Ecosystem
West Virginia Board of Education
2019-2020

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**NOCTI Technical Support - 800.334.6482**

*In case of testing issues or specific technical support*
Overview

Why use the National Occupational Competency Testing Institute (NOCTI)?

NOCTI has been chosen by the West Virginia Department of Education to provide Career Technical Education (CTE) state-approved programs of study with a credible means of verifying the knowledge and skills expected by industry.

NOCTI has been added to West Virginia Board of Education (WVBOE) Policy 2340 – “WV Measures of Academic Progress” and WVBOE Policy 2520.13 – “WV College- and Career-Readiness Programs of Study/Standards for Career and Technical Education”, thus ensuring all state-approved CTE completers have an opportunity to demonstrate their skill attainment on an equal and consistent assessment across the state and nation.

NOCTI provides schools, districts, and state entities with the ability to accurately assess student and program needs, gaps, growth and/or strengths, thus creating a high-quality CTE ecosystem across the state.

NOCTI and the West Virginia Education Information System (WVEIS) have developed and implemented a communication tool to assist schools in easily transferring student data and assessment results between platforms, alleviating time management challenges and duplication of information for school personnel.

**Student Benefits:**
- Find their technical strengths and areas that need improvement
- Receive a score report and/or certificate for their portfolio
- Potential to earn college credit, the Governor’s Workforce Credential, and industry-recognized credentials/certifications

**Instructors/Schools Benefits:**
- Track student growth over the course of the program
- Analyze data to identify individual and program strengths and gaps
- Provide instructors with data to support program improvement goals
Technical Assessments

**Benchmark Survey (pre-test)**
Benchmark Surveys are optional online assessments taken at the beginning of a CTE completer’s final year to provide a baseline measurement of student proficiency. Administrators and instructors can work with student leadership groups to develop goals for the year and utilize the Benchmark Surveys to help guide classroom instruction. The survey also allows the instructor to review specific standards that need covered prior to the Audit. WVDE covers the costs of the Benchmark Surveys.

**Implementation—Benchmark Surveys**
Benchmark Surveys must be administered by an instructor in an unrelated field, or other school staff members such as counselors or school administrators. Benchmark Surveys cannot be administered by the instructor of the classroom or the instructor of a related field.

Benchmark Surveys can be divided into 1-3 sessions. The length of each session is determined by calculating the total assessment time and dividing it by the number of sessions set to be administered. Sessions can be started at the convenience of the student but must be completed once the session has started. The days and times of each session are determined by the school.

**Timelines—Benchmark Surveys**
Benchmark Surveys are only available during the same school year a student is on track to participate in the Audit.

The testing window for all Benchmark Surveys is September 1st – December 1st.

**Practice Audits**
Practice audits are available in the printed/electronic study guides or can be accessed online. Both formats contain 30 questions (identical questions in each format) that can be administered by the instructor. Administrators and instructors can login to their NOCTI account to access student user codes. Practice audit scores are not kept for data purposes and are not required by WVDE.

**Audits (post-test)**
Audits are end-of-program, online technical assessments used to demonstrate student proficiency in a technical field of study. All secondary students, and post-secondary students enrolled in a secondary program (grades 13 & 14) who are completing a state approved CTE program of study must participate in the testing in order to be counted as a completer for accountability purposes. Students completing multiple state approved CTE programs of study must complete a NOCTI Audit for each program they are being counted as a completer, unless the Audits are identical. If the assessments are identical, then the students’ scores will be counted towards both programs.
Audits are paid for by WVDE and are the only assessments required by the WVDE for a student to be considered a state approved CTE completer. The final score of the audit determines a student’s eligibility for the Governor’s Workforce Credential, Workforce Competency Credential, college credit on qualifying tests, and certifications on specific partner tests. You can access the WVDE website for a detailed list of which assessment to complete for a state approved CTE program of study. For questions, or concerns, about the alignment of programmatic content skill sets with the NOCTI assessment, please contact the WVDE coordinator overseeing that program area.

