Pilot Testing Information

NOCTI is seeking sites to pilot test our newly developed/revised assessments. Pilot testing is a critical phase in the development process and represents an actual test administration with a pilot test group. The valuable data gathered from pilot testing is used to ensure the items, jobs, and tests as a whole are performing according to industry guidelines. The role of the pilot test site is absolutely essential to producing the best possible assessment. We hope you will join us in our effort!

Sites must apply and approval will be based upon the following **required** criteria:

- Adherence to NOCTI's Security Policy
- Up-to-date signed Security and Testing Agreement on file with NOCTI
- Availability of test participants in the subject area and level (i.e., **program completers** in the various subject areas)
- Availability of suitable facilities for online test administration (i.e., computer labs for knowledge-based assessment administration)
- Availability of suitable facilities, equipment, and supplies for skill-based test administration (i.e., shop or lab, consumable materials, etc.)
- Availability of test proctors for knowledge-based tests and evaluators for skill-based tests in accordance with NOCTI guidelines
- Evidence that the school administration will support participation in pilot testing

HOW TO PARTICIPATE
Please complete the attached application (page 4) and email to: *ronda.gilmore@nocti.org*

NOCTI begins accepting early applications **November 18, 2020**. Pilot testers should be close to completing their program by March 2021. Early piloting (November-December) is admissible **ONLY IF** the student has completed all related coursework (e.g., if they will be completing an internship in the following semester).

NEW CUSTOMER INSTRUCTIONS
There is no cost to become a NOCTI customer. A Site Coordinator must be designated to oversee the testing program and be the primary contact for the site. Site Coordinators must be in an administrative role, cannot be an instructor, and must complete a NOCTI Testing Agreement to get started.

Once an account is established, the Site Coordinator will receive a welcome email with account details and log in credentials to a secure, online Client Services Center used to manage the testing program and place orders.

ORDERS

- Once approved as a pilot site, information on how to order will be emailed.

- Online user codes are available within two business days once the order has been received at NOCTI.

- Skill-based pilot tests (e.g., participant books, evaluator guides) are shipped via UPS; allow two weeks for delivery.

- Only order the number of pilot tests you will use.

- Unused skill-based test materials **must** be returned to NOCTI. Unused online user codes will expire after the pilot window is closed.

- Blueprints and lists of equipment, materials, and supplies for skill-based tests are available at *www.nocti.org.*

- All assessments can be administered in multiple sessions, which typically consist of two 90-minute or three 60-minute sessions. The session option **MUST** be designated at the time of order.

- Pilot assessments are **NOT** available in text-to-speech format.

ADMINISTRATION

Pilot test administrations **MUST** be conducted in a proctored environment.

All pilot sites must be approved by NOCTI prior to administration of any assessments. NOCTI reserves the right to approve or deny sites at its sole discretion based on the information provided at the time of application and based on the performance of the site any time after approval is granted. Sites that display questionable assessment practices or breach the security of any assessment materials are subject to review, probation, and/or termination.

Skills-based pilot test ratings **MUST** be entered into the online system for scoring. Instructions for entering ratings are available in the Resources section of the Client Services Center.

Additional information regarding administration is downloadable from the Client Services Center. If you are not a current NOCTI customer, credentials to access the Client Services Center and the available resources will be provided when the Security and Testing Agreement has been processed.

SCORE REPORTING

NOCTI will provide site coordinators with pilot test scores (Group Score Report only) for their participants; normative data is not calculated nor provided for pilot test administrations. Pilot test scores are based on the preliminary design of the test, not the final test product; therefore, pilot test scores are for **informational purposes only** and should **NOT** to be used as a substitute for pre- or post-test scores or for any mandated testing program. NOCTI recommends pilot testing a minimum of three weeks prior to any regularly scheduled testing.

TITLES AVAILABLE FOR PILOT

- Administrative Assisting
- Advertising and Design
- Agriculture Mechanics
- Audio-Visual Communications
- Automotive Technician-Core
- Business Information Processing
- Business Pathways *(knowledge-based only)*
- Cabinetmaking
- CAD *(skill-based only)*
- Collision Repair *(skill-based only)*
- Collision Repair and Refinishing *(skill-based only)*
- Commercial Foods *(skill-based only)*
- Computer Networking Fundamentals *(skill-based only)*
- Computer Repair Technology
- Computer Technology
- Construction Principles
- Cosmetology
- Criminal Justice
- Diesel Technology
- Electrical Construction Technology *(skill-based only)*
- Electrical Occupations
- Fashion Technology and Merchandising
- Finance Pathways *(knowledge-based only)*
- Floriculture
- Floriculture-Greenhouse
- Forest Products and Processing
- Horticulture-Landscaping
- Hospitality Management-Food and Beverage
- Hospitality Management-Lodging
- Industrial Electricity
- Industrial Maintenance Mechanics
- IT Pathways *(knowledge-based only)*
- Manufacturing Technology
- Pre-Engineering/Engineering Technology *(skill-based only)*
- Production Agriculture
- Technical Drafting
- Visual Communications and Multimedia Design
- Web Design

TESTING WINDOW

November 18, 2020	NOCTI begins accepting early pilot test site applications. (Include Security and Testing Agreement if you are a new customer.)
May 31, 2021	All pilot administrations must be completed and all pilot user codes released for scoring from the Client Services Center. Score reports for pilot assessments will be available on the Client Services Center two business days after the user codes are released.

BENEFITS

Pilot testing:

- Provides sites with an opportunity to administer the assessment in a "no pressure" environment
- Enables an evaluation of internal test administration processes and procedures
- Encourages sites to review curriculum to ensure effectiveness and alignment with current standards
- Helps NOCTI ensure the validity of the assessment

Site Application Form – Pilot Testing 2020-2021

SITE NAME: _____

SITE COORDINATOR: _____

STREET ADDRESS: _____

CITY, STATE, AND ZIP: _____

DAYTIME PHONE: _____

EMAIL ADDRESS: _____

SECURITY AND TESTING AGREEMENT:

    ❑ Already on file with NOCTI   (Site Code: _____)
    ❑ Updated agreement attached   (Site Code: _____)
    ❑ New site – agreement submitted   (Date: _____)

The Pilot Test Site **MUST** comply with the following conditions:

- Adhere to NOCTI's Security Policy
- Provide test participants in the subject area and at the appropriate level (i.e., **program completers**)
- Provide suitable facilities for test administration
- Provide test proctors in accordance with NOCTI guidelines
- Follow specific instructions for pilot test administration and adhere to timelines
- Adhere to all policies and procedures for NOCTI test administration (outlined in the *Site Coordinator Guide for Student Testing and proctor guides)
  Site Coordinator Guide for Student Testing and proctor guides are available at the Client Services Center.

We acknowledge the conditions listed above and agree to comply with all conditions.
(Please note that both signatures are required.)

SITE COORDINATOR SIGNATURE: _____

SITE ADMINISTRATOR SIGNATURE: _____
(e.g., career-technical education program director, principal, or superintendent)

Pilot Testing Timeline	
November 18, 2020	Early Orders Open
February 28, 2021	Regular Order Deadline
November 18, 2020 to April 30, 2021	Pilot Testing Window
May 31, 2021	User codes **must** be released
June 15, 2021	Unused materials must be returned