

Introduction to: NY – Student Assessment: NOCTI An Administrator’s Guide



March 2019

Student Assessment: NOCTI

- **Module & Report Assignment**

- **Before We Begin**

Required NOCTI Documentation

- **Base Data Set up**

NOCTI Test Setup & Maintenance

Cut Scores Import

Certification Levels Setup & Maintenance

- **NOCTI Test Score Import**



Student Assessment: NOCTI

- Prior to utilizing the NOCTI import functionality in ClassMate, the following modules and reports should be assigned to the appropriate users.

Modules:

Administrators

Student Assessment Module

- NOCTI Administrative View
- NOCTI Base Data
- NOCTI Score Import

Teachers

Teacher Options

- NOCTI Teacher View

Reports:

Administrators

Student Assessment Report Folder

- NOCTI Average Duty Score
- NOCTI Overall Scores
- NOCTI score Import No Match List
- NOCTI Snapshot
- Student NOCTI Performance

Teachers

Teacher Options Report Folder

- NOCTI Average Duty Score
- NOCTI Overall Scores
- NOCTI Snapshot



Student Assessment: NOCTI

With over three decades of experience in designing and developing occupational competency assessments, NOCTI provides over 170 standardized technical assessments in a variety of occupational fields.

NOCTI and Pennsylvania have developed a relationship based on the use of NOCTI assessments as part of the Student Occupational Competency Testing Program. Students reaching the pre-determined cut score on a NOCTI written and performance test are eligible for the Pennsylvania Skills Certificate.

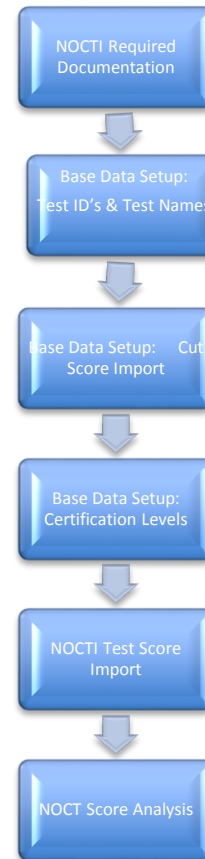
ClassLink has teamed up with NOCTI to offer the added capability of importing, viewing, tracking and analyzing NOCTI student test scores quickly and easily from within ClassMate CTE software.



Student Assessment: NOCTI

Student Assessment : NOCTI

The NOCTI functionality in ClassMate is one that follows a specific series of steps; each dependent upon the step before. These steps **MUST** be followed in the order identified.



Student Assessment: NOCTI

Before We Begin

Required NOCTI Documentation (Mandatory Step)

Prior to utilizing the **NOCTI** Score Import functionality within ClassMate, you must first receive the following documentation from **NOCTI**:

1. List of Test IDs
2. Test Version
3. Certification (Test) Name

These files are required for base data setup and may be obtained from the NOCTI user's Client Services Center.

If you experience any difficulties obtaining this information please contact *NOCTI Technical Support at 800-278-8506.*



Student Assessment: NOCTI

Before We Begin

Required NOCTI Documentation

(Mandatory Step)

ClassMate will import **NOCTI** scores for students using only the following types of student ID numbers:

- CTE Student ID number
- Sending District/School ID number
- State Secure ID number

Please make sure that students are registered to take the NOCTI tests using one of the above number types.
The numbers used above **MUST** be full 9 digit numbers



Student Assessment: NOCTI

ClassLink Hosted Site Information: Importing Cut Scores

For clients who are hosted by ClassLink, you will need to connect to LaunchPad **BEFORE** exporting & uploading your **Cut Scores & NOCTI** files into ClassMate

Connecting to LaunchPad

- Click your Internet Browser (ex: Chrome, FireFox, etc) type in <http://www.classmate.net/sites/schoolacronymcm>
- Click the **Back Again** button
- At the Windows Server login enter your **Username & Password**
 - Username is first initial, last name: example: jdoe
 - Password is typically Password1, unless you change it

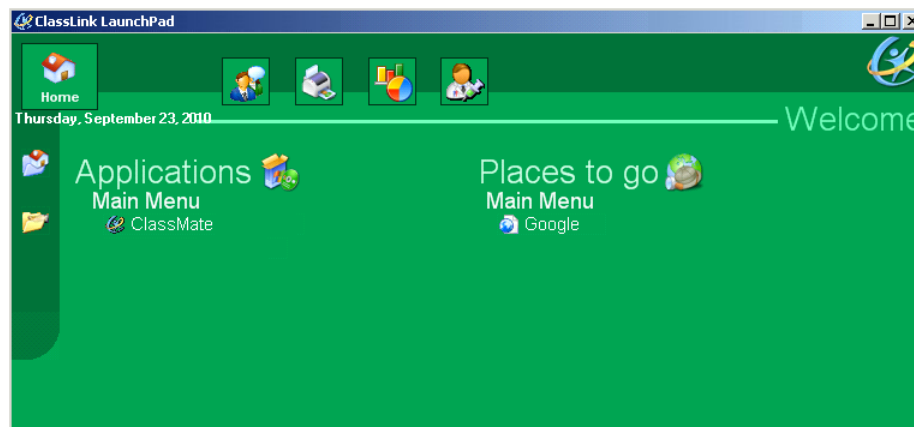
If you need assistance with the **LaunchPad URL** for your site or your LaunchPad username/password please contact the ClassLink Helpdesk at: 1-888-963-7550 ext: 101.



