NATIONAL CONSTRUCTION CAREER TEST (NCCT)

PROCEDURES MANUAL

2010 Edition

**NATIONAL CENTER
for CONSTRUCTION
EDUCATION and RESEARCH**

Affiliated with the University of Florida

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THE NCCT PROGRAM

NCCT Terms and Definitions

Arkiv: The online system Prov provides to assist with the test administration and reporting process. Instructions for using it may be found at www.provexam.com.

Contren® Learning Series: Competency-based, task-driven construction, maintenance, pipeline, safety, and management education training programs developed by NCCER.

Coordinator: The one person at an NCCT site authorized to place orders and set up Proctors in Arkiv. This person is responsible for the security of the tests and is the contact listed with NCCER. Coordinators may administer tests.

Index Code: An optional number a school may use to group students. For example, all carpentry students might use 1000 and all electrical students might use 2000. Reports could then be pulled for each separate group.

National Center for Construction Education and Research (**NCCER**): A not-for-profit education foundation serving the construction, maintenance, and pipeline industries. Much information can be found on the website, www.nccer.org.

National Construction Career Test (**NCCT**): Tests created for secondary career and technical education that are aligned to industry skill standards and include both knowledge-based tests and skills demonstrations based upon the Contren® Learning Series curriculum.

Order Form: Used to fax in test orders to NCCER and found in the back of this manual or downloadable from www.nccer.org/forms.aspx.

Password: A word, phrase, or combination of letters and numbers used in combination with a username to access Arkiv. Passwords must be changed every 90 days, in order to maintain access to Arkiv, or the user will be locked out. Coordinators must assist proctors whose passwords expire. Only coordinators should contact NCCER when their passwords expire.

PIN: A personal identification number, chosen by the student, which is used in combination with the SS# or SGN to access test scores at www.provexam.com. NCCER recommends using the month and date of birth for the PIN.

Proctor: A person authorized to administer NCCTs.

Prov, Inc.: NCCER's test development partner, which produces and scores the tests.

Skills Evaluator: A person, usually the course instructor, authorized by the school to administer skill evaluations.

Site Code: The zip code of the location where the test is being administered.

Student Identification Number: Either the student's social security number of a system-generated number requested in advance from NCCER.

System-Generated Numbers: Unique 9-digit numbers acquired from NCCER