Student Occupational Competency Testing in Pennsylvania
2023-2024 POST-TESTING CHECKLIST

TIMEFRAME	TASKS	TASK COMPLETED
BEFORE TESTING **DECEMBER through FEBRUARY**	• **Submit a** *Testing Agreement* (if information on account changed) • **Complete Pennsylvania's online training courses** • **Review testing program materials** – www.careertechpa.org • **Review your school's list of approved programs** – http://bit.do/PDE-320 • **Determine tests for each program** – use crosswalk and test blueprints • **Place your NOCTI test order** – 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 1 through APRIL 30**	• **Monitor test administration** • **Troubleshoot technical issues** • **Ensure test security** • **Distribute and collect test materials** – implement a check-out/check-in process	
AFTER TESTING **MAY 1 through MAY 15**	• **Ensure student names and** *PAsecureIDs* **are accurate** for every test user code • **Transfer evaluator performance ratings by MAY 15, 2024** • **Tests automatically release for scoring (**once all required components are complete) • **Submit the** *NIMS Verification Form* **by MAY 15, 2024** (if applicable) • **Dispose of NOCTI test materials by MAY 15, 2024** Schools are responsible for the disposal of *ALL* NOCTI Performance Test Booklets, Evaluator Guides, and related test materials. Acceptable methods of disposal are **shredding** or **incineration**. 1. **Promptly dispose of ALL test materials after test administration** 2. **Submit the** *Test Materials and Disposal Verification Form* **by MAY 15, 2024**	

Required forms indicated in green
Deadlines indicated in red

Required forms and detailed information

for each step are available at

www.careertechpa.org

(under the "Programs" tab, select "Student Occupational Competency Testing")