Student Assessment: NOCTI

ClassLink Hosted Site Information: Importing Cut Scores

- On the **LaunchPad** site
 - Click **ClassMate** found under **Applications > Main Menu**
 - Log into ClassMate and then proceed with importing your cut score file from the saved location
- Once you have your export files exported from ClassMate, you must access the Internet from the LaunchPad by clicking on Google.
- Once the Internet Browser is open you can go to the PDE site and proceed.
- This is a Sample of what the LaunchPad screen looks like, please note your LaunchPad screen may look a little different.

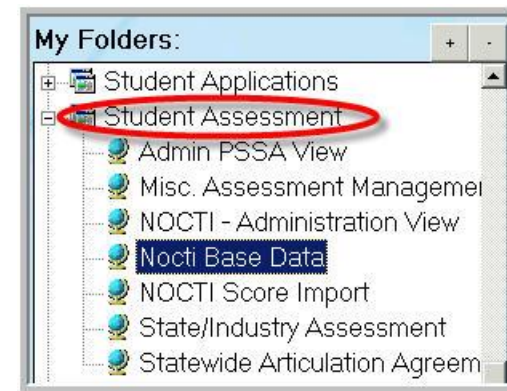


Student Assessment: NOCTI

Base Data Setup

(Mandatory Step)

Double Click on **My Modules** >
Double Click **Student Assessment** >
Click **NOCTI Base Data**



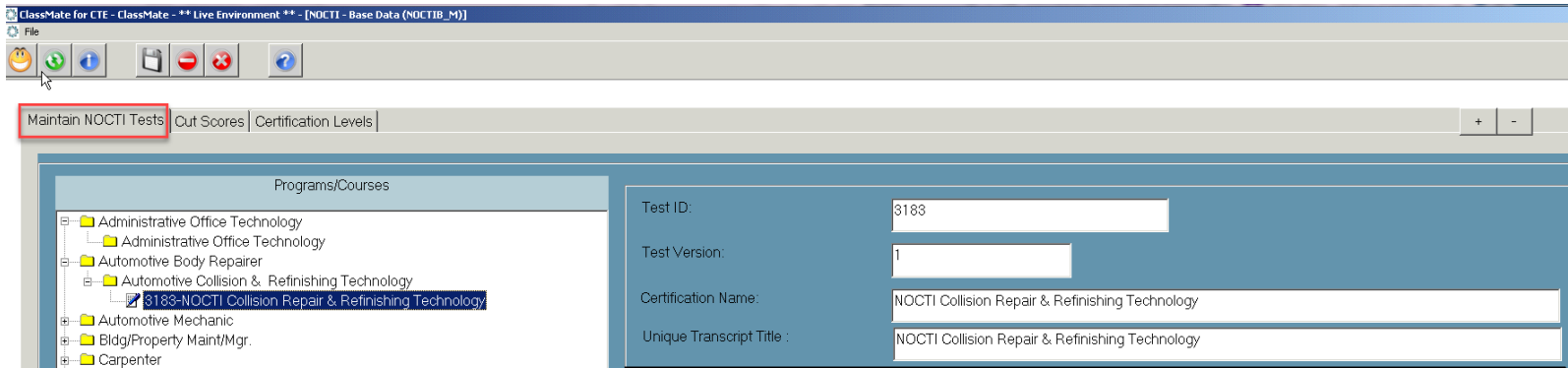
Student Assessment: NOCTI

Base Data Setup: NOCTI Test Setup & Maintenance

(Mandatory Step)

A test will need to be entered for each program/course. This data will need to be entered once a year from NOCTI's updated list of Test IDs, Test Version, and Certification Name

- Click **Maintain NOCTI Tests Tab** > Within the **Programs/Courses** window > Click the **+** to left of the Programs to expand. Click the **Class Name**. The Test ID, Test Version and Certification name should be empty allowing for a new entry to be made.
- Enter the current **NOCTI Test ID**
- Enter the current **NOCTI Test Version**
- Enter the current **NOCTI Test Certification Name** being administered
- Enter **Unique Transcript Title** being administered can be same as **NOCTI Test Certification Name**
- Click the black disk to **"Save"**



ClassMate for CTE - ClassMate - ** Live Environment ** - [NOCTI - Base Data (NOCTIB_*)]

File

Maintain NOCTI Tests | Out Scores | Certification Levels

Programs/Courses

- Administrative Office Technology
 - Administrative Office Technology
- Automotive Body Repairer
 - Automotive Collision & Refinishing Technology
 - 183-NOCTI Collision Repair & Refinishing Technology**
- Automotive Mechanic
- Bldg/Property Maint/Mgr.
- Carpenter

Test ID: 3183

Test Version: 1

Certification Name: NOCTI Collision Repair & Refinishing Technology

Unique Transcript Title : NOCTI Collision Repair & Refinishing Technology

Repeat the process for **EACH** program/course administering a **NOCTI** test.

