

A Guide to Student Occupational Competency Testing in Pennsylvania 2012-13

November 2012



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

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Harrisburg, PA 17126-0333
www.education.state.pa.us



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Introduction

This guide is provided to assist school administrators in preparing for the required student occupational competency testing of all secondary concentrators, in approved career and technical education programs in the Commonwealth, who are anticipated to graduate at the end of school year 2012-13. This guide was developed by the Pennsylvania Department of Education (PDE) to be used as an informational resource that addresses procedures for participating in federal and state mandated occupational competency testing. Complete materials, guidebooks and forms are available at www.careertechpa.org.

Requirements Governing the Testing of Career and Technical Education Students

Several requirements dictate the testing of career and technical education students. At the November 1996 meeting of the State Board of Education, an occupational competency measure was approved for all secondary and adult career and technical education program concentrators who are scheduled to graduate. This requirement is outlined in Chapter 4 of Title 22 of the Pennsylvania Code. In addition, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 requires that each state develop a system of core performance measures and standards for the purpose of evaluating its secondary, adult and postsecondary career and technical education programs. Lastly, Pennsylvania is a unified state where state and federal career and technical education programs are part of the Governor's Executive Order for the Pennsylvania Workforce Investment Board, which calls for an integrated workforce investment system with core performance measures and standards.

Test results will be used to address the federal and state performance accountability requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and Chapter 339 of Title 22 of the Pennsylvania Code. Specifically, these involve the use of third party end-of-program occupational assessments to measure technical skill attainment. In addition, students who meet the requirements at the advanced level on an occupational assessment will earn the Pennsylvania Skill Certificate. This certificate was developed by PDE to recognize career and technical education students who have demonstrated high distinction of skills and knowledge in their chosen occupational field. Students who score at the competent level will earn the Pennsylvania Certificate of Competency. In addition, students may use the results of the assessment to certify skill achievement with potential employers and postsecondary articulation.

The following definition from Pennsylvania's Federally Agreed Upon Levels of Performance (FAUPL) document should be used by school personnel to identify students required to participate in PDE's Student Occupational Testing Program:

PERKINS IV SECONDARY CONCENTRATOR – A student, who by the end of the reporting school year, was reported as having earned or successfully completed at least 50 percent of the minimum technical instructional hours required for PDE program approval.

More information on this definition can be obtained from Kevin Springman, Bureau of Career and Technical Education, at 717-783-6623 or kspringman@pa.gov.

Reporting Performance on Student Occupational Competency Assessments

Pennsylvania employers require workers and technicians who are qualified to fulfill the skill requirements of their fields. The National Occupational Competency Testing Institute's (NOCTI) Job Ready Assessments and the National Institute of Metalworking Skills (NIMS) credentialing assessments have identified the critical competencies recognized as necessary for employment. These critical competencies are also known as national standards. Minimally-competent job standards are developed through the criterion-referenced cut scores process.

Pennsylvania establishes the criterion-referenced benchmarks for each NOCTI test. The criterion in all benchmarks has been identified as the productive entry-level employability requirements of business and industry. The competency (for employment) cut score separates students who possess the employability competencies, from those who fail to meet the necessary requirements. Students who perform at or above this cut score will be considered at or above the competent level. In addition to determining a cut score for the competency level, there was a need to establish a cut score for the advanced level, which includes all students who receive the Pennsylvania Skill Certificate. All other students will be considered to be performing below a competent level.

Occupational Competency Testing Administration

PDE requires **all** secondary and adult concentrators, who anticipate to graduate in the current school year from approved career and technical education programs to take a state-approved occupational competency test in order to meet the requirements of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and Chapter 4 of Title 22 of the Pennsylvania Code, including special education students. All concentrators who participated in the PSSA/Keystones testing are expected to also participate in the student occupational competency testing. Failure to comply will affect Pennsylvania's ability to meet the requirements of the statewide system of measures and standards, and may result in sanctions against the school under Chapter 4 of Title 22 of the Pennsylvania Code, Chapter 339 of Title 22 of the Pennsylvania Code, or Perkins IV.

Accountability of school programs becomes more significant each year to students, parents, instructors, administrators, school boards and PDE. The occupational competency tests are based on state, national and/or industry-based standards. These standards are usually consistent with local curricula however, local administrators are encouraged to identify the gaps between the local curriculum and national standards, and exert efforts to close these gaps. PDE has created a Test Crosswalk, which aligns all possible tests to each Classification of Instructional Program (CIP) code. Only the eligible tests for each CIP code can be used. A waiver process has been developed for those CIP codes where no eligible test exists.