**Implementation-Audits**
Audits must be administered by an instructor in an unrelated field, or other school staff members such as counselors or school administrators. Audits cannot be administered by the instructor of the classroom, or the instructor in a related field.

Audits can be divided into 1-3 sessions. The length of each session is determined by calculating the total assessment time and dividing it by the number of sessions set to be administered. Sessions can be started at the convenience of the student but must be completed once the session has started. The days and times of each session are determined by the school.

**Timelines-Audits**
Audits must be administered upon completion of the 4th required course of a state approved CTE program of study, with the exception of the following programs which must complete the Audit at the end of the 2nd sequenced course:
- Agribusiness Systems
- Animal Systems
- Animal Processing
- Natural Resources Management
- Plant Systems
- Power, Structural, and Technical Systems

The testing window for Audits is September 1st – June 1st.

**Performance Audits**
Performance Audits are hands-on assessments, completed on-site, that give students the opportunity to showcase their skills in a technical field. Business and industry representatives from the community conduct the Performance Audits and evaluate students as they rotate through a series of hands-on skills tests. NOCTI recommends four to six participants be evaluated at any one time by a single Performance Test Evaluator. The WVDE does not use the data for reporting Performance Audit results but they must be reported in the NOCTI system.
Performance Audits are not required by the WVDE but are optional for schools to purchase via NOCTI ($7/test-discounted price). In order to receive the discounted pricing, Performance Audits must be ordered at the same time as the Audits. Schools are responsible for all costs of administering the Performance Audit, including materials. Please refer to the How To Guides for more information about Performance Audits.

**Retakes**

Students are eligible to retake the NOCTI test one time prior to the completion of their state approved program of study. Once a student completes their program, retaking the NOCTI assessment within the WVDE customized system is no longer an option. For accountability purposes, a student’s highest score is kept for reporting and can be used for any qualifying achievement (Governor’s Workforce Credential, Workforce Competency Credential, college credits on qualifying tests, certification on certain partner tests).
Resources

NOCTI offers an abundant collection of technical assessment resources that prepare students to be workforce-ready and, ultimately, successful in their future careers or postsecondary endeavors. Resources including Audit Blueprints, Study Guides, and student certificates such as Workforce Competency Credentials and College Credit Reports, are readily available and accessible for administrators and instructors.

**Blueprints**
Blueprints provide an overview of the specific skills measured on the NOCTI Audit that align with a state approved CTE program of study. Each Blueprint details the standards and competencies covered on the assessment. Additionally, each Blueprint outlines the percentage of the test covered by each standard. Blueprints are not a requirement, but rather are a resource that instructors may utilize to enhance instruction and prepare students for the Audit. All state approved CTE programs of study NOCTI Blueprints can be accessed on WVDE’s website.

**Study Guides**
Study Guides are available for each of the NOCTI developed Audits. Each NOCTI Audit Study Guide contains 30 practice questions and is accompanied by a Teacher Companion Guide. Please note that other partner organization tests may not have a study guide. For additional information on the NOCTI Study Guide “sets” and “packages” as well as ordering instructions, please refer to the “How to Guides”.

**Student Certificates**
Printable certificates are available for students meeting target scores on the NOCTI assessment. WVDE is developing customized, printable certificates for other partner organization assessments that do not currently offer student certificates.

**Workforce Competency Credential**
Students who score at or above the Workforce Entry Score on a NOCTI developed assessment will receive a Workforce Competency Credential. Assessments developed by other partner organizations will offer a comparable printable certificate to recognize students passing at a proficient level.

