

Introduction to:

PA - 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 report 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.

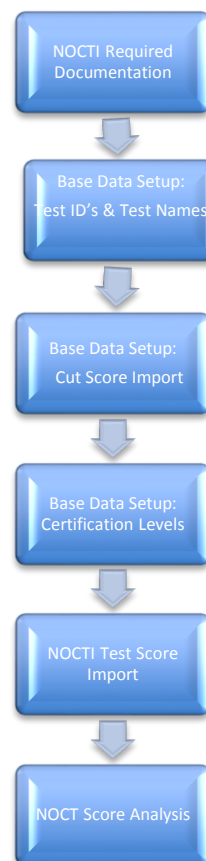
ClassMate has teamed with NOCTI to offer the added capability of importing, viewing, tracking and analyzing NOCTI student test scores quickly and easily from within ClassMate CTE software.



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

ClassMate Hosted Site Information: Importing Cut Scores

For clients who are hosted by Harris 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 <https://www.classmate.net/sites/schoolacronym>
- Click the **Back Again** button
- At the Windows Server login enter your **Username & Password**
 - Username is first initial, last name: example: jdoe

If you need assistance with the **LaunchPad URL** for your site or your LaunchPad username/password please contact the Harris Helpdesk at: 1-855-984-1228 option 1.



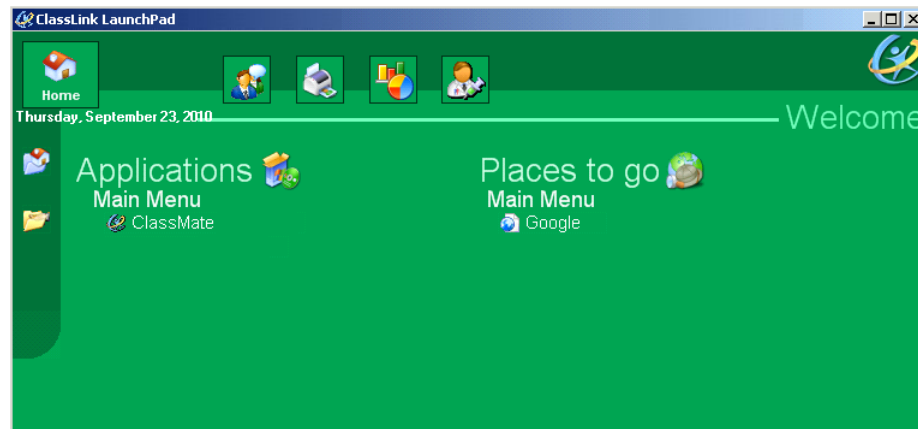
Student Assessment: NOCTI

ClassMate Hosted Site Information: Importing Cut Scores

This is a Sample LaunchPad screen. Please note your LaunchPad screen may look somewhat different.

You **MUST** use the LaunchPad screen when importing **ANY** file into ClassMate.

- On the **LaunchPad** site
 - Access the Internet from LaunchPad by clicking on Google.
 - Proceed to the NOCTI website and download test scores to the M drive
 - Click **ClassMate** found under **Applications > Main Menu**
 - Log into **ClassMate** and then proceed with the importing your Cut Score file from the saved location

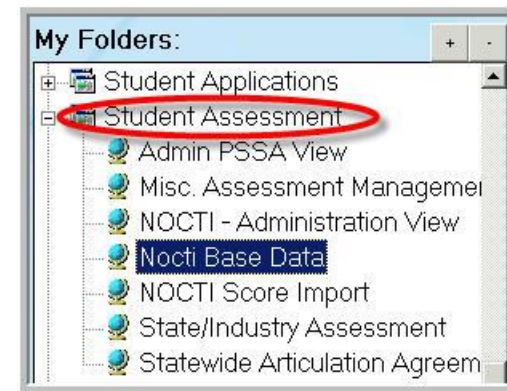


Student Assessment: NOCTI

Base Data Setup

(Mandatory Step)