These assessments were created to be end-of-program tests, therefore every student enrolled in a PDE-approved program must take the same test. When ordering NOCTI tests for adult students, a separate order form (marked ADULT) must be used. The appropriate test should be identified by analyzing the content of the adult-specific training program and the competencies acquired by the adult student to determine which test is appropriate for that student.

Tests may be given at any time in March, April or May of the current school year to measure end-of-program accomplishments of student concentrators. Schools on a semester schedule may test their concentrators near the end of the first semester. Some school administrators may wish to recognize and honor students, including those who earn the Pennsylvania Skill Certificate or Pennsylvania Certificate of Competency, at a function before the end of the school year. If this is the case, the test site coordinator must schedule testing with ample time to allow for the return of all testing materials and the mailing of certificates to the school.

Online Testing Requirement

Schools are required to use the online version of all NOCTI assessments. If your school has a situation where using online assessments is not feasible, your school must submit a detailed explanation requesting the use of the hardcopy version of the assessment:

- If your school's request is accepted by PDE, the use of the hardcopy versions of the assessment will be permitted. In addition, your school will be responsible for paying the difference of \$6 per assessment billed by NOCTI for using the hardcopy version. NOTE: Very few requests will be accepted.
- If the waiver is not accepted, your school will be required to use the online version.

Requests should be submitted on school letterhead and sent to Penn State Greater Allegheny via fax: (412) 675-9067 or email lyb6@psu.edu. Orders will not be processed until a decision by PDE has been made. This will affect the four-week test order window required by NOCTI.

All student occupational competency testing must be completed and materials returned by **May 15, 2013**. All answer sheets to be scored by NOCTI must be received at NOCTI no later than 15 days after the date of testing. In addition to ensure security, all used and unused assessment booklets, unused answer sheets and evaluator guides must be sent to Penn State Greater Allegheny no later than 15 days after the date of testing. In order to expedite the NOCTI data collection process, **schools will be responsible for the costs of all used and unused test booklets received at Penn State Greater Allegheny after May 15, 2013**. For NIMS testing, all forms and verification of student scoring must be received by Penn State Greater Allegheny before May 15, 2013.

Unused Assessments

In an attempt to reduce expenditures on unused assessments, schools are responsible for assuming the costs associated with all unused assessments. Costs for assessments are between \$19 and \$28 and are subject to change by the testing agency. Schools will be billed for these costs by Penn State Greater Allegheny.

Multiple Session Test Administration

NOCTI assessments may be administered in multiple sessions. This feature was created to accommodate school schedules where the time it takes to administer the assessment may exceed the time allotted for administration of the assessment. Schools are permitted to break test administration into a maximum of three sessions. Multiple session administration must be designated on the *PDE Test Order Form*. Additional information can be found in the Online Systems Guide for Site Coordinators on NOCTI's Client Services Center under the resources section.

Occupational Competency Testing Process

Conducting occupational competency testing at your school will require planning and organization. The testing schedule and administration must be handled in a professional and secure manner since students and out-of-school evaluators will be involved. Advanced planning and a timeline that fits your school's calendar will expedite the process. Meetings should be held with instructors to determine test dates and times, test selection and materials needed. Test ordering through Penn State Greater Allegheny should be completed in a timely manner. **Tests MUST be ordered at least four weeks prior to the scheduled testing date(s)** to allow for processing and shipping, and to avoid any additional financial charges to your institution. These additional charges are considered Rush Order Fees and are imposed by the testing agency. Although these fees vary depending on each order, most fees are approximately 10 percent of the total cost of the order.

Mandatory Use of PAsecureID Numbers

As part of the comprehensive Pennsylvania Information Management System (PIMS), PAsecureID numbers have been assigned to all pre-kindergarten-12 public school students. These unique, permanent state student identification numbers will:

- eliminate the need for a Social Security number to identify a student;
- protect personally identifiable information;
- improve security and confidentiality; and
- enable student records to be linked between systems and across time to make possible longitudinal data analysis.

Student PAsecureID numbers are required to be used as student identifiers in this testing process. Please note: schools that do **NOT** use PAsecureID numbers will:

- be reported to the Pennsylvania Department of Education;
- have zeros on federal and state annual reports, which impacts continued career and technical education approval status;
- not receive certificates for their students; and
- be responsible for the cost of tests and scoring.