**College Credit**
NOCTI collaborates with the National College Credit Recommendation Service (NCCRS) to offer college credit equivalencies for eligible assessments. Students who score above at or above 70 on qualifying Audits may receive college credit at the discrepancy of the higher education institution. NOCTI will provide a “College Credit Report” to those students meeting the 70% benchmark on a NOCTI credential. If needed, students can obtain an “official” transcript from Excelsior College through NOCTI’s website.
The NOCTI Ecosystem is designed to incorporate a variety of functions for users, including administrators, instructors, and students. Functionality of the system is determined by each member’s role within the school community. NOCTI accounts can be used to order assessments, assign accommodations, view reports, and access additional resources. Please refer to the “How-to Guides” for step-by-step directions on navigating your NOCTI account. Below is a description of each member’s role within the NOCTI Ecosystem.

**Roles & Responsibilities**

**Administrators**
The administrator is responsible for supervising the NOCTI assessment process. The administrator, or administrator’s designee, must coordinate the NOCTI technical review and input school related data. Administrators can utilize the assessment to make data-driven decisions for school improvement. A variety of reports can be used to evaluate performance data to identify individual and program strengths and gaps.

**Site Coordinators**
The site coordinator (school administrator, or administrator’s designee) coordinates the NOCTI technical assessment for an institution. The site coordinator is responsible for setting up the NOCTI system, ordering Benchmark Surveys, Audits, and Study Guides. The site coordinator also arranges the following:

- Scheduling Benchmark Survey and Audit dates
- Assigning student user codes
- Arranging make-up dates-coordinate late arrivals/early dismissals
- Providing accommodations for students. WVEIS auto assigns text-to-speech and extended time in the NOCTI system, but Site Coordinators can make appropriate edits and provide accommodations outside of the system.
- Provides the instructors with login information to their instructor NOCTI account

**Instructors**
The instructor plays a critical role in the preparation for the NOCTI Benchmark Survey and Audit. Instructors should engage students in meaningful learning experiences and provide them with the opportunity to thrive in an authentic workplace environment. Instructors can view reports, practice questions, and other resources via their NOCTI account. Both the Benchmark Survey and Audit will provide the instructor with data to support program improvement goals and track student growth over the course of the program.
**Proctors**

NOCTI assessments must be implemented by a proctor that is NOT the teacher of record or an instructor in a related field. The assessments are implemented online, but paper/pencil tests can be ordered if needed. Accommodations are available for students and are assigned in WVEIS. Individuals administering the NOCTI assessments will:

- Distribute Audits and user access codes
- Read Instructions
- Maintain Security / Monitor Audits
- Collect Materials
- Complete Forms
- Provide instructions for finishing early
- Evaluator Guides (Performance Audits Only)

**Students**

Students may utilize the results of the Benchmark Survey to set a baseline value for their Simulated Workplace company. Company leaders can use the data to determine goals for their program’s performance. Students will be provided access to data reports highlighting their technical progress in comparison to the workforce entry levels, technical standards, and state and national averages. Students can identify their technical strengths and areas that need improvement. Students will receive a score report and/or certificate for their portfolio and have the potential to earn college credit, the Governor’s Workforce Credential, and industry-recognized credentials/certifications.
Data Reports

NOCTI offers a wide range of helpful reporting tools including a Standard Reports, Competency Reports, and customized Site Summary/Instructor Reports. These reports capture data to help students, programs, and schools improve their performance.

**Standard/Competency Reports**

Standard reports offer a detailed look at individual student and classroom data to showcase student proficiency in the standards and competencies within an assessment.

**Site Summary/Instructor Reports**

Site summary reports have been customized by the WVDE to highlight key areas of interest in an easy-to-read format for administrators, instructors, and students. The site summary report is divided into two halves, with the top half of the report serving as an overview of the average student performance on the Benchmark Survey and Audit compared to the workforce entry level, state average, and national average. The lower half of the report looks at student performance on individual standards compared to the state average and national average. The individual testing standards are illustrated by the percent they makeup of the overall assessment. Instructors and administrators can access these reports in the NOCTI system and view them by classroom or individual student.