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



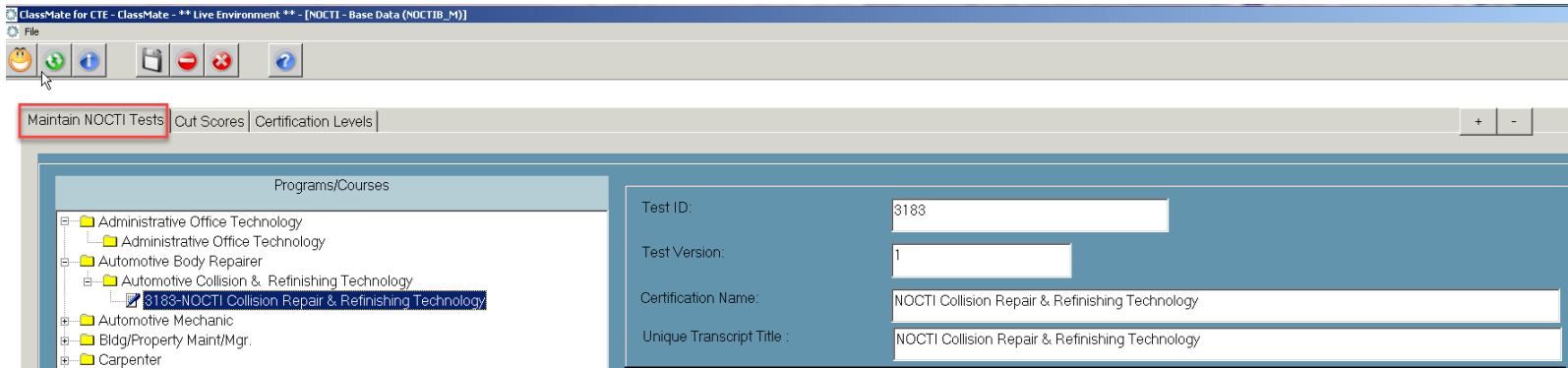
Student Assessment: NOCTI

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

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

Default is NA when entering a NOCTI test. (PA clients can leave NA)

Include in Matrix: Check if your school is using the Course Certification Student Matrix report and you would like the NOCTI test showing on the Matrix.

Course Certification Code: leave blank.



Student Assessment: NOCTI



Base Data Setup: Course Certification Management option

To enter NOCTI Assessments you can also use the Course Certification Management. This entry will automatically populate in the NOCTI module and vice versa.

- 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 * NOCTI
- **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 CTE - ClassMate - ** Live Environment ** - [Course Certification Management]

File Edit View

Programs/Courses + -

- Automotive Body Repair
- Automotive Collision & Refinishing Technology
- Automotive Mechanic
- Automotive Technology
- Bldg/Property Maint/Mgr.
- Carpenter
- CDOS Performance Expectations
- Computer Systems Networking
- Cosmetologist, General
- Drafting/Design Tech, Gen
- Early Childhood Education
- Elec/Pwr Trans Instal Oth
- Electronic/Comm Eng Tech
- Health/Med Assts, Other
- Heating, AC, Refrig Mech
- Institutional Food Worker
- Machinist/Machine Tech
- Marketing and Retail Services
- Mason/Tile Setter
- Professional Development Program
- Security & Protective Services, Other
- Welder/Welding Tech

Certification ID: 7837 Version #: 1 Cert Code: []

Certification Name: NOCTI-Automotive Mechanics Technology - PA

Certification Category: NOCTI Industry Certification Other

Include in Matrix (maximum of 12)

General | Industry Certifications

Certifications for - Automotive Technology

Cert ID	Certification	Incl	Code	Category	Version	Program	Course	Prim...
1	AYES Certificate	Y	032	I		470604	470604	N
I000000001	Certified Emissions Inspector	Y	054	I		470604	470604	N
I000000002	Certified Safety Inspector, Cat I	Y	065	I		470604	470604	N
I000000004	Motor Oil Certification	Y	496	I		470604	470604	N
7837	NOCTI - Automotive Mechanics Technology - PA	Y		N	1	470604	470604	N
I000000003	S/P2	Y	278	I		470604	470604	N
10000000...	Valvoline Automotive Fluids 101	Y		I		470604	470604	N
10000000...	Valvoline People Skills 101	Y		I		470604	470604	N



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 Pennsylvania there are **3 NOCTI** Certification Levels

- **Basic**
- **Advanced**
- **Competent**

Note: While Below Basic is not used by PA, this Certification Level CANNOT be deleted. It must remain in ClassMate as a place for student scores that do not meet Basic level.