Test Crosswalk

PDE has developed a Test Crosswalk of approved program CIP codes with eligible tests to use in conjunction with this testing process. This crosswalk was designed to assist testing coordinators and school personnel in determining the tests available for each CIP code. The Test Crosswalk should be followed when completing the *Students Required To Be Tested Verification Form* and the *PDE Test Order Form*. The Test Crosswalk is available at www.careertechpa.org.

When a test exists for a particular program CIP, concentrators who are anticipated to graduate in the current school year are to be tested using one of the eligible tests aligned on the Test Crosswalk. The Twenty-First Century Skills for Workplace Success tests are only to be given to those students in the Diversified Occupations CIP. PDE recommends that students enrolled in a Diversified Occupations Program also be given an occupationally specific test, such as carpentry or accounting, which is aligned to the student's training plan. If the student achieves the advanced level on both tests, two Pennsylvania Skill Certificates will be awarded to the student. Diversified Occupations Programs are identified by CIP 32.0105-Job-Seeking/Changing Skills (Diversified Occupations).

Testing Costs

NOCTI Testing Costs

The cost of NOCTI tests is \$23 per assessment for online tests, booklets and scoring. PDE will assume the costs of NOCTI test booklets, test scoring and test reporting services if schools meet the requirements of the testing program. Costs are automatically assumed by PDE when ordering directly through Penn State Greater Allegheny. Costs of materials and supplies required for the performance portion of the test and shipping charges to return materials to Penn State Greater Allegheny are the responsibility of the school.

NIMS Testing Costs

PDE will cover the initial cost of the test for all program concentrators who anticipate graduating from the 11 NIMS Level I Machining Skill credential areas. NOTE: Costs are not covered by PDE for students who wish to receive NIMS credentials indicating their successful completion of the exams. This is voluntary on the part of the individual student and requires a one-time registration fee of \$40 per individual. This will cover the cost of all credentials earned by that student.

Special Needs Student Information

Students with Individualized Education Programs (IEP) must be included in the testing process. The Individuals with Disabilities Education Improvement Act (IDEIA) and the Improving America's Schools Act (IASA) mandate that students with disabilities be included in state- and district-wide assessments. **If a student with an IEP participates in the PSSA/Keystones statewide testing, then that student will also participate in this occupational competency testing program.** Allowable accommodations for all students are described in the *PSSA and Keystones Accommodations Guidelines*. **Students who take the PASA are exempted from participating in the occupational testing program.** It is strongly suggested that schools review this entire document and solicit support from school district special education certified personnel in order to provide allowable accommodations to all students. The complete *PSSA and Keystones Accommodations Guidelines* as well as the *PSSA/Keystones ELL Accommodations Guide* are available on PDE's website at www.education.state.pa.us, keyword accommodations.

Once a student has been identified as a concentrator, who anticipates graduating in the current school year, the site coordinator, the instructor and the IEP team should discuss accommodations for administering the test while maintaining the security of the assessment.

- The readability of all tests correspond to the reading level necessary to be job ready as judged by industry experts. As a result, NOCTI does not recommend reading the written portion of the examination to a student unless indicated in the student's IEP. It is however, the responsibility of the site coordinator and special education personnel to determine if reading the test to the student is appropriate, following the accommodations guidelines in the document cited above. English language learner (ELL) accommodations should mirror those in the *PSSA/Keystones ELL Accommodations Guide*.
- If the student's disability requires a large print version of the test, the request must be made to Penn State Greater Allegheny at the time of ordering. Students will respond directly in the large print test booklet. The site coordinator – and not the instructor – is responsible for transferring the responses to the student's answer sheet.
- Students with IEP provisions that enable an extension of the senior year, may elect to take the NOCTI test in the year in which they complete the program. If a student takes a NOCTI in the senior year and elects to stay an extra year, in accord with the provisions of the IEP, that student may retake the NOCTI during the subsequent year.

NOCTI Testing Process

NOCTI tests are nationally normed and must be given in their entirety. Reported scores on the NOCTI tests are both criterion-referenced and norm-referenced. Raw scores are provided for the criteria, as well as local, state and national norms. NOCTI tests are designed around criteria for job readiness. Pennsylvania has developed statewide cutoff scores to establish a competency standard which reflects those skills Pennsylvania employers expect from entry-level workers. For all tests, established criterion-referenced cut scores will be used to determine competency.

The *Site Coordinator Guide for Student Assessment* contains detailed administration and security procedures for test site coordinators as well as the *Security and Testing Agreement*. NOCTI Job Ready Assessments are composed of two sections – written and performance. The written test consists of approximately 150 multiple choice questions that can be answered in 90 to 120 minutes. The performance test typically takes two to three hours to administer.