B&I Reviews

Business and Industry (B&I) Reviews are used by all Simulated Workplace stakeholders to ensure companies are maintaining high-quality standards as well as a method to ensure technical assistance needs are being met. NOCTI serves as the platform for directors, administrators, instructors, student leaders, advisory board members and WVDE staff to complete these reviews. Below is a chart with the number of B&I reviews that should be completed based on the individual’s role.

<table>
<thead>
<tr>
<th>Role</th>
<th>Annual Frequency (per company)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director/Administrator</td>
<td>1</td>
</tr>
<tr>
<td>Instructor</td>
<td>2</td>
</tr>
<tr>
<td>Student Leader</td>
<td>2</td>
</tr>
<tr>
<td>Advisory Board</td>
<td>1</td>
</tr>
<tr>
<td>WVDE Coordinator</td>
<td>1 every 3 years</td>
</tr>
</tbody>
</table>

Administrators, instructors, and students have access to completed reports through their NOCTI accounts.
FAQ

Will NOCTI assessments be used as a final grade?
Each school can choose how they use the results of the audit. They are not required to be used as a final grade by the WVDE.

How are the outcomes of NOCTI used by the WVDE?
The results are used to 1) Fulfill the state technical assessment requirements; 2) The WVDE accountability system will utilize the results; 3) The Audit results serve as one of the criteria for the Governor’s Workforce Credential.

Do adult students have to participate the NOCTI Audit?
Adult students enrolled in the secondary programs (Grades 13 & 14) must complete all the requirements of the secondary program, including but not limited to, participating in the NOCTI Audit. Advanced Career Education (ACE) programs (Grade 18-Adult Only programs) do not have to participate in the NOCTI Audit.

Will NOCTI affect my school’s completer numbers?
Policy 2520.13 defines a CTE Completer as a student who completes the four state-approved sequence of courses and participates in a state-approved technical assessment within a specific CTE program of study. Therefore, a student must participate in the NOCTI assessment to be counted as a completer, but their Audit score does not impact their completer status.

Is there a minimum score a student must complete?
NOCTI has a defined Workforce Entry Score (Criterion Referenced Cut Score) for each Audit that is calculated by industry professionals and subject matter experts. This score represents the target score for an individual entering the workforce in the correlating field. Students are encouraged to achieve this score, but it is not mandatory.

Is the Benchmark Survey/Audit timed?
Each Benchmark Survey/Audit has an allotted amount of time. The time for each Benchmark Survey/Audit is defined on the Blueprint for that program of study. Schools can opt to administer their assessments in sessions ranging from 1-3.
How often are the NOCTI assessments reviewed and updated?
NOCTI reviews each of their assessments every 3 years to ensure the content is still current with business and industry practices. Tests in the information technology field are reviewed every year because it is such a fast-paced industry. If small, or crucial industry changes are needed, then they take place immediately. If drastic modifications to a test are needed, or the assessment needs reviewed more thoroughly, then NOCTI pulls together business and industry representatives and subject matter experts throughout the country to update the entire test. This process takes approximately a year, and the test is released the following year. If you are interested in participating in this process as a subject matter expert, please contact the WVDE coordinator who oversees your program area.

Is the NOCTI test teachers take to earn their WV teacher certification credentials the same as the NOCTI student test?
The teacher tests are more in depth, and until recent policy changes were outdated. NOCTI's business model changed to incorporate a better alignment between the teacher and student tests. This ensures the materials on both tests are up to date with current business and industry protocols.
**How-to Guides**

**Instructors**

**Accommodations**

**Step 1:**
After logging in to your NOCTI account, click **Manage Companies/Students**.

**Step 2:**
Click the **arrow** next to the student for whom you are adding an accommodation.

**Step 3:**
Under Accommodations, click **edit**.
Step 4:
Enter the accommodation your student needs (time extension or text-to-speech) and click **Save Changes**.

---

**Company Name**

**Step 1:**
After logging in to your NOCTI account, click **Manage Companies/Students**.

**Step 2:**
Select the company for which you are changing the name. Click the **pencil** next to the name bar to edit the company name.

