

NOCTI Roles And Responsibilities

Who is a proctor?

PROCTORS

This individual is designated to oversee the administration of multiple-choice (online) tests consistent with established procedures and policies. Per NOCTI's Security Policy, instructors for the content area in which the test is administered are **prohibited** from proctoring their own students or students in a similar career and technical education program.

What are the requirements?

Proctors selected for the written assessment administration need not be skilled in a particular occupational area, but should be:

- Experienced in administration of objective-type assessments
- Knowledgeable of all NOCTI security processes and procedures
- Detail-oriented and able to monitor groups of people
- Capable of speaking and reading clearly and audibly
- Familiar with the computer lab setup and have access to technical support staff for assistance if utilizing online administration

Proctors are responsible for...

- Reviewing NOCTI's Proctor Guide for Online Testing to become familiar with the instructions and procedures for test administration
- Administering assessment process consistent with established procedures and policies
- Informing students of proper test taking procedures
- Discussing assessment security with students and adhering to NOCTI's Security Policy
- Monitoring students during test administration
- Monitoring the multiple-choice testing session to prohibit talking or cheating, and to minimize disturbances and distractions
- Documenting relevant discrepancies, comments, or irregularities
- Reporting any suspected security violations to the test site coordinator

What are the responsibilities?

Proctors (Multiple-Choice)

- Cannot be a teacher of the program!
- Oversee online multiple-choice test
- Review Proctor Guide prior to testing
- Access to technical staff
- No scoring responsibilities
- Must adhere to security policy

Acknowledgment Forms

- Located in Proctor Guide
- Reviewed and signed by each proctor
- Keep in school's records
- Requested during security inquiries

Additional information available at www.careertechpa.org

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EVALUATORS

Who is an evaluator?

This person is a business and industry representative who evaluates the performance component of the NOCTI test. Evaluators must be professionals in the field with a minimum of three years recent work experience and may include the following:

- Occupational Advisory Committee Members (strongly encouraged)
- Private contractors and local businesspersons
- Military personnel
- Qualified non-instructional staff (e.g., school nurse, maintenance staff)

Evaluation should be consistent with the established procedures and policies including NOCTI's *Security Policy* and other test administration guidelines for selecting performance evaluators. Evaluators rate student performance on each specific task for each job on the test as the task is completed. Evaluators must be:

- Experienced in administering performance-type tests
- Knowledgeable of all NOCTI security processes and procedures
- Detail-oriented and able to monitor groups of students
- Qualified to evaluate student performance objectively
- Familiar with setting up necessary equipment and supplies
- Able to follow directions for conducting evaluations

What are the requirements?

Evaluators (Performance)

- Cannot be a teacher!
- Must have expertise in area being evaluated
- Review Evaluator Guide prior to testing
- Take an active role in evaluation process
- Have scoring responsibilities
- Must adhere to security policy

Use caution when selecting performance test evaluators. Along with ensuring evaluators are qualified, the evaluator's role or relationship with the program, teacher and students must be considered. Any potential conflict of interest or evaluator selection that may cause the integrity of the testing program to be questioned should be avoided.

YES

NO

Advisory Committee Members

Recent Graduates

Non-Instructional District Staff

Relatives

Local Business Persons

College Students

Postsecondary Instructors

Retired or Substitute Teachers

Acknowledgment Forms

- Located in Evaluator Guide
- Reviewed and signed by each evaluator
- Keep in school's records
- Requested during security inquiries

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