Selection of your evaluators for the performance component of the test is critical. Occupational advisory committee members and others from the business and industry community should be utilized as evaluators. Instructors are not to be evaluators of students in their schools or other schools. All evaluators should be trained before the testing date on such areas as the testing process, what is expected from evaluators, scoring, etc. Evaluators should be able to review the *Test Proctor and Evaluator Guide* (which is shipped from NOCTI with the test materials) during training. Schools should follow up with evaluators to make them aware of the overall testing results.

All NOCTI written tests are required to be taken online. In preparation for online testing, review the *Online Testing Proctor Guide* with your test proctors. Online tests must be administered in a proctored environment. Involve your school's technical support staff by providing the technical specifications found in the resources section of the online Client Services Center. QuadNet, NOCTI's online assessment system, requires no additional client software downloads. Online testing provides the following benefits: 1) elimination of hardcopy written test booklets; 2) time savings during administration preparation and follow-up; 3) immediate preliminary results; and 4) text-to-speech capability for IEP accommodations. Complete score reports, including individual and group analysis, are provided within two weeks of test completion, provided tests are released for scoring from the Client Services Center.

In order to conduct online testing, schools must have the following technical system specifications: 1) Windows 2000 Professional, Windows XP, or Windows Vista updated with service packs; and 2) Internet Explorer 6.0 browser or higher. More specific information regarding computer setup can be found at the Client Services Center. Technical support is available by calling NOCTI at 1-800-334-6283.

NIMS Testing Process

For the 2012-13 school year, PDE is once again mandating the use of NIMS Level I online tests as the acceptable occupational competency assessment for concentrators anticipated to graduate this school year from the career and technical education programs listed below. The NIMS assessments are drawn from industry-validated metalworking standards. Both performance and theory (written) assessments are developed and piloted by the industry. Students enrolled in the following approved programs are required to use the NIMS Level I credential tests:

- 48.0501 Machine Tool Technology/Machinist
- 48.0503 Machine Shop Technology/Assistant
- 48.0507 Tool and Die Technology/Technician
- 48.0599 Precision Metal Working, Other
- 48.9999 Precision Production, Other

PDE and NIMS have partnered to provide NIMS testing in 11 Level I metalworking credential areas. This includes both performance and theory exams. These certification areas include:

1. Measurement, Materials and Safety
2. Job Planning, Benchwork and Layout
3. Manual Milling
4. Manual Turning Between Centers
5. Manual Turning with Chucking
6. Manual Surface Grinding
7. Manual Drill Press Operations
8. CNC Turning: Programming Setup and Operations
9. CNC Milling: Programming Setup and Operations
10. CNC Turning: Operator
11. CNC Milling: Operator

PDE Established Requirements for NIMS

In order to achieve a Pennsylvania Skill Certificate, a student must pass **four** or more credentialing tests before graduation, with at least **three** from numbers 3-11 from the previous list.

In order to achieve a Pennsylvania Certificate of Competency, a student must pass **three** or more credentialing tests before graduation, with at least **two** from numbers 3-11 from the previous list.

In order to achieve the basic level, a student must pass **two** or more credentialing tests before graduation, with at least **one** from numbers 3-11 from the previous list.

A student who does not meet the minimum for the basic level will be classified as achieving below basic.

PDE and NIMS both recognize the Measurement, Materials and Safety, and the Job Planning, Benchwork and Layout tests as being basic skills tests as opposed to machining skills tests. **Therefore, only one of these two tests may be counted towards the Pennsylvania certificates.**

NIMS Online Testing

The code for Pennsylvania students is **EC49**. This code is to be used only for secondary students who are part of this statewide testing program. Instructors are NOT to use this code for their own use.

The knowledge exam will be administered locally through the use of the NIMS online testing system. Testing coordinators or instructors must register **ALL** students taking the NIMS Level I credential tests as part of the Student Occupational Competency Testing Program via the NIMS website. The specific promotion code, EC49 and a valid PAsecureID must be used to register via the NIMS online testing system in order for testing costs to be incurred by PDE. PDE will assume the costs of NIMS tests, test scoring and test reporting services. Costs are automatically assumed by PDE when using this code and the PAsecureID. Costs are not covered by PDE for individual student candidates who wish to receive NIMS credentials indicating their successful completion of the exams. This is voluntary on the part of the individual student. A one-time registration fee of \$40 per student applies. This fee will apply to the cost of all credentials earned by that student.

Instructors who are interested in taking any of the NIMS credential tests for their own certification are not permitted to use this promotion code.