**Step 3:**
Enter the new name and click the **save** button.
Log In

**Step 1:**
Go to the WVDE Website.

**Step 2:**
Mouse over CTE & Governor’s Economic Initiatives and select **Governor’s Economic Initiatives** from the drop-down list.

**Step 3:**
Then, click **Technical Assessment**.

**Step 4:**
Click **WV NOCTI Login**.
**Step 5:**
Click on the appropriate login.
- Client Services Center Login – for **Site Coordinators/Co-Coordinator**
- Company Resource Center Login – for **Instructors**
- Online Administration System – for **Students** participating in the NOCTI

**Step 6:**
Enter your information and log in.
Site Coordinators:

**Step 7:**
Your password will be reset each summer to account for staff turnover in the system. You can regain access by selecting “Request My Password” and the new password will be emailed to you. Once you login, you can change your password to something you will remember.
Password Change

Step 1:
After logging in to NOCTI.org, click on Change Password in the upper right-hand corner of the webpage.

Step 2:
Enter your current password as well as your new password. Click Change Password.

Step 3:
Click Continue.

Reports

Step 1:
After logging in to your NOCTI account, click Reports and Certificates.
Step 2:
Here, you can **view reports, print certificates for students who earn them, and access other resources**.

Step 3:
On this page, click on **Instructor Summary** under Reports.

Step 4:
The following screen will appear. Here, you can change the dates and select the Program of Study for which you are seeking a Company Report. Once you have selected the dates and Program of Study, click **Submit**.
Step 5:
Once the report comes up, you can then print or filter by company.

**Site Summary Report**

Start Date: 07/01/2017
End Date: 09/30/2016
Program Of Study: Automotive Technology

**NOTE:** Normative data may not be available for new or revised assessments. NOCTI publishes state and national averages in January and July of each year.

**Automotive Technology**
Auto PM

<table>
<thead>
<tr>
<th>Company Report</th>
<th>Benchmark Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>64.5</td>
</tr>
<tr>
<td>90</td>
<td></td>
</tr>
</tbody>
</table>

**Site Summary Reports:** This is an overview of the average student performance on the Benchmark Survey and Audit compared to the workforce entry level, state average, and national average. The averages reflect information from the sample of students represented in the report.
Site Coordinators

Accommodations

**Step 1:**
After logging in to your NOCTI account, go to the manage tab.
Step 2:
Under the manage tab, a drop-down list should appear. Click on Benchmark/Audit at the bottom of the list. The following screen will appear.

Step 3:
Expand a benchmark/audit title by clicking the plus sign to the left of the benchmark/audit title your student is taking for which you need to add an accommodation. To find audits, remember to click the audits tab.

Step 4:
Select the row under the benchmark/audit title that corresponds to the assessment your student is taking for which you need to add an accommodation.

Step 5:
Select the user code for the student for which you need to add accommodations.
Step 6:
Enter the accommodations your student needs, time extension or text-to-speech, and click Save Changes.

Computer Set-up

Step 1:
Go to NOCTI.org. Click the States icon.

Step 2:
Click the West Virginia icon.
Step 3:
Click Online Administration System.

Step 4:
Click Get Computer Ready.

Step 5:
On this screen, you can see if your browser is approved (there will be a green check mark), test your text-to-speech capabilities, see if flash player is downloaded to allow interactive items, and try testing the system.

Step 6:
Repeat steps 1-5 for each computer that will be used to administer a NOCTI assessment.
Step 7:
The following is NOCTI’s document on Computer Setup and Requirements.