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 or Competent)**
- **Display Color**

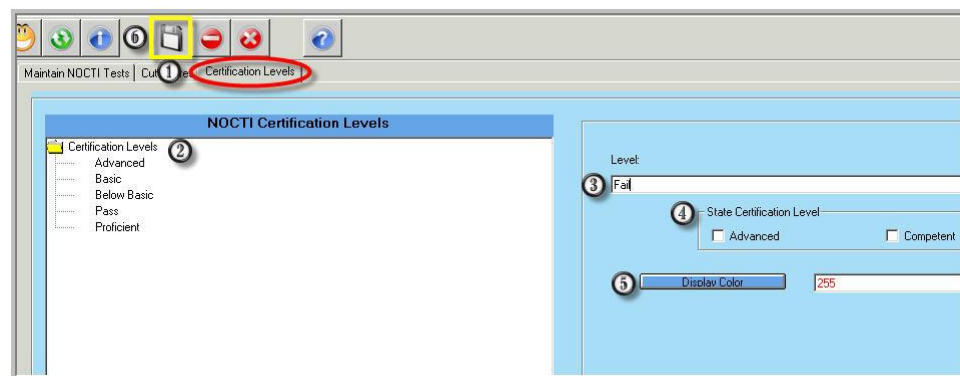


Student Assessment: NOCTI

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 the State
- ④ Check the State **Certification Level (Competent or Advanced)**
- 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”**



Student Assessment: NOCTI

Base Data Setup: NOCTI Test Setup & Maintenance

(Mandatory Step)

STOP:

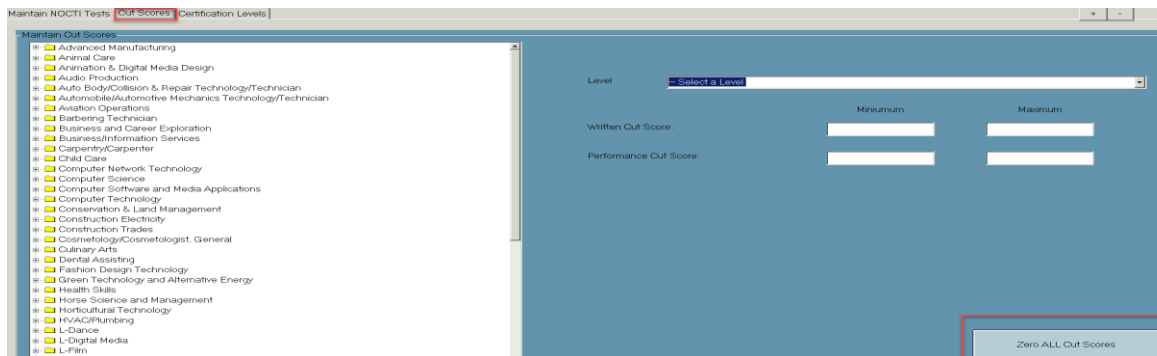
ALL NOCTI test ID's MUST be COMPLETELY entered before importing any Cut or Test scores.

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 Pennsylvania State Documentation
- Select the desired **PA 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.