Student Assessment: NOCTI

Base Data Setup: National Norm

(Mandatory Step)



National Norm	
Written	0
Performance	0

Standard of Error	
Written	0
Performance	0

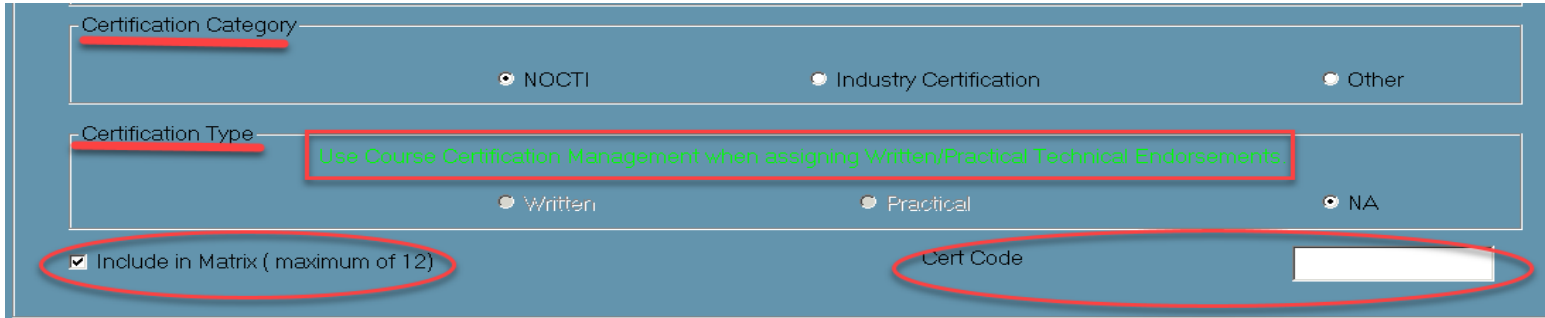
The remaining fields displaying on this tab (National Norm and Standard of Error) should **NOT** be completed at this time. This data will be provided from NOCTI **AFTER** final testing has concluded in the spring.



Student Assessment: NOCTI

Base Data Setup: Certification Category & Type

(Mandatory Step)



Certification Category

NOCTI Industry Certification Other

Certification Type

Use Course Certification Management when assigning Written/Practical Technical Endorsements

Written Practical NA

Include in Matrix (maximum of 12)

Cert Code

Certification Category

Default is NOCTI when you enter in a new NOCTI test.

Certification Type

- **NY Clients ONLY:** Default **NA** when entering a NOCTI test.
- Use **Course Certification Management** to enter the Written & Practical tests as required for **Technical Endorsements**.
- **Include in Matrix:** Check if your school is using the Course Certification Student Matrix report and would like for the NOCTI test to show on the Matrix. Leave Course Certification Code blank.



Student Assessment: NOCTI



Base Data Setup: Certification Category & Type

To enter Written and Practical assessments you will use the Course Certification Management

- Click the + next to the Program to expand the folder
- Click on the Course
- Click to enter Certification ID
- Click to enter Version #
- Leave Course Certification Code blank.
- Click to enter Certification Name
- Click to select * Other
- Click to select either Written or Practical (remember to enter both separately)
- **Include in Matrix:** Check if your school is using the Course Certification Student Matrix report and would like for the NOCTI test to show on the Matrix.

ClassMate for BOCES - QA_NYDemo - ** Live Environment ** [Course Certification Management]

File Edit View Report

Programs/Courses

Animation & Digital Media Design

Animation and Digital Media Design

Animation & Digital Media Skills

Graphics & Commercial Printing Skills

Audio Production

Auto Body/Collision & Repair Technology/Technician

Automobile/Automotive Mechanics Technology/Technician

Aviation Operations

Barbering Technician

Business and Career Exploration

Business/Information Services

Career & Financial Management

Carpentry/Carpenter

Child Care

Computer Network Technology

Computer Software and Media Applications

Computer Technology

Construction Electricity

Construction Trades

Cosmetology/Cosmetologist, General

Child Care

Certification ID: 533P Version #: 1 Cert Code:

Certification Name: Precision - Commercial Advertising - Performance

Certification Category: NOCTI Industry Certification Other

Include in Matrix (maximum of 12)

Certification Type: Written Practical NA

General | Industry Certifications

Certifications for - Animation and Digital Media Design

Cert ID	Certification	Incl	Code	Category	Version	Program	Course	Prim...	Type
533P	Precision - Commercial Advertising - Performance	N		O	1	500409	000001	N	P
532W	Precision - Commercial Advertising - Written	N		O	1	500409	000001	N	W
3425	Visual Communications and Interactive Media Design 3425	N		N	1	500409	000001	N	N
3425P	Visual Communications and Interactive Media Design 3425-Performance	N		O	1	500409	000001	N	P
3425W	Visual Communications and Interactive Media Design 3425-Written	N		O	1	500409	000001	N	W



Student Assessment: NOCTI

Base Data Setup: Certification Levels

(Mandatory Step)

State certification levels vary depending on how your State Department of Education chooses to award certificates.

In the state of New York, the NOCTI Certification levels are **Pass or Fail**.

The certification levels are pre-populated in ClassMate. However, it is your responsibility to verify and maintain these levels. Please check with your State Department of Education to ensure your certification levels are in line with state requirements.

Should you need to enter certification levels the following information is required:

- **Level**
- **State Certification Level (Advanced = Pass)**
- **Display Color**

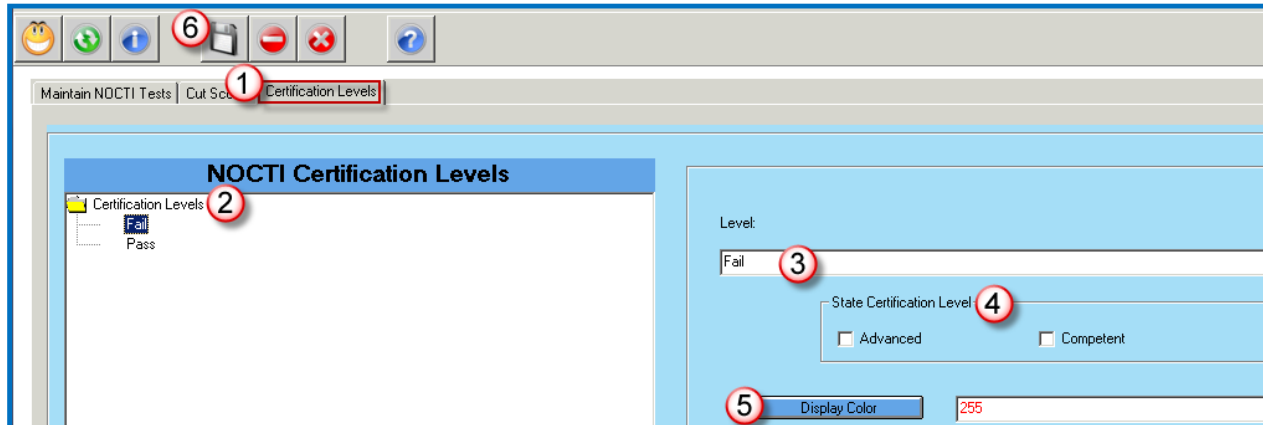


Student Assessment: NOCTI

Base Data Setup: NOCTI Certification Level Setup

(Mandatory Step)

- ① Click **Certification Levels Tab**
- ② Double Click the Certification Levels folder to expand and view any previously created levels
- ③ Enter the **Level** name as required by State
- ④ Check the **State Certification Level (Advanced = Pass)**
- ⑤ Click the **Blue** Display Color button to select a color. The Display Color option may be changed at any time and as often as desired. ClassMate has added the Display Color feature to assist in analyzing student NOCTI scores.
- ⑥ Click the black disk to “Save”



The screenshot shows a software interface for setting up NOCTI Certification Levels. The interface includes a toolbar at the top with icons for help, save, delete, and refresh. Below the toolbar, there are tabs for 'Maintain NOCTI Tests', 'Cut Scores', and 'Certification Levels'. The 'Certification Levels' tab is active, showing a tree view on the left with 'Certification Levels' expanded to show 'Fail' and 'Pass' sub-items. On the right, there is a form for editing a level. The 'Level' field contains the text 'Fail'. Below it, the 'State Certification Level' section has two radio buttons: 'Advanced' (which is selected) and 'Competent'. At the bottom of the form, there is a 'Display Color' button and a text field containing the number '255'. Numbered callouts (1-6) are placed over the interface to indicate the steps: 1 points to the 'Certification Levels' tab, 2 points to the 'Certification Levels' folder in the tree, 3 points to the 'Fail' text in the level field, 4 points to the 'Advanced' radio button, 5 points to the 'Display Color' button, and 6 points to the save icon in the toolbar.