<table>
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<tr>
<th>Windows Systems</th>
<th>Minimum Operation System and Hardware Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Windows 7 and above.</td>
</tr>
<tr>
<td></td>
<td>1024 x 768 minimum resolution is highly recommended</td>
</tr>
<tr>
<td>Internet Browsers Supported</td>
<td>Firefox 39 or higher</td>
</tr>
<tr>
<td></td>
<td>Google Chrome 50 or higher</td>
</tr>
<tr>
<td>Note: This website works best in Chrome or Firefox versions that support CSS3.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mac Systems</th>
<th>Minimum Operation System and Hardware Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OS X version 10.9 or higher</td>
</tr>
<tr>
<td>Internet Browsers Supported</td>
<td>Safari 9.1.2 or higher</td>
</tr>
<tr>
<td></td>
<td>Firefox 39 or higher</td>
</tr>
</tbody>
</table>

| Mobile Devices   | This site supports most Android tablets and iPads manufactured since 2010. Provided the browser specifications meet those defined above. Please use our online practice test at [http://testing.nocti.org/wy](http://testing.nocti.org/wy) before planning large scale use of tablets. |

<table>
<thead>
<tr>
<th>Text-to-Speech</th>
<th>Sound device and speaker required for use. Windows Media Player or Apple QuickTime is used to play the audio files through the supported web browsers.</th>
</tr>
</thead>
</table>

| Interactive Items | Some surveys (e.g., Pathway) include interactive items that use Adobe Flash technology. Adobe Flash is not required for online administration. If it is not installed, the interactive items will display as standard multiple-choice items. |
**Inactive Students**

**Step 1:**
After logging in to your NOCTI account, go to the manage tab.

**Step 2:**
Under the manage tab, a drop-down list should appear. Click on Students. The following screen will appear.

From the manage students screen you can mark students as inactive.

**Step 3:**
To mark a student as inactive, click the pencil icon to the left of their name.

**Step 4:**
Select Inactive from the drop down list to the very right.

**Step 5:**
Click the save icon to save your change, or the x icon to cancel it.
Log In

Step 1:
Go to the WVDE Website.

Step 2:
Mouse over CTE & Governor’s Economic Initiatives and select Governor’s Economic Initiatives from the drop-down list.

Step 3:
Then, click Technical Assessment.

Step 4:
Click WV NOCTI Login.
Step 5:
Click on the appropriate login.
• Client Services Center Login – for Site Coordinators/Co-Coordinator
• Company Resource Center Login – for Instructors
• Online Administration System – for Students participating in the NOCTI

Step 6:
Enter your information and log in.
Site Coordinators:

Step 7:
Your password will be reset each summer to account for staff turnover in the system. You can regain access by selecting “Request My Password” and the new password will be emailed to you. Once you login, you can change your password to something you will remember.
Manage-Companies

Step 1:
After logging in to your NOCTI account, go to the manage tab.

Step 2:
Under the manage tab, a drop-down list should appear. Click on Companies. The following screen will appear.

Step 3:
To add a new company, click Add Company.

Step 4:
Complete the information for the company you are adding.

Step 5:
When you are ready to add the company, click the save button. If you do not want to add the company, click the x.
Step 6:
The new company should appear on the Company Registration screen.

Step 7:
Now that you have added your companies, you can link students to companies. Click on View/Link for the company to which you want to link students.

Step 8:
Here, you can view students that are linked to the company and link new students.

Step 9:
If you need to add additional students that are not available on this list, enroll them in a program of study and send them to NOCTI through the WVEIS system.

Manage-Instructors
Step 1:
After logging in to your NOCTI account, go to the manage tab.
Step 2:
Under the manage tab, a drop-down list should appear. Click on Instructors. The following screen will appear.

Step 3:
To add a new instructor, click Add New Instructor.

Step 4:
Complete the information for the instructor you are adding.

Step 5:
When you are ready to add the instructor, click the save button.

Step 6:
The new instructor should appear on the Manage Instructors screen.
Step 7:
To use the instructor upload tool, click Instructor Upload Tool.

Step 8:
Look over the instructions and data templates found near the top of the web page.

Step 9:
After completing all the steps to upload instructor data, click submit.