NIMS Performance Testing

Performance tests will be administered locally by each school in accordance with the NIMS policies and procedures as contained in the *Procedures Manual for NIMS Credentialing Program Machining Level I and II*. The performance portion requires the machining of a part in accordance with the NIMS specifications for that respective credential area. The performance will be evaluated locally using the above procedures. Costs of materials and supplies required for the performance portion of the test are the responsibility of the school.

NIMS Reporting of Results

The exam results will be provided electronically to the sponsoring institution. Reports will also be provided to PDE. Site coordinators are responsible for submitting NIMS test results to Penn State Greater Allegheny.

For More Information

James Wall, Deputy Director of NIMS, Inc., is the contact for this Pennsylvania testing program, and can be reached at (703) 352-4971 x222. More information can also be obtained by visiting the NIMS website at www.nims-skills.org. NIMS, Inc. is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry.

Pennsylvania Certificates

The Pennsylvania Skill Certificate was created by PDE to recognize career and technical education students who have demonstrated high achievement in their chosen technical area. To earn a Pennsylvania Skill Certificate, students must score at the advanced level on an approved test from NOCTI or meet the requirements of NIMS. These tests consist of two components. The written test covers factual knowledge, technical information, and the understanding of principles and problem solving. The performance test allows students to demonstrate they have the skills required to do the job. Both written and performance components must be taken and passed at the advanced level to be eligible to receive a Pennsylvania Skill Certificate.

The Pennsylvania Certificate of Competency was created by PDE to recognize career and technical education students who have achieved competency skills in their chosen technical area. To earn a Pennsylvania Certificate of Competency, students must score at the competent level on both the written and performance portions **or** score at the advanced level on either the written or performance test component and at the competent level on the other test component.

Receiving a Pennsylvania Certificate Using NOCTI Tests

The current process related to receiving certificates is: 1) NOCTI reports the number of certificates earned to Penn State Greater Allegheny; 2) Penn State Greater Allegheny verifies that all materials and forms have been submitted and approved; and 3) the required number of certificates is mailed to the site coordinator at the school.

Receiving a Pennsylvania Certificate Using NIMS Tests

The exam results will be provided electronically to the sponsoring institution. Reports will also be provided to PDE. Site coordinators are responsible for submitting test results for NIMS to Penn State Greater Allegheny. See page seven for more information.

To receive a Pennsylvania certificate, all testing materials must be returned to Penn State Greater Allegheny. No certificates will be released to a school until all testing materials are accounted for and all required forms are submitted and approved. The deadline for returning materials is May 15, 2013.

PDE Required Forms for Testing

Listed below are several forms that are important to this testing program.

- **Students Required To Be Tested Verification Form (Appendix A)**

All schools with approved career and technical education programs are required to complete and return this form. Use the Test Crosswalk to choose the appropriate test for your program(s). Forms will NOT be approved if they do not follow the Test Crosswalk. List each approved program and CIP code, which test will be used, and the number of concentrators anticipated to graduate for each program in the 2012-13 school year. **Order forms will NOT be processed until this form has been approved.**

Return this form to Penn State Greater Allegheny by Feb. 28, 2013. This form can be submitted prior to the deadline, but it must be returned one week before submitting the *PDE Test Order Form* to allow time for approval. Penn State Greater Allegheny will contact the school within three business days of receiving the document if the form cannot be approved.

- **Test Materials Return Form (Appendix B)**

All schools will complete the information requested. This form includes an area for the site coordinator to indicate testing dates and verification of the return of test booklets and online test codes. This form is to be sent to Penn State Greater Allegheny **immediately after testing, with all used and unused NOCTI test booklets, all unused answer sheets and evaluator guides.** All testing materials must be submitted to Penn State Greater Allegheny by May 15, 2013 to the address below.

- **Waiver Request Form (Appendix C)**

The Test Crosswalk identifies PDE approved programs/CIP codes that do not have occupationally specific tests. These programs are exempt from testing for the 2012-13 testing year. If you have concentrators anticipated to graduate in any of the programs indicated on the Test Crosswalk, this form is required to be completed. Return this form to Penn State Greater Allegheny along with your *Students Required To Be Tested Verification Form* by Feb. 28, 2013.

- **Testing Timeline Check-Off Sheet (Appendix D)**

This is a recommended sequence of activities to ensure a timely return of all forms and other testing materials.