Student Assessment: NOCTI

Base Data Setup: NOCTI Test Setup & Maintenance

(Mandatory Step)

STOP:

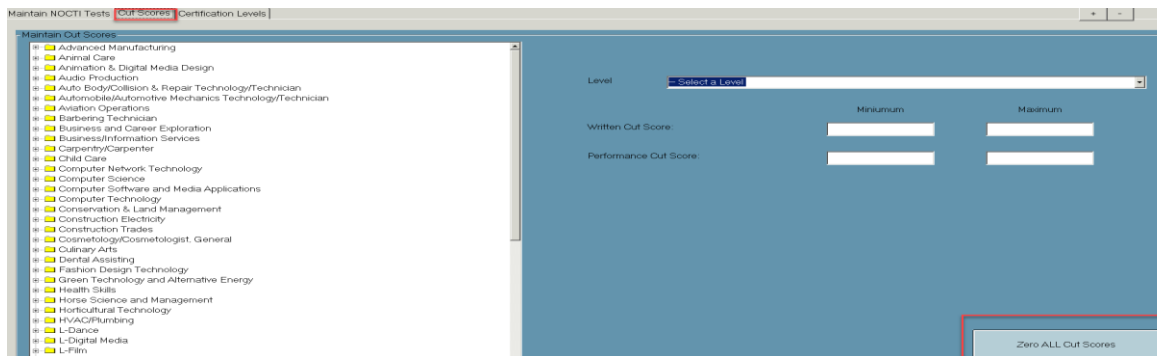
ALL NOCTI test ID's MUST be COMPLETELY entered before importing any Cut or Test scores.

After all the NOCTI ID's have been entered you **MUST IMPORT** the Cut Score File, however, prior to importing please use the **Cut Scores** tab and click the **Zero ALL Cut Scores** button at the bottom right to purge prior imported Cut Scores.

Note: if at any time you need to reimport Cut Scores you must first **Zero ALL Cut Scores** to purge the prior imported scores.

Follow the directions from the initial Cut Score File Import

Any additional Test ID entries made after this step, will require a re-import of the Cut Score file



Student Assessment: NOCTI

Base Data Setup: Cut Score Import

(Mandatory Step)

The most recent Cut Score File can be found by visiting our website and selecting the State Specific Documentation tab

<http://www.classmate.net/classmate-user-state-documentation/>

- Select New York State Documentation
- Select the desired **NY Cut Scores file**
- Save the Cut Score to desired location on the **M drive**

** When a new Cut Score file is released, ClassMate will post the file as we receive it.

Cut Scores **MUST** exist in ClassMate Before entering **ANY** test information.

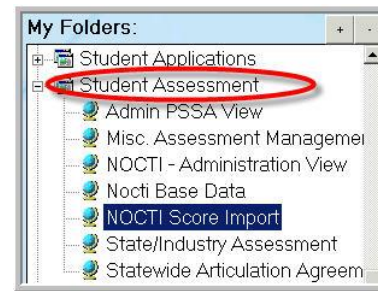


Student Assessment: NOCTI

Base Data Setup: Cut Score Import

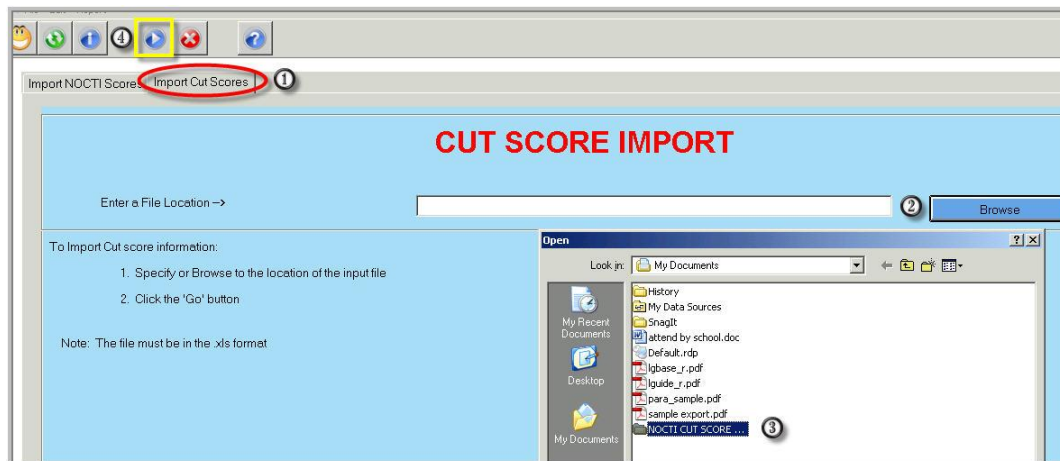
(Mandatory Step)

- Double Click **My Modules** >
- Double Click **Student Assessment** >
- Click **NOCTI Score Import**>
- Click **Import Cut Scores Tab**



Please note: the file must be in the .xls format

- 1 Click Import Cut Scores Tab
- 2 Click the **Blue** Browse Button
- 3 Select the **Cut Score File** for import *
- 4 Click the **Blue** Run Button



* Cut Scores must be present before any NOCTI test score import can occur. A Cut Score file from a previous year can be used for new customers.