Step 10:
Once you have added your instructors, you can manage permissions for each instructor. Click on Manage in the last column for the instructor for which you are managing permissions.
Step 11:
From here, select the features that you wish to be active for the instructor you have selected. Then click Update.

Manage-Programs of Study

Step 1:
After logging in to your NOCTI account, go to the manage tab.

Step 2:
Under the manage tab, a drop-down list should appear. Click on Program of Study at the top of the list. The following screen will appear.
From here, you can view Approved Credentials, Linked Instructors, Linked Companies, and other information about all of the WVDE approved Programs of Study at your school.
Manage-Students

Step 1:
After logging in to your NOCTI account, go to the manage tab.

Step 2:
Under the manage tab, a drop-down list should appear. Click on Students. The following screen will appear.

Step 3:
If a student moves, you can mark them inactive by clicking the edit button next to their first name.

Step 4:
A student will be checked as a completer in NOCTI if they are marked in WVEIS as a completer.

For a student to be marked as a completer in NOCTI, you must first mark them in WVEIS.
Ordering-Benchmarks/Audits & Printing User Codes

The process to order Benchmarks and Audits is the same, except that Audits also have a step regarding performance assessments.

**Step 1:**
After logging in, click on the Ordering tab near the top of the web page.

**Step 2:**
To order benchmarks for completers, which are paid for by the Department of Education, click on Benchmarks (pre-tests). To order Audits, click on Audits (post-tests).

**Step 3:**
Click on the company for which you ordering and follow the instructions on screen.
Step 4:
Select students to take the NOCTI assessment and click the next button.

Step 5:
Ensure that the information listed is correct.

Step 6:
Click Issue User Codes to complete your order.

Step 7:
To print test codes, go to the Manage tab and click on Benchmark/Audits.

Step 8:
Select the Benchmark title for which you need to print user codes.
Step 9:
Click the print icon to the upper right.

![Benchmark Code](image)

Step 10:
Select the students for which you need to print user codes and click print.

![Select user codes to print](image)

Ordering-Study Guides

Step 1:
After logging in, click on the Ordering tab near the top of the web page.
Step 2:
Click on Study Guides.

Step 3:
From here, you can order study guides for each program of study. Please keep in mind the following information when ordering study guides:

- In the Quantity of Packages column, you can choose how many packages of 10 study guides (including a teacher’s companion) you wish to order.
- In the Quantity of Sets column, you can choose to order additional sets of only 5 study guides, if necessary.
- The number of packages and sets that can be ordered is determined by the number of completers for each program as indicated by WVEIS.
- If the maximum number of packages/sets have been ordered, or WVEIS has determined that additional sets are not needed, the words “Maximum Quantity Ordered” will be displayed.

Once you have selected the correct number of packages and sets, click Next.

Step 4:
You can choose to rush the processing of your study guides for a fee. Check on of the boxes and click Submit.
Password Changes

Step 1:
After logging in to NOCTI.org, click on Change Password in the upper right-hand corner of the webpage.

Step 2:
Enter your current password as well as your new password. Click Change Password.

Step 3:
Click Continue.

Performance Audits-Accessing Resources

Step 1:
After logging in to your NOCTI account, click on the Resources tab.
Step 2:
Performance Testing materials are located in the Planning & Administration column of the Resources tab.

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Proctors - Accessing Proctor Resources

Step 1:
After logging in to your NOCTI account, click on the Resources tab.

Step 2:
Proctor materials are located in the Planning & Administration column of the Resources tab.
**Reports-Standard**

**Step 1:**
After logging in to NOCTI, on the Reports and Certificates tab.

**Step 2:**
Click Standard Reports.

**Step 3:**
Click the first view from the left for the test title you want to view. If you wish to see the information in excel, click excel.
You can also set the report date range and search by a student's first and last name.

**Step 4:**
This will download a pdf onto your computer. Click on the download at the bottom of your screen to open it in a new tab.
Step 5:
The first page of the standard report is the group score report. Here, you can view how the group performed on each standard.