Return All Forms, Test Booklets and Evaluator Guides to:

**Education Resource Center
Penn State Greater Allegheny
4000 University Drive
101 Ostermayer
McKeesport, PA 15132
(412) 675-9065 • Fax (412) 675-9067 • lyb6@psu.edu
www.careertechpa.org**

NOCTI Test Information and Materials

The following NOCTI information and materials listed below can be found online at www.careertechpa.org. The NOCTI Sample Assessments can be obtained from NOCTI's website at www.nocti.org.

- **NOCTI Testing Agreement**

This agreement is to be completed, signed and returned to Penn State Greater Allegheny by those schools ordering tests from NOCTI for the first time or if there are any changes to information on file. Those schools that have ordered tests in the previous year are not required to complete this agreement again if the site coordinator's information remains the same. This form is to be faxed to Penn State Greater Allegheny either before or at the time an order is placed.

- **NOCTI Order Form for Student Testing**

The Pennsylvania Order Form must be used to order NOCTI tests for concentrators anticipated to graduate in the current school year. The order form is available on NOCTI's Client Services Center for required electronic submission. Tests should be ordered for secondary students by checking the **secondary** box and tests should be ordered for adult students by checking the **adult** box on the order form. The *2012-13 Test Crosswalk* should be used to determine which test(s) align to each approved program CIP code.

- **NOCTI List of Technical Specifications for the Online Testing System**

This document describes the system requirements needed for NOCTI online testing. It also outlines the system, network and browser configuration.

- **NOCTI Online Test Administration Guidelines**

This document provides detailed task-related information to help you use NOCTI's Online Testing System as quickly as possible.

- **NOCTI Sample Assessments and Blueprints**

Samples and blueprints of all written and performance tests are available and free of charge on the NOCTI website at www.nocti.org. These samples include the competencies on which the test is based, scopes for both portions of the test, sample written questions and sample job/performance assignments.

- **Other NOCTI Publications and Materials**

Materials are available from NOCTI that provide information on the testing process. The following publications are available on the NOCTI's Client Services website: *List of Materials, Supplies and Equipment for Job Ready Assessments; Instructor Prep Packs; Catalog of Assessments; Proctor Guide for Online Assessment; Site Coordinator Guide for Student Assessment; Instructions for Written Assessment Proctors; Instructions for Performance Assessment Evaluators; and NOCTI's Guide to Interpreting Score Reports.*

National Occupational Competency Testing Institute (NOCTI)

500 North Bronson Avenue

Big Rapids, MI 49307

(800) 334-6283 or (231) 796-4695

Fax (231) 796-4699

<http://www.nocti.org>

Occupational Performance Level Descriptors

Pennsylvania Performance Levels

The following performance levels will be used:

Advanced Level – This level reflects the technical skills, knowledge and abilities required to successfully perform the duties of an entry level job with minimal supervision.

Competent Level – This level reflects the technical skills, knowledge and abilities required to adequately perform duties on the very first day of a job, in a safe and effective manner with an appropriate amount of “new employee” supervision.

Basic Level – This level does not meet the competent level.

In order to meet the competent or advanced levels, students must score at or above the cut scores listed on the *2012-13 Pennsylvania Cut Scores* on BOTH the written and performance tests.

Cut Score Interpretation

In the example below, if a secondary or adult student takes the cabinetmaking test (NOCTI item number 3014) and scores a 38.3 percent on the written test and a 72.7 percent on the performance test, the student would be classified at the basic level. If a secondary or adult student scores a 38.4 percent on the written test and a 72.8 percent on the performance test, the student would be classified at the competent level. If the student scores a 49.9 percent on the written and an 86.6 percent on the performance, the student would be classified at the advanced level. **A student must score at the advanced level on BOTH the written and performance portions of the test to be eligible for the Pennsylvania Skill Certificate.** Pennsylvania Certificates of Competency will be awarded to students scoring at the competent level on both the written and performance portions **or** scoring at the advanced level on either the written or performance component and at the competent level on the other component.

Cut Scores		Secondary/Adult WRITTEN			Secondary/Adult PERFORMANCE		
Test Title	Test Code	Basic Level	Competent Level	Advanced Level	Basic Level	Competent Level	Advanced Level
Cabinetmaking	3014	38.3% and below	38.4%	49.9% and above	72.7% and below	72.8%	86.6% and above

NOCTI will send the Pennsylvania Skill Certificates report and individual student scores to the site coordinator, and at the same time, will notify Penn State Greater Allegheny of the number of students who have achieved the advanced and competent levels. Certificates will be sent to the school when all test materials are accounted for and all required forms are submitted and approved.