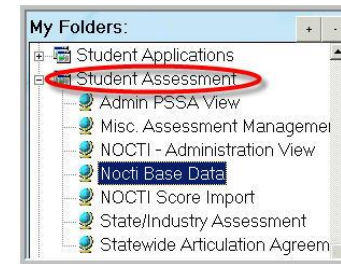


Student Assessment: NOCTI

Base Data Setup: NOCTI Cut Score Data View

(Mandatory Step)

Double Click **My Modules** >
 Double Click **Student Assessment** >
 Click **NOCTI Base Data**>
 Click **Cut Score Tab**

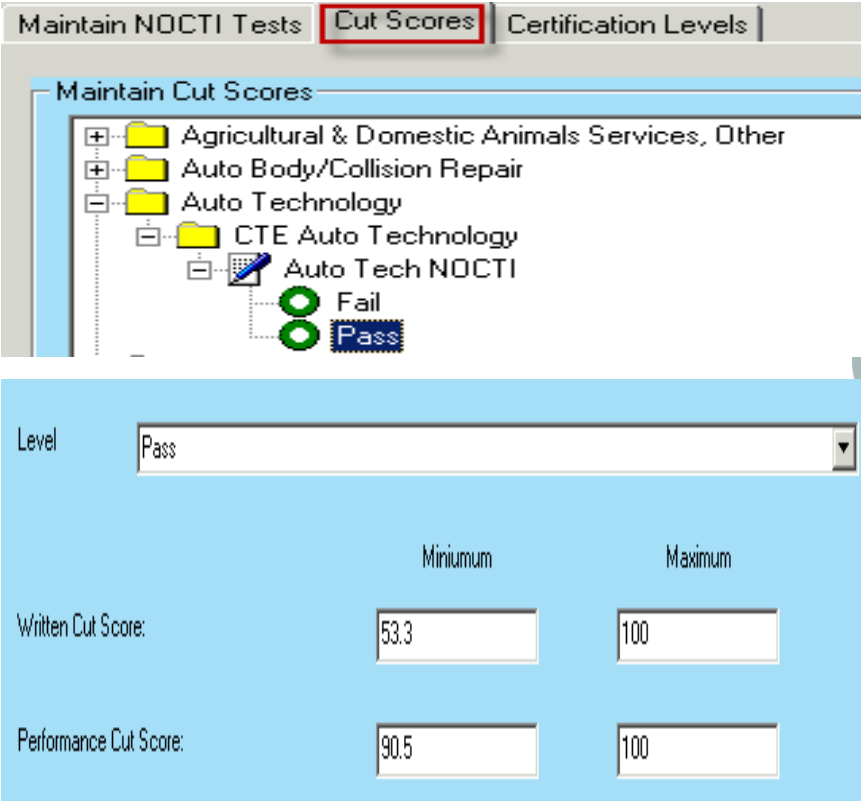


> Select the **Program/Course** (Click the + to left of the Programs folder to expand)

> Click the **Name of the Course** (Click the + to left of the Course folder to expand)

> Click the **Name of the NOTCTI Test** (Click the + to left of the NOCTI Test folder to expand)

> The **Cut Scores** will display for each certification level by test



	Minimum	Maximum
Written Cut Score:	53.3	100
Performance Cut Score:	90.5	100

Test Score Export from NOCTI:

Exporting NOCTI Score Reports to Excel

Score reports, standard and customized, may be exported to either Adobe Acrobat (pdf) or Microsoft . ClassMate **REQUIRES** the Excel File format.

Access the Reporting section of the **Client Services Center** (site code and password required).
<http://clientservices.nocti.org>.

Click "**Standard Reports**"

Reports may be downloaded from the main page of the **Reporting section**.
Choose the “Excel” link to the left of the test title to download the report in an Excel format.

Exporting test data to Excel opens the score report in a file with multiple worksheets. Each page of the score report loads on a separate worksheet within the single file. Once in Excel, the scoring data may be manipulated using Excel commands. Printing the exported reports from Excel is not recommended. Each test file must be individually exported and saved in an excel format. Once saved the test scores can be individually imported into ClassMate.



