

Student Occupational Competency Testing in Pennsylvania

2026-2027 POST-TESTING CHECKLIST

TIMEFRAME	TASKS	TASK COMPLETED
BEFORE TESTING NOVEMBER through FEBRUARY	• Submit a Testing Agreement (if information on account changed) • Complete required Test Site Coordinator training • Review testing program materials – www.careertechpa.org • Review your school’s list of approved programs • Determine tests for each program – use crosswalk and test blueprints • Place your NOCTI test order – https://clientservices.nocti.org <i>Tests must be ordered at least 4-6 weeks prior to the scheduled testing date to avoid rush order fees.</i> • 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 14	• Ensure student names and PAsecureIDs are accurate for every test user code • Transfer evaluator performance ratings by MAY 14, 2027 • Tests automatically release for scoring (once all required components are complete) • Submit the NIMS Verification Form by MAY 14, 2027 (if applicable) • Dispose of NOCTI test materials by MAY 14, 2027 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 14, 2027	

Required forms and detailed information
for each step are available at www.careertechpa.org