Subject matter experts are trained on the Nedelsky method in live training sessions, and the actual assessment review is done online using NOCTI Online Criterion-Based Cut Score System. Individual subject matter experts scores are calculated by NOCTI’s online cut score system and are sent to Penn State Greater Allegheny and in turn to PDE. Cut scores are finalized by PDE and released to schools and NOCTI. NOCTI uses these cut scores to generate score reports for each school.

NOCTI Job Ready Student Assessments are revised approximately every two years. A new cut score must be developed each time an assessment is revised or updated. The cut scores for the 2010-11 revised assessments were calculated by determining a competent range, with a minimum competent score and a maximum

competent score. The advanced level was then set 0.1 percentage points above the maximum competent score in the competent range. The basic level was set 0.1 percentage points below the minimum competent score. For 2012-13, the below basic range is being dropped. The basic level will now extend from the lowest score to the minimum competent score.

Nedelsky Benchmarking Process Description

The cut score for the written portion of the assessment is determined using a statistical model called the Nedelsky method, which is specifically designed for assessments which use multiple choice items. A qualified panel of 10 to 12 subject matter experts is assembled, consisting of business and industry representatives, as well as teachers from across the commonwealth.

A substantial panel of qualified subject matter experts with clear instructions is used for this process. Each subject matter expert is instructed to review each question by eliminating the answer choices that a minimally competent examinee should be able to identify as incorrect. Each question is then given a numerical value between 0 and 1, depending on the number of items crossed out. The sum of these values is denoted as the subject matter expert's probable score of a minimally qualified examinee. The scores from the panel are reviewed to determine the competent level cut score.

Angoff Benchmarking Process Description

The Angoff Method is used to determine the competent cut score for the performance section of the assessment. Each subject matter expert is asked to estimate the level, on a five-point scoring scale, at which a minimally competent candidate can perform the required tasks. Their responses produce a score for each subject matter expert. The scores from the panel are reviewed to determine the competent level cut score.

**Pennsylvania Department of Education, Bureau of Career and Technical Education
2012-13 Student Occupational Competency Testing Program**

**Must Submit Before
Test Order**

STUDENTS REQUIRED TO BE TESTED VERIFICATION FORM

Follow each step below to complete; duplicate if needed. This information will be used to verify student data and determine budgetary plans for student occupational competency testing as required by the Carl D. Perkins Career and Technical Education Act of 2006. **This form must be returned before tests can be ordered; no orders will be processed until this form is submitted and approved.**

Electronic version available at www.careertechpa.org for online submission

STEP 1: Complete ALL school information.

School _____ Site Code _____ Anticipated Test Date _____
 Site Coordinator _____ Job Title _____
 Phone Number _____ E-mail _____

STEP 2: Check one (if A is checked, skip to Step 4).

- A. NO CONCENTRATORS ANTICIPATED TO GRADUATE for the 2011-12 school year.
- B. BELOW IS A LIST OF APPROVED CIP CODES/PROGRAMS indicating the number of concentrators anticipated to graduate.

STEP 3: Complete the information below by indicating 1) the approved programs you will be testing, 2) the type of test you will use and 3) how many students, by gender, you anticipate testing.

What approved programs are you testing?	Which test are you using?		How many concentrators do you anticipate testing?			
			Secondary		Adult	
			Male	Female	Male	Female
CIP CODE NUMBER and CIP CODE TITLE	NOCTI Indicate Test #	NIMS Indicate with Check Mark				
SAMPLE: 52.0302/Accounting Tech	3000		1	16	1	0

STEP 4: Return this form by Feb. 28, 2013, to the following address/fax number:

Education Resource Center, Penn State Greater Allegheny, 101 Ostermayer, 4000 University Drive, McKeesport, PA 15132
 Phone: (412) 675-9065 Fax: (412) 675-9067 E-mail: lvb6@psu.edu

NOTE: NOCTI Order Forms will NOT be processed until this form is submitted and approved.

An online version of this form is available for electronic submission at www.careertechpa.org under the Student Testing tab.

APPENDIX C

**Pennsylvania Department of Education, Bureau of Career and Technical Education
2012-13 Student Occupational Competency Testing Program**

TEST EXEMPTION FORM

Below are the PDE Approved Programs/CIP Codes that do not have an occupationally specific test available based on the “2012-13 Test Crosswalk.” Therefore, they are exempt from testing for the 2012-13 testing year. Please follow each step below to provide the number of student concentrators anticipated to graduate for each program. If this form is not submitted, it will be assumed that you do NOT have concentrators anticipated to graduate in these approved program(s).

