

Student Occupational Competency Testing in Pennsylvania 2024-2025 POST-TESTING CHECKLIST

TIMEFRAME	TASKS	TASK COMPLETED
<p>BEFORE TESTING</p> <p>DECEMBER through FEBRUARY</p>	<ul style="list-style-type: none"> • Submit a <i>Testing Agreement</i> (if information on account changed) • Complete Pennsylvania’s online training courses • 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 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 	
<p>DURING TESTING</p> <p>MARCH 3 through APRIL 30</p>	<ul style="list-style-type: none"> • Monitor test administration • Troubleshoot technical issues • Ensure test security • Distribute and collect test materials – implement a check-out/check-in process 	
<p>AFTER TESTING</p> <p>MAY 1 through MAY 15</p>	<ul style="list-style-type: none"> • Ensure student names and <i>PAsecureIDs</i> are accurate for every test user code • Transfer evaluator performance ratings by MAY 15, 2025 • Tests automatically release for scoring (once all required components are complete) • Submit the <i>NIMS Verification Form</i> by MAY 15, 2025 (if applicable) • Dispose of NOCTI test materials by MAY 15, 2025 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. <ol style="list-style-type: none"> 1. Promptly dispose of ALL test materials after test administration 2. Submit the <i>Test Materials and Disposal Verification Form</i> by MAY 15, 2025 	

Required forms indicated in green
Deadlines indicated in red

Required forms and detailed information

for each step are available at

www.careertechpa.org

(under the “Programs” tab, select “Student Occupational Competency Testing”)