Step 6:
The pages following the first will be individual score reports. Here, you can see how each student performed on each standard on the benchmark survey and on the audit. You can also view how much they changed between the two assessments and how they performed compare to several groups.
Reports-Site Summary

**Step 1:**
After logging in to NOCTI, on the Reports and Certificates tab.

**Step 2:**
On this page, click on Site Summary under Reports.

**Step 3:**
The following screen will appear. Here, you can change the dates and select the Program of Study for which you are seeking a Company Report. Once you have selected the dates and Program of Study, click Submit.
Step 4:
Once the report comes up, you can then print or filter by company.
### Reports and Certificates Overview

From the Reports and Certificates page, you can view the different types of Reports, Student Recognition, and Scoring Resources.

<table>
<thead>
<tr>
<th>Reports</th>
<th>Student Recognition</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Standard Reports contain information on current individual students.</td>
<td>5. Certificates</td>
<td>8. National Averages</td>
</tr>
<tr>
<td>2. Archived Reports contain information on previous students.</td>
<td>6. College Credit Reports</td>
<td>9. Criterion-Reference Cut Scores</td>
</tr>
<tr>
<td>3. Data Extract allows the user to export data from multiple score reports to a single Excel document.</td>
<td>7. Manage Badges</td>
<td>10. Scoring Resources</td>
</tr>
<tr>
<td>4. Site Summary reports give an overview of the average student performance on the Benchmark Survey and Audit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Reports:
1. Standard Reports contain information on current individual students.
2. Archived Reports contain information on previous students.
3. Data Extract allows the user to export data from multiple score reports to a single Excel document.
4. Site Summary reports give an overview of the average student performance on the Benchmark Survey and Audit.

#### Student Recognition:
5. Workforce Competence Credential Certificates can be printed for students who exceed the National Average score on the NOCTI for their program.
6. College Credit Reports can be printed for students who qualify. These reports suggest classes and number of credit hours for which a student should be given credit.
7. Manage Badges is a resource to identify badges earned within a school.

#### Resources:
8. National Averages is a resource to find the national averages on every NOCTI assessment. These are broken down into individual standards.
9. Criterion-Reference Cut Scores is a resource to find the Workforce Entry Level Score (Criterion-Reference Cut Score) for each NOCTI assessment.

Scoring Resources will bring you to the document called Score Interpretation Quick view and Parent’s Guide to Interpreting Scores.
Send to NOCTI

**Step 1:**
After logging in to WVEIS, go to the CTE.SNAP tab.

**Step 2:**
Select which site you want to access.

**Step 3:**
From the CTE Snapshot screen, check the Send to NOCTI box for any student you wish to send to NOCTI. Then, click save at the bottom of the page.
**Glossary**

**Audit** - Average score on the post test for the students represented in the report.

**Benchmark Survey** - Average score on the pretest for the students represented in the report.

**College Credit Level** – Students who score above a 70 on qualifying Audits are eligible to receive college credit at approved institutions of higher education. These credits can be documented on an official transcript if needed.

**Company Report Standards** - Average student performance on each standard of the assessment by comparing the Benchmark Survey and Audit with the state and national average. Percentages are labeled to show the portion of the assessment that covers each standard.

**Governor’s Workforce Credential Level** - Target score for any student wishing to obtain the Governor’s Workforce Credential.

**National Average** - Average performance of students throughout the country on the assessment shown in the report.

**Number of Participants** - Signifies the number of students represented in the report.

**Percent Above/Below Workforce Entry Level** - Representation of the percentage above or below the workforce entry level score.

**Percent Meeting Workforce Entry** - Percentage of participants that met the workforce entry level score.

**State Average** - Average performance of students in West Virginia on the assessment shown in the report.

**Workplace Entry Level** - Also referred to as criterion-referenced cut score, this target score is set by industry professionals and subject matter experts in the field. By attaining this score, students show they are ready to enter the workforce in their technical area.