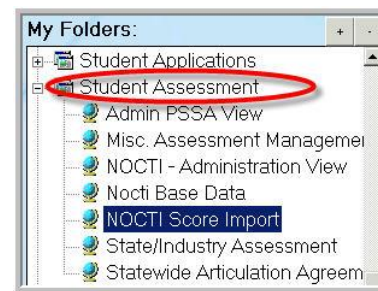


Student Assessment: NOCTI

Base Data Setup: Cut Score Import

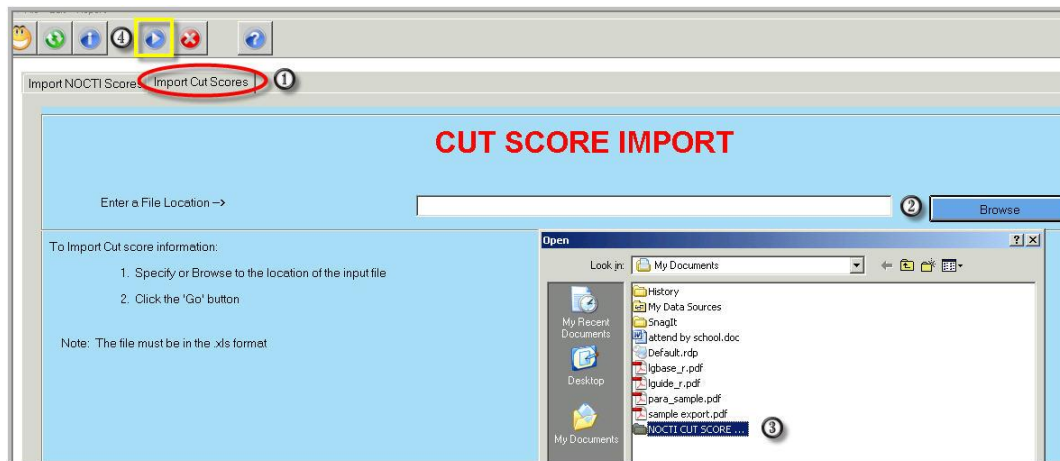
(Mandatory Step)

- 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.

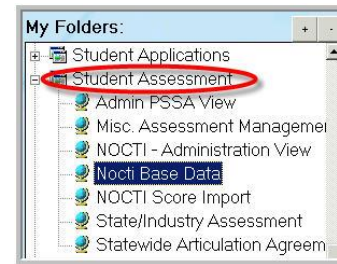


Student Assessment: NOCTI

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**

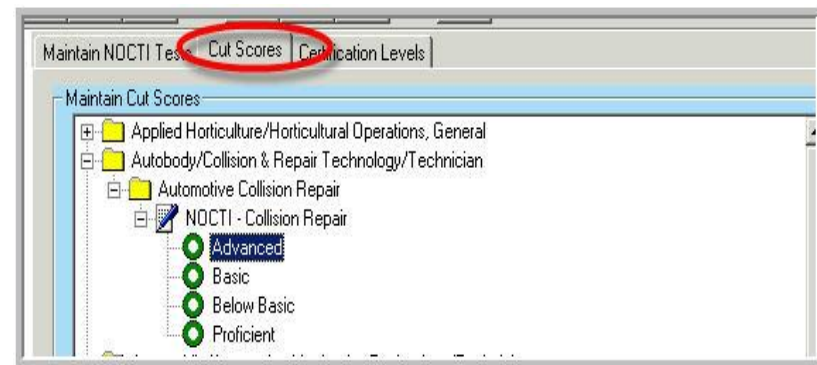


> Select the **Program/Course** (Click the + to left of the Programs folder to expand)

> 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
Level	Advanced	
Written Cut Score:	<input type="text" value="65"/>	<input type="text" value="100"/>
Performance Cut Score:	<input type="text" value="80"/>	<input type="text" value="100"/>



Student Assessment: NOCTI

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 Excel. 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

