

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.5.3

Title: NOCTI End-of-Program Assessment	
Originated by: Vice President of Instructional Services	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised: 07/28/11

Policy Statement: All programs that do not have an end-of-program licensure examination or industry certification test will use a third-party end-of-program comprehensive testing instrument to assess the accumulated knowledge and skills obtained in the pursuit of a degree or technical certificate.

Rationale: National Occupational Competency Testing Institute (NOCTI) student assessment tests are categorized as "Job Ready" assessments. NOCTI tests are built upon nationally validated, workplace-based standards for an entry-level worker or an individual who has completed coursework in a postsecondary technical program. NOCTI assessments allow students to demonstrate their knowledge, skills, and abilities within their chosen occupational programs. NOCTI score reports provide valuable data for program improvement and accountability requirements. The assessments include both written and performance components.

Procedure:

1. The Associate Vice President for Institutional Advancement serves as the Site Coordinator for end-of-program testing.
2. The Site Coordinator works with the instructors to determine which students need to be tested and when.
3. The students in all programs using NOCTI end-of-program assessments are pretested at the beginning of their program of study. Only the written component of the test is administered as a pretest.
4. NOCTI end-of-program assessment tests are intended to be administered toward the end of a student's final semester of technical training. The testing should be near the completion of the second semester of certificate programs, or the third or fourth semesters when pursuing Associate of Applied Science degree, depending upon the program of study. The programs that utilize NOCTI end-of-program testing are identified below, as well as the semester in which the NOCTI test is administered.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.5.3

Program of Study	Testing Semester
Air Conditioning & Refrigeration	2 nd semester of certificate course work
Business Administration Technology Accounting Administrative Support	<u>Certificate not assessed</u> Degree—4 th semester or after 48 SCH completed Degree—4 th semester or after 48 SCH completed
Computer-Aided Drafting Technology	3 rd semester or after 43 SCH completed
Electric Power & Distribution	2 nd semester of certificate course work
Information & Network Technology	4 th semester or after 47 SCH completed
Welding Technology	2 nd semester of certificate course work

5. **Written Assessment:** A written (cognitive) assessment is an effective instrument used to measure certain aspects of occupational competence, such as factual knowledge and theoretical knowledge about the occupation. Most written assessments contain 150-200 items and, on average, require 2½ to 3 hours for administration.

6. **Hands-on Assessment:** Performance (psychomotor) assessments are designed in a work sample format that requires the participant to demonstrate his/her acquired skill by completing an actual segment of work using tools, materials, machines, and equipment characteristic of the occupation for which the test is designed. The content and the skills of each occupation and the competencies to be demonstrated determine the length of each performance assessment. Performance assessments are conducted in shops or laboratories equipped with appropriate and sufficient machines, equipment, hand tools, and/or materials.

7. **Use of Results:** Scores are reported to the Site Coordinator who then provides results to participants and others as appropriate. It is the responsibility of the Site Coordinator to provide the results to administrators, instructors, and/or students.
 - a. These test results provide information not only for the students but also for the faculty. The scores returned by NOCTI are reported as percent correct by student by subsection of the test for both the written and performance components. The numbers of test subsections for both the written and performance tests varies from program to program. The data are then entered into a spreadsheet to provide the faculty with a better picture of their students' performance.

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.5.3

- b. NOCTI end-of-program testing provides a very clear picture of how well the program as a whole is meeting the needs of the students. The information gleaned from the process is then incorporated into the program's planning process. Ultimately, changes in individual courses, the program's curriculum, and/or budgeting are made.

8. **Security:** NOCTI standardized assessments are copyrighted and may not be used for any purpose other than the legitimate assessment of authorized participants. Entire assessments, individual questions, or special projects may not be copied, transmitted or reproduced in any manner, under any circumstances, unless prior written authorization is granted by a NOCTI representative. Assessments, individual questions, or special projects may not be shared with instructors at any time. Students/test participants must not have access to assessments or individual questions until they are part of a testing session.
 - a. The Site Coordinator is responsible for the overall promotion, guidance, monitoring, and facilitation of the assessment program. The Site Coordinator must adhere to the policies and procedures set forth in the *Coordinator Guide for Student Testing* provided by NOCTI. Maintaining security is a critical piece of the assessment program. The Site Coordinator is responsible for the on-site security of the assessments and related materials. All materials received must be accounted for and kept in a secure location until the administration date. All assessment materials must be returned to the secure location at the end of each session and following completion of all assessment administrations until such materials are returned to NOCTI. If a breach of security occurs, the Site Coordinator will determine when the breach occurred, how it occurred, and who was responsible.