Student Assessment: NOCTI

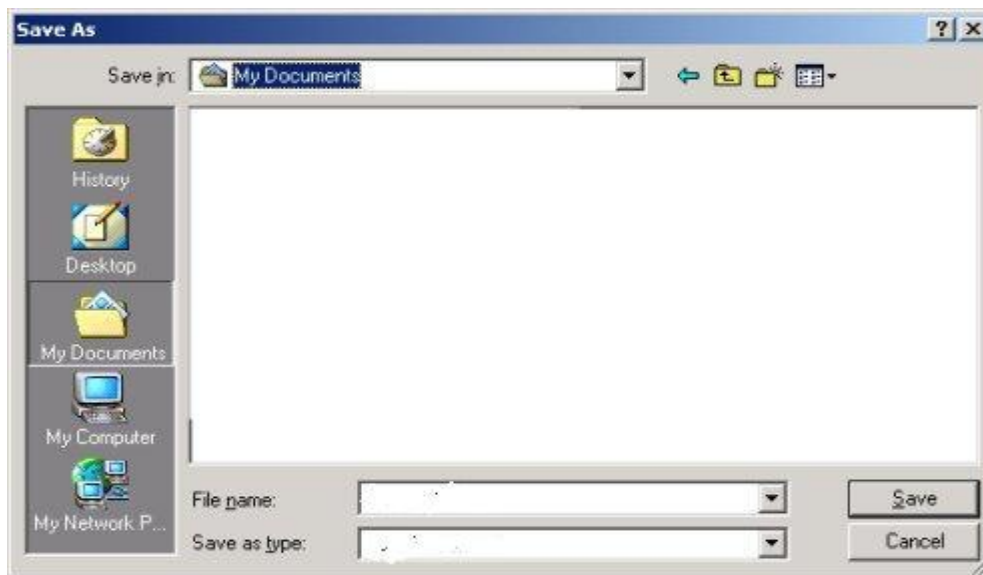
Test Score Import

NOCTI has made a score file available for ClassMate users to download. This file is available from the NOCTI user Client Services Center.

- Download the NOCTI **Excel** file. This file will have an extension of (.xls)
- **Name & Save** this file in a designated folder on your computer. The M: drive is recommended as all files will be imported from this location.



(The Save as window will look similar to the screenshot below)



You will need to individually download the score file for **EACH** test, per program. If you experience any difficulties please contact NOCTI Technical Support at 800-278-8506.



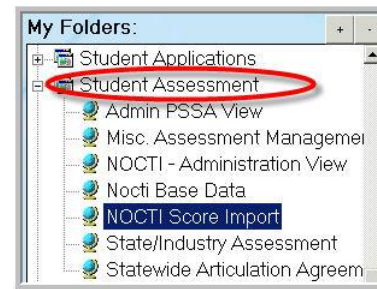
Student Assessment: NOCTI

Base Data Setup:

NOCTI Test Score Import

(Mandatory Step)

Double Click **My Modules** >
 Double Click **Student Assessment** >
 Click **NOCTI Score Import** >
 Click **Import NOCTI Scores Tab**

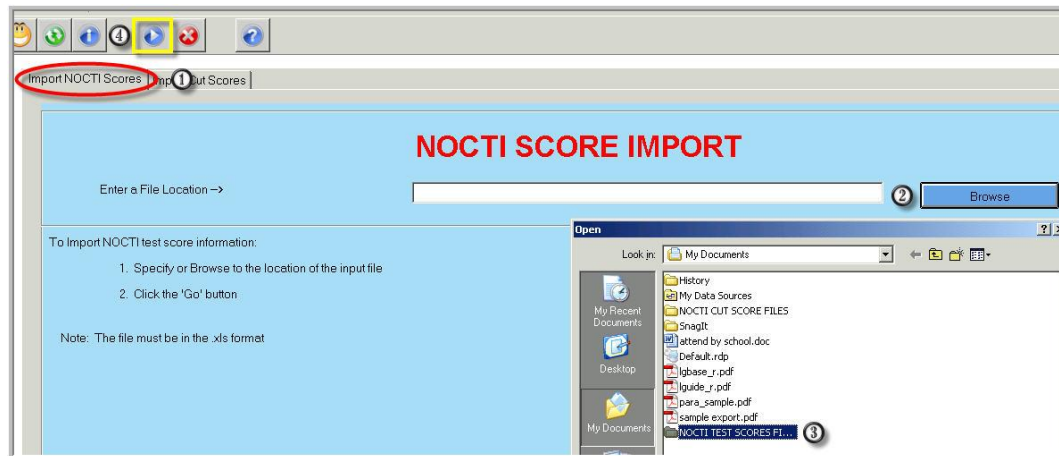


① Click **Import NOCTI Scores Tab**

③ Select the **NOCTI Test Score File** for import *

② Click the **Blue Browse Button**

④ Click the **Blue Run Button**



Note: After Test Scores are imported, the P (pass) / F (fail) status in Student Course Certs is flagged.



