (if applicable)
  - *Test Materials Return Form*

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**Required forms and detailed information for each step are available at [www.careertechpa.org](http://www.careertechpa.org) (under the “Programs” tab, select “Student Occupational Competency Testing”)**