STEP 1: Complete school information.

School _____ Site Code _____
 Site Coordinator _____

STEP 2: Check the approved program(s) that apply and indicated the number of concentrators by gender who are anticipated to complete the program, but will not be tested.

APPROVED PROGRAM/CIP CODE	MALE	FEMALE
<input type="checkbox"/> 19.0702 Adult Development and Aging	_____	_____
<input type="checkbox"/> 01.0401 Agriculture and Food Products Processing	_____	_____
<input type="checkbox"/> 01.0901 Animal Science, General	_____	_____
<input type="checkbox"/> 47.0106 Appliance Installation and Repair Technology/Technician	_____	_____
<input type="checkbox"/> 12.0402 Barbering/Barber	_____	_____
<input type="checkbox"/> 26.1201 Biotechnology	_____	_____
<input type="checkbox"/> 50.0406 Commercial Photography	_____	_____
<input type="checkbox"/> 50.0301 Dance, General	_____	_____
<input type="checkbox"/> 15.0403 Electromechanical Technology/Electromechanical Engineering Tech	_____	_____
<input type="checkbox"/> 51.0904 Emergency Medical Technology/Technician	_____	_____
<input type="checkbox"/> 19.0101 Family & Consumer Sciences/Human Sciences, General	_____	_____
<input type="checkbox"/> 19.9999 Family & Consumer Sciences/Human Sciences, Other	_____	_____
<input type="checkbox"/> 43.0203 Fire Science/Fire-Fighting	_____	_____
<input type="checkbox"/> 51.0707 Health Information/Medical Records Technology/Technician	_____	_____
<input type="checkbox"/> 19.0605 Home Furnishings and Equipment Installers	_____	_____
<input type="checkbox"/> 19.0699 Housing and Human Environments, Other	_____	_____
<input type="checkbox"/> 19.0799 Human Development, Family Studies & Related Services, Other	_____	_____
<input type="checkbox"/> 12.0506 Meat Cutting/Meat Cutter	_____	_____
<input type="checkbox"/> 47.9999 Mechanic & Repair Technologies/Technicians, Other	_____	_____
<input type="checkbox"/> 03.0299 Natural Resources Management and Policy, Other	_____	_____
<input type="checkbox"/> 48.0506 Sheet Metal Technology/Sheetworking	_____	_____
<input type="checkbox"/> 15.0305 Telecommunications Technology/Technician	_____	_____
<input type="checkbox"/> 46.0504 Well Drilling/Driller	_____	_____

STEP 3: Return this form by Feb. 28, 2013.

Education Resource Center, Penn State Greater Allegheny, 101 Ostermayer, 4000 University Drive,
 McKeesport, PA 15132
 Phone: (412) 675-9065 Fax: (412) 675-9067 E-mail: lvb6@psu.edu

APPENDIX D

2012-13 Student Occupational Competency Testing Program

TESTING TIMELINE CHECK-OFF SHEET

		TASK COMPLETED
BEFORE TESTING	<ul style="list-style-type: none"> • Participate in the Student Occupational Testing Program Webinar on November 19, 2012. • Review Student Occupational Competency Testing information at www.careertechpa.org, under the “Student Testing” tab. • Complete the Students Required To Be Tested Verification Form and the Waiver Request Form. Return to Penn State Greater Allegheny no later than Feb. 28, 2013. • Complete Testing Agreement, if necessary, and fax to Penn State Greater Allegheny. • Review the Secondary Career and Technical Education Approved Programs Listing for your school on PDE’s website: http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx. • Using the Testing Crosswalk, select the appropriate test for each program. If you are unsure of the contents of a NOCTI test, you can review a sample test and blueprint on NOCTI’s website at www.nocti.org under the “Students Assessment” tab. • Place your order using the electronic Order Form on NOCTI’s Client Services Center. ALL tests must be ordered at least four weeks prior to the scheduled testing date(s) in order to avoid additional costs for your school. • Encourage instructors to review the NOCTI Blueprint. • Encourage students to prepare for testing and do their best. 	
DURING TESTING	<ul style="list-style-type: none"> • Ensure correct PAsecureIDs are used for all students. • Finalize online tests by checking that all performance ratings have been recorded on the NOCTI Client Services website. 	
FOLLOWING TESTING	<ul style="list-style-type: none"> • Release online test scores to NOCTI’s Client Services Center. • Return the Test Materials Return Form and ALL used and unused performance test booklets and evaluator guides to Penn State Greater Allegheny no later than May 15, 2013. 	