Student Occupational Competency Testing Program in Pennsylvania

POST-TESTING FLOWCHART

Review Testing Information

www.careertechpa.org

Complete *Testing Agreement* (if applicable)

Place Test Order 4 Weeks Before Test Date

Train Proctors and Evaluators Prepare Students for Testing

TEST STUDENTS
March and April

Check information in NOCTI's Client Services Center:
- Accurate PAsecureIDs
- Transfer Performance Ratings

Tests automatically release for scoring once all required components are completed

(Reports Available in Client Services Center)

Dispose of ALL NOCTI Test Materials by May 15

Acceptable methods of disposal are shredding and incineration

Submit *Test Materials and Disposal Verification Form* by May 15

Submit *NIMS Verification Form* by May 15

Student Certificates Automatically Mailed to Test Site Coordinator