NOCTI *Roles And Responsibilities*

TEST SITE COORDINATOR

This individual is responsible for the overall promotion, guidance, monitoring and facilitation of the testing program. The Test Site Coordinator should be a staff member in an administrative position such as a Principal, CTE Director, Counselor, or Testing Coordinator.

All Test Site Coordinators must adhere to the policies and procedures set forth in the Guide to Student Occupational Competency Testing and those set by the testing agencies.

The Test Site Coordinator acts as the liaison to carry out the needed services for the school.

Specific Responsibilities

- Overseeing test process and administration
- Ordering test materials
- Scheduling test administration
- Selecting and training proctors and evaluators
- Approving test sites and labs
- Ensuring accommodations for students with an IEP have been identified
- Monitoring test administration
- Completing and submitting student scores
- Distributing score information to teachers and administrators
- Returning test materials
- Maintaining test records

INSTRUCTOR

The instructor's role is vital to the testing process and student success.

Instructors should meet with test site coordinators to make decisions and logistical considerations for successful test administration.

Instructors should be accessible during the test administration process for liability purposes and to assist with tasks that the proctor/evaluator cannot do (locate extra materials, shut off power, give students a restroom pass).

To maintain the integrity of the test, instructors are NOT allowed to have access to test booklets, answer sheets, performance rating worksheets or evaluator guides. Instructors must NOT facilitate, observe or participate in the evaluation or administration of the performance component.

Specific Responsibilities

- Selecting tests based on program content and the test crosswalk
- Assisting in scheduling test
- Identifying suitable and qualified proctors and evaluators
- Providing notification to parents/guardians about test
- Preparing students
- Ensuring accommodations for students with an IEP have been identified
- Setting up lab or classroom for performance test
- Reviewing score reports and providing individual reports to students

ADMINISTRATOR

Administrators are responsible for overseeing the testing process and ensuring test security. Administrators must adhere to the policies and procedures set forth in the Guide to Student Occupational Competency Testing and those set by the testing agencies.

Specific Responsibilities

- Ensuring proper training for test site coordinator
- Reviewing selections and ensuring proper training of proctors and evaluators
- Overseeing the conduct of school staff and testing personnel
- Reporting security violations

PROCTOR

This individual is a designated to oversee the administration of multiple-choice (online) tests consistent with established procedures and policies.

Specific Responsibilities

- Monitoring the multiple-choice (online) test session to prohibit talking or cheating, and to minimize disturbances and distractions;
- Documenting relevant discrepancies, comments or irregularities; and
- Reporting security violations

EVALUATOR

This individual is a third-party business and industry representative who evaluates the performance component consistent with the established procedures and policies. Using the school's Occupational Advisory Committee Members as evaluators is strongly encouraged.

Evaluators rate participant performance as the specific tasks for each job on the test are completed. Evaluators are required to ensure compliance with safety guidelines and protocol, monitor test time, maintain a presence in the test area to discourage talking or cheating, and document any irregularities.

Specific Responsibilities

- Reviewing NOCTI's Evaluator Guide to become familiar with the participant and evaluator instructions, scoring criteria and procedures for test administration
- Working with the test site coordinator at the test site to verify proper set up
- Monitoring participants during the test session
- Protecting participants from disturbances and distractions
- Evaluating and recording each participant's performance in accordance with the criteria provided in NOCTI's Evaluator Guide
- Documenting relevant discrepancies, comments, or irregularities that occur during test administration
- Reporting security violations