

Student Occupational Competency Testing in Pennsylvania

PERFORMANCE EVALUATOR RECRUITING CHECKLIST

Who are Evaluators?

This person is a third-party business and industry representative who evaluates the NOCTI performance component consistent with the established procedures and policies including NOCTI's Security Policy and assessment administration guidelines for securing performance evaluators. **Using the school's Occupational Advisory Committee members as evaluators is strongly encouraged.**

What is the Evaluator's Role?

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

- Review the test-specific Evaluator Guide provided with each assessment to become familiar with the participant and evaluator instructions, scoring criteria and procedures for assessment administration.
- Work with the school's test site coordinator to verify the shop, laboratory or assessment location is set up appropriately.
- Monitor participants during the performance component session.
- Protect participants from disturbances and distractions as they complete the performance jobs
- Evaluate and record each participant's performance in accordance with the criteria provided in the Evaluator Guide for the specific assessment being administered.
- Document relevant discrepancies, comments or irregularities that occur during the assessment administration.
- Report any suspected breach of security to the school's test site coordinator.

Evaluators Must Be:

- Third-party, non-instructional individuals working in the occupational being assessed including:
 - **advisory committee members**
 - **private contractors and local businesspersons**
 - **military personnel**
 - **qualified non-instructional staff (school nurse, maintenance staff)**
- Trained and/or working in the occupation being tested
- Considered experts in their fields
- Available for training and for the scheduled NOCTI performance test component
- Knowledgeable in occupation being assessed
- Qualified to evaluate participant performance objectively
- Capable of setting up machines, equipment and supplies according to directions provided
- Able to follow directions for conducting evaluations
- Familiar with administration of performance-type assessments
- Free of a conflict of interest with the program, teacher or student

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NOCTI ASSESSMENT EVALUATOR RECRUITING CHECKLIST

Evaluators Must Be Able To Handle The Following Responsibilities:

- Review the test-specific Evaluator Guide provided with each assessment
- Become familiar with testing location prior to administration
- Confirm with the school's test site coordinator that all tools, materials and supplies required for the performance assessment are available prior to testing
- Inventory all materials before and after testing
- Work with the school's test site coordinator to verify the assessment site is set up appropriately
- Inform participants of testing procedures and instructions
- Monitor participants during assessment session
- Protect the participants from disturbances and distractions
- Evaluate and record each participant's performance
- Comply with safety guidelines and protocol
- Document relevant discrepancies, comments or irregularities that occur during the assessment administration
- Report any suspected security breaches to the test site coordinator
- Transfer participant ratings from the performance evaluation worksheet to NOCTI's online system or machine-readable answer sheet (if requested by test site coordinator)



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.

Instructors are prohibited from being Test Site Coordinators.

Instructors are prohibited from proctoring and/or evaluating assessments.