

Assessment Tip Sheet Information Technology

Career Cluster: Information Technology

Programs: 11.0901 Computer Systems, Networking, and Telecommunications

Assessment Name: NOCTI Network Systems and Administration Assessment

Assessment Description: The Network Systems and Administration Assessment based on the Michigan Academic Standards for Career and Technical Education within the Information Technology Career Cluster. This assessment measures technical skills at the occupational level and includes items which gauge factual and theoretical knowledge.

Test Vendor Website

Visit the Michigan page of the [NOCTI website](http://www.nocti.org/StateCustomized-MI.cfm) at <http://www.nocti.org/StateCustomized-MI.cfm>.

Content Areas Covered by the Assessment: The Network Systems assessment covers competencies and skills in hardware components, software and operating systems, networking, troubleshooting, and system administration and security.

Assessment Blueprint: A complete assessment blueprint can be viewed at the Michigan page of the [NOCTI website](http://www.nocti.org/StateCustomized-MI.cfm) at <http://www.nocti.org/StateCustomized-MI.cfm>.

The blueprint provides an overview of the specific competencies and skills measured on the assessment. Sample questions, the number of questions, and administration information are included to assist with planning and preparation.

Frequently Asked Questions

How many Questions are on the assessment, and is the assessment timed?

The Network Systems and Administration assessment consists of 125-multiple-choice questions and is a timed test with a total administration time of three hours.

Who must take the assessment?

Students enrolled in the state-approved CTE programs listed above whom either:

- 1) Completed the program in the current school year (have completed all 12 segments) and at least a 2.0 in each course section.

-OR-

- 2) Are program concentrators (completed more than half the program – 7 or more segments) and who will leave school at the end of the current school year.

What is the procedure to order assessments?

Orders are placed using NOCTI's online order process. Below are account and order details to assist with implementation.

- If your school is not a current NOCTI customer, visit the NOCTI website [Getting Started Section](http://nocti.org/GettingStarted.cfm) at <http://nocti.org/GettingStarted.cfm> for account setup information.
- Orders are placed by the school's designated NOCTI Site Coordinator using the online order form at the Client Services Center. The Client Services Center is a secure, password protected site for managing a NOCTI testing program.
 - Select test code 8196.
 - A purchase order or credit card is required at the time orders are placed.
 - Schools will be invoiced for all assessments ordered. The individual school is responsible for payment to NOCTI.
 - Orders for online testing are processed in two full business days. Site Coordinators receive email confirmation when order processing is completed.
- Plan carefully when determining the number of assessments to order. NOCTI online assessments are not eligible for return. Orders are processed in two business days to assist in ensuring an accurate count of anticipated test takers prior to placing orders.

How much does the assessment cost?

\$22.00 per assessment (online administration).

How is the assessment administered?

Assessments are administered using QuadNet™, NOCTI's online testing system. Administration must take place in a proctored environment following NOCTI's security policy and processes. The Information Technology assessment can be administered in multiple sessions to assist with scheduling and participant fatigue. Session options are designated at the time orders are placed and include:

- One 3-hour session
- Two 90-minute sessions
- Three 60-minute sessions

Are practice tests available?

Study guides are available that provide a checklist for each major topic on the written test. Online sample questions provide students the opportunity to experience the online testing system features and become familiar with NOCTI's test question format.

Information about [NOCTI Study Guides](#) are available at

<http://www.nocti.org/StudyGuide.cfm?m=3>. Orders are placed by the NOCTI Site Coordinator using the online order form at the Client Services Center. A purchase order or credit is required for ordering and orders are shipped within two weeks of being received at NOCTI.

Pretesting

NOCTI uses a single form for both the pre- and post-test. **Pretesting is not allowed.**

What is the testing window?

The assessment dates are district-determined. Orders for online assessments are processed in two business days. **All testing must be completed by May 18, 2018.** If an extension is needed, please contact Valerie Felder at 517-335-1066 FelderV@michigan.gov.

Is Training Available for Site Coordinators, Proctors?

NOCTI offers free [Site Coordinator Training Webinars](#) throughout the school year. To view dates and register for a webinar, visit <http://www.nocti.org/Webinar.cfm>. Resources such as the Proctor Guide for Online Testing and a Proctor Training PowerPoint are available to Site Coordinators at the Client Services Center. NOCTI encourages Site Coordinators to provide these materials for test proctor review prior to the scheduled test date.

How do I access technical support?

NOCTI provides live technical support for assistance with the Client Services Center, online testing, or computer set-up.

Call: 1-800-278-8506

Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m. EST

Information about Exam Accommodations:

At times, it may be necessary to allow accommodations when administering assessments. For students with an Individualized Education Plan (IEP) with [assessment accommodations](#) visit <http://nocti.org/TTS.cfm?m=3>. Accommodations such as Text-to-Speech (TTS), Readers, Visual Assistance, Assessment Booklets, Time Extensions and Multiple Sessions are available.

Non-English Languages Available:

The assessment is not available in other languages.

How are reports accessed?

Score reports are available at the Client Services Center two business days after the online user codes are released for scoring. Site Coordinators receive email notification when score reports are available. The standard score report packages include the following reports which can be exported in pdf or Excel formats and shared with teachers.

- Individual Score Report
- Group Score Report
- Analysis of Scores
- Competency Report

What is a passing score on the assessment?

The Computer Systems, Networking, and Telecommunications cut score has not yet been set. OCTE will pass that information along to the field when it comes available.

Who should teachers contact with questions about instruction?

Teachers should contact their local CTE director or CEPD CTE administrator with questions about instruction. The [OCTE Skill Assessments website](#) also has information

about instruction: http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html or you may also direct questions to the state program consultant for their program area. The state program consultant for Information Technology is Tom Knight. He can be reached at 517-373-8545 or KnightT@michigan.gov.

Who should assessment coordinators contact with questions about NOCTI?

Ordering: orders@nocti.org or 1-800-334-6283

General, administration, and scoring questions: nocti@nocti.org or 1-800-334-6283

Questions specific to Michigan testing programs: Mandy McCall, Project Coordinator, 1-800-334-6283 or mandy.mccall@nocti.org.

Who should assessment coordinators contact with State of Michigan Technical Skills Assessment policy questions?

Valerie Felder at 517-335-1066 FelderV@michigan.gov