



## Security at a Glance

- Ensure instructors are not serving as Site Coordinators or Co-coordinators.
- Secure test materials from unauthorized access (i.e., instructors, paraprofessionals, students) prior to test administration.
- Restrict access to the Client Services Center and the online testing system to authorized users (i.e., Site Coordinators, Co-coordinators, test participants).
- Utilize non-instructional individuals such as advisory committee members or local business and industry representatives as performance test evaluators.
- Prohibit unauthorized individuals from completing an assessment as outlined in the NOCTI Security Policy.

### Security FAQs

#### Why are security procedures important?

Carefully planned and implemented security procedures not only help to ensure the security of NOCTI test materials but also safeguard the integrity of the testing program. Schools should have a comprehensive security plan in place that incorporates NOCTI's Security Policy along with any local and/or state policies.

Site Coordinators and school administration are to uphold the ethical standards expected of test administrators overseeing standardized assessments such as NOCTI. Careful monitoring of the procedures is necessary before, during, and after testing and will help to promote accurate and fair use of NOCTI assessments by all stakeholders.

#### How is security of test materials ensured before, during, and after testing?

**Excerpt from NOCTI's Security Policy:** Testing sites must establish a specific assessment security and administration policy denoting the proper handling and use of NOCTI assessment materials.

Maintaining security is a critical piece of any assessment program. All assessment materials received for both the online and paper/pencil delivery formats must be accounted for and kept in a secure location until the assessment session commences. This includes test booklets, user codes and passwords, and login credentials to access NOCTI's online systems. Access to materials must be restricted to authorized individuals as outlined in the NOCTI Security Policy.

NOCTI encourages the use of a materials check-out/check-in process for test administration. This process helps to ensure the security of test materials and the integrity of the testing program by requiring appropriate handling of copyrighted NOCTI test materials by proctors and evaluators. A Check Out/Check In form is available in the Resources section of the Client Services Center. Complete details to assist with security before, during, and after testing are also provided in the Site Coordinator Guide for Student Assessment.



## Who can access NOCTI Online Systems (CSC and Quadnet™)?

Security of QuadNet™, NOCTI's online system, is critical. The NOCTI Security Policy provides guidance for maintaining security for use of the online testing system and the Client Services Center. The Client Services Center is NOCTI's secure online site for managing testing programs. Access is restricted to designated NOCTI site coordinators. In some cases, site coordinators may have additional school staff assisting with the testing program and in these situations, NOCTI allows for the designation of a co-coordinator. Teacher access to the Client Services Center is prohibited. More information about this process is available in the "Locate Resources" section of the Client Services Center.

## What is the instructors role in the testing process?

**Multiple-choice Testing:** Instructors are responsible for preparing students for test administration using resources available from NOCTI (i.e., Assessment Blueprints, Study Guides, Countdown Kits) but must not be present or involved in the actual assessment administration for students in their class/program.

**Performance Testing:** The instructor is not allowed in the testing room but should be accessible during the assessment administration process for liability purposes and to assist with tasks that the evaluator cannot do (i.e., locate extra materials, shut off power, give participants a restroom pass, etc.). Instructors are prohibited from observing students as they complete the jobs during test administration and/or as evaluation is taking place.

## Are instructors allowed access to test materials?

**Excerpt from NOCTI's Security Policy:** Assessments, assessment questions, performance jobs, related scoring criteria, or any other special projects may not be shared with secondary or post-secondary instructors at any time, under any circumstances. Additionally, instructor access to the Client Services Center is prohibited using the Site Coordinator's login credentials.

An instructor's role in the assessment process is vital to student success! While instructors cannot have access to test materials, NOCTI does provide resources to assist with test preparation.

- Assessment Blueprints assist in identifying the concepts covered on the assessment.
- NOCTI Study Guides and Countdown Kits are helpful tools for preparing students for test administration.
- Instructor Prep Packs provide valuable information for setting up the lab or classroom for performance testing.

For more valuable resources visit the Teacher's Corner of NOCTI's website - <http://nocti.org/TeachersCorner.cfm>.

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## How are appropriate proctors and evaluators selected?

**Excerpt from NOCTI's Security Policy:** Instructors (including paraprofessionals and teaching assistants) for the content area in which the assessment is administered are prohibited from proctoring their own students or students in a similar educational or CTE program during the multiple-choice (written) assessments, in both online and paper/pencil formats. Instructors should not observe the multiple-choice (written) assessment administration.

**Multiple-choice Test Proctors:** NOCTI recommends avoiding the use of instructors to proctor multiple-choice tests. Removing instructors from the proctoring process increases the integrity of the assessment program. The use of non-instructional staff as proctors is recommended (i.e., guidance counselor, testing coordinator, computer lab coordinator, substitute or retired instructors staff). More information about proctoring multiple-choice tests can be found in the Site Coordinator Guide for Student Assessment in the Resources of the Client Services Center.

**Excerpt from NOCTI's Security Policy:** Instructors (including paraprofessionals and teaching assistants) are prohibited from serving as evaluators for performance assessments, both at the school in which they are employed or for programs in other school districts. Third party, non-instructional individuals must be selected when identifying evaluators.

**Performance Test Evaluators:** Third-party content-specific individuals must be selected when identifying evaluators and may include the following individuals:

- Advisory committee members trained or working in the occupation being assessed;
- Private contractors and local businesspersons working in the occupation being assessed;
- Military personnel trained and working in the occupation being assessed; and/or
- Qualified non-instructional staff working in the occupation being assessed (e.g., school nurse, maintenance staff).

More information about evaluating performance tests can be found in the Site Coordinator Guide for Student Assessment in the Resources of the Client Services Center.



To view a complete NOCTI Security Policy visit [www.nocti.org](http://www.nocti.org)