Student Assessment: NOCTI

Test Score Import: Viewing Test Results

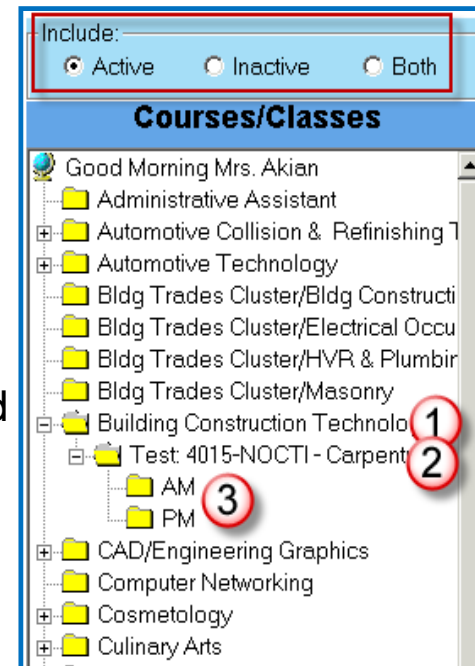
Getting Started:

- Double Click on **My Modules** >
- Double Click **Student Assessment** >
- Click **NOCTI Administrative View**



When the module opens:

- Click one of the radio buttons to choose:
 - Active
 - Inactive
 - Both types of students.
- Within the **Program/Course** window
 1. Click the **+** to left of the Programs folder to expand
 2. Click on the **+** to left of **Test Name** to expand
 3. Click the **Session**



Student Assessment: NOCTI

Test Score Import : Overall Scores Tab

The **Overall Scores Tab** will populate with the students and the most current score on the test.
Overall Scores Tab available Data Fields:

Student Name
 Grade Level
 Certificate Type
 Written Status
 Written Score
 Performance Status
 Performance Score

Test Name
 Date Taken
 Test ID/Version
 Student ID

Student	Grade	Certificate Type	Written St...	Written	Perf St...	Performa...	Test	Date Taken	ID/Vers...	Student ID
Atkins, Denver	12	NONE	Fail	63.2	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	582000375
Atkins, Erika	12	NONE	Fail	59.9	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999349
Banach, Kayla	12	NONE	Fail	56.6	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	582000073
Carroll, Isabella	12	NONE	Fail	52.6	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999546
Einstein, Mario	12	NONE	Fail	44.1	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	582000387
Feltenberger, Evan	12	NONE	Fail	65.1	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999442
Garfield, Jia	12	NONE	Fail	61.8	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999337
Jarvis, Jada	12	NONE	Fail	63.8	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999774
Kish, Shervin	12	NONE	Fail	57.2	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999783
Leeper, Justin	12	NONE	Pass	71.7	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999568
Mottau, Ariana	12	NONE	Fail	58.6	Fail	0	Small Animal Science Test: 7...	05/01/2018	Test: 7...	581999595
Mottau, Desiree	12	NONE	Pass	68.4	Fail	0	Small Animal Science Test: 7...	05/01/2018	Test: 7...	581999671
Stern, Edyn	12	NONE	Fail	61.2	Fail	0	Small Animal Science Test: 7...	04/27/2018	Test: 7...	581999593



Student Assessment: NOCTI

Test Score Import : Written & Performance Scores Tab

The **Written Scores** and **Performance Scores** Tabs provide an itemized list of all the individual components included in each testing area.

Overall Scores						
Written Scores		Performance Scores			Test History	Maintain NOCTI
Student	Customer Relations and Shop Procedures	Engine Repair	Suspension and Steering	Brakes	Electrical/Electronic Systems	Engine Performance
Burson, Daniel E	69.2	40	39.1	42.1	42.4	27.3
Burson, Devon J	53.9	50	34.8	31.6	30.3	48.5
Burson, James F	76.9	25	47.8	47.4	48.5	24.2
Burson, Thomas E	100	65	60.9	79	57.6	66.7
Cooper, Dylan	38.5	35	52.2	57.9	51.5	42.4
Danke, Jacqueline M	61.5	50	47.8	42.1	48.5	42.4
Garfield, Ryan C						
Heard, Todd J	61.5	50	52.2	52.6	42.4	45.5
Jarvis, Josh J	53.9	55	73.9	63.2	42.4	48.5
Kish, Lydia						
Lazzaro, Nicholas	84.6	50	60.9	42.1	45.5	51.5
Mottau, Lee H	69.2	30	65.2	26.3	63.6	39.4
Oliveira, Chris G	69.2	50	65.2	79	57.6	54.6
Packers, Joshua F						
Packers, Zachary D	69.2	65	69.6	73.7	75.8	72.7
Reinhart, Anthony J	82	88.4	89.1	84.9	86.3	87.7
Reinhart, Daniel	53.9	55	56.5	47.4	51.5	30.3
Thomas, Kyle	69.2	45	78.3	63.2	39.4	45.5
Warke, Wesley J	69.2	50	34.8	47.4	42.4	30.3



ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

ClassMate HelpDesk

855-984-1228

support.classmate.net