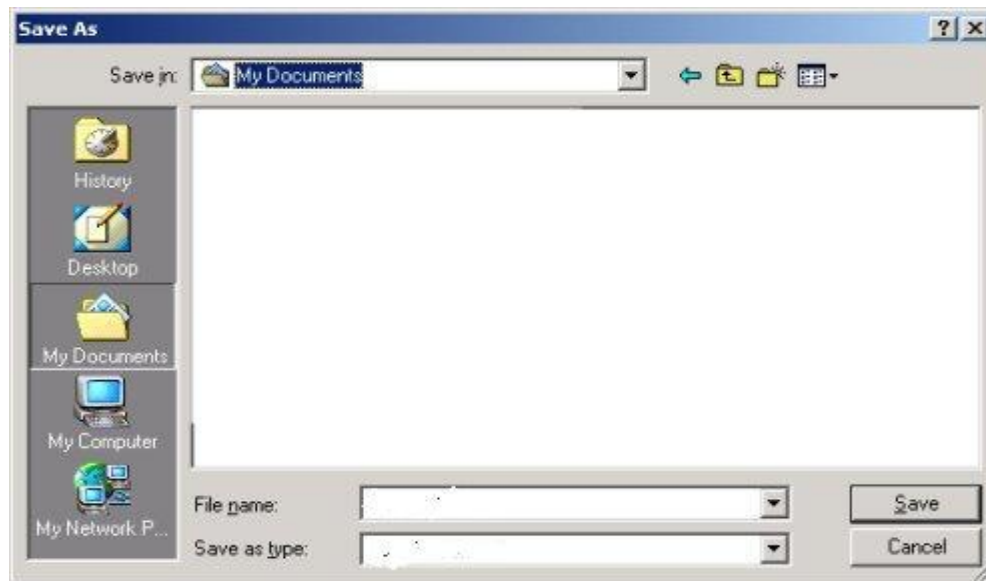
Test Score Import

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.



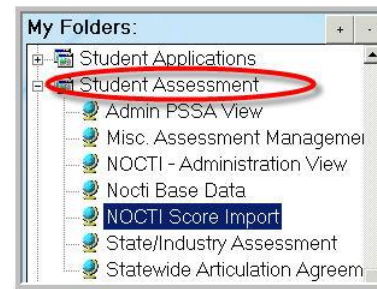
Student Assessment: NOCTI

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**

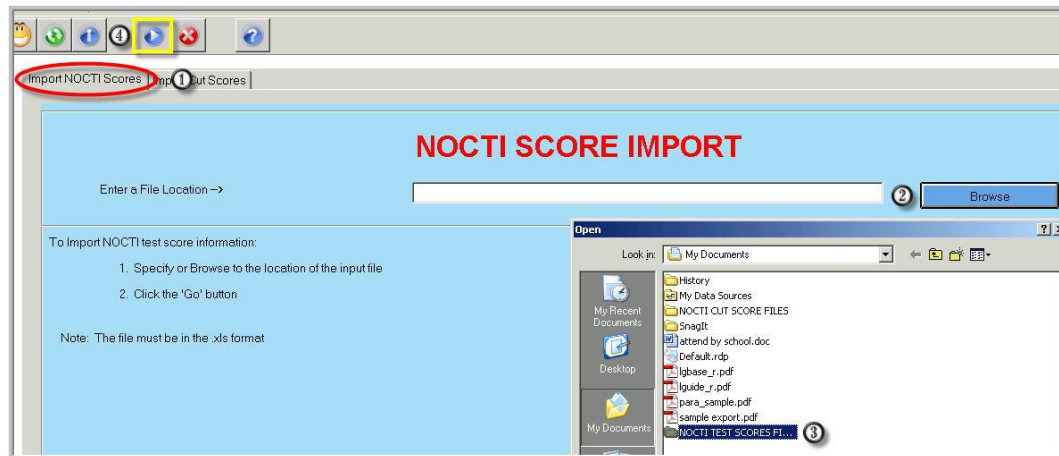


① Click **Import NOCTI Scores Tab**

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** >

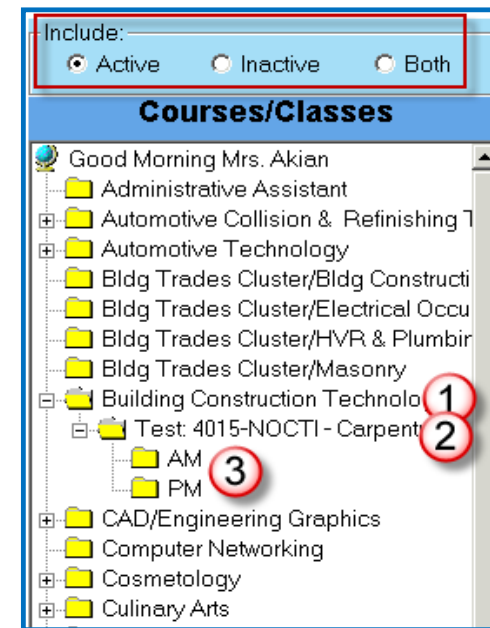
Double Click **Student Assessment** >

Click **NOCTI Administration 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 the **+** to left of **Test Name** to expand
 3. Click the **Session**



Student Assessment: NOCTI

Test Score Import : Overall Scores Tab

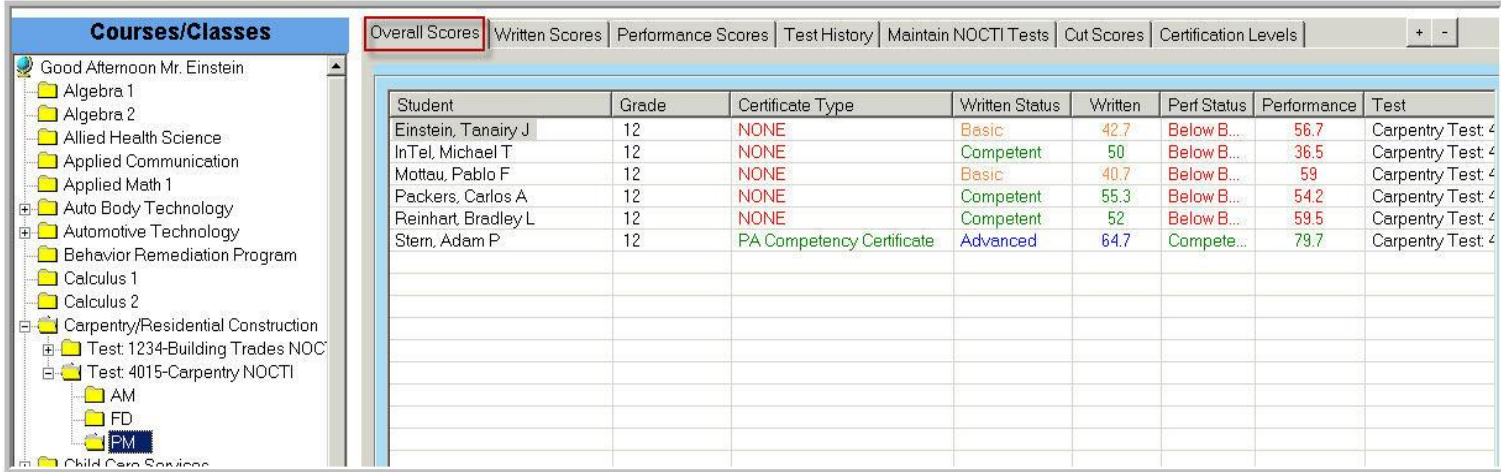
The **Overall Scores Tab** will populate with the students and the most current score on the test.

The **Overall Scores Tab's** 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 Status	Written	Perf Status	Performance	Test
Einstein, Tanairy J	12	NONE	Basic	42.7	Below B...	56.7	Carpentry Test 4
InTel, Michael T	12	NONE	Competent	50	Below B...	36.5	Carpentry Test 4
Motta, Pablo F	12	NONE	Basic	40.7	Below B...	59	Carpentry Test 4
Packers, Carlos A	12	NONE	Competent	55.3	Below B...	54.2	Carpentry Test 4
Reinhart, Bradley L	12	NONE	Competent	52	Below B...	59.5	Carpentry Test 4
Stern, Adam P	12	PA Competency Certificate	Advanced	64.7	Compete...	79.7	Carpentry Test 4



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.

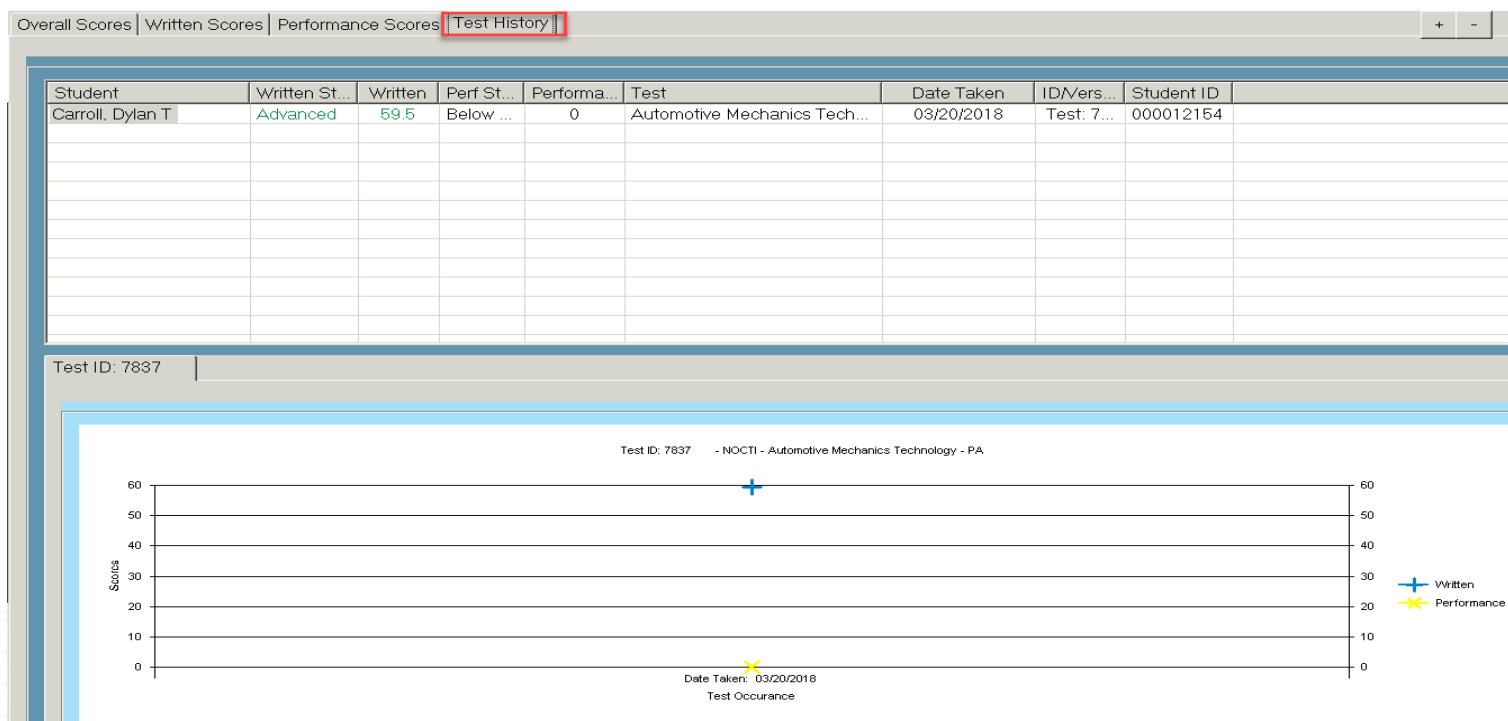
Student	Customer Relations and Shop Procedures	Engine Repair	Suspension and Steering	Brakes	Electrical/Electronic Systems	Engine Performance
Burson, Daniel E	69.2	40	39.1	42.1	42.4	27.3
Burson, Devon J	53.9	50	34.8	31.6	30.3	48.5
Burson, James F	76.9	25	47.8	47.4	48.5	24.2
Burson, Thomas E	100	65	60.9	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



Student Assessment: NOCTI

Test Score Import : Test History Tab

The **Test History Tab** displays a listing of the test history given to date. As NOCTI tests are given & imported into ClassMate, this tab will become a valuable resource.



Student Assessment: NOCTI

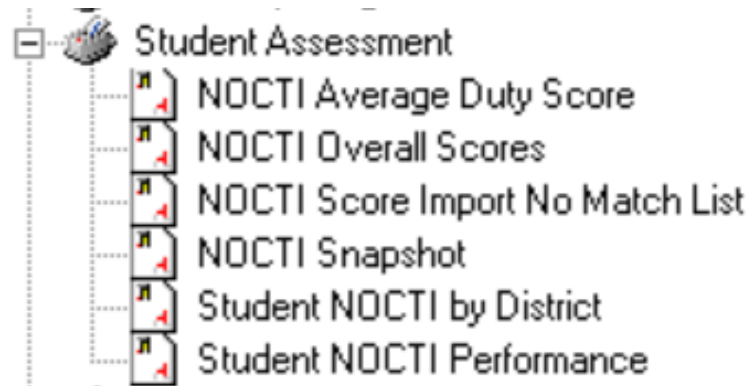
Reports

Viewing the results of the NOCTI scores can be extremely valuable. Here are some reports to help you view this data:

Getting Started:

Double Click on **My Reports** >

Double Click **Student Assessment** >



ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

ClassMate HelpDesk

855-984-1228

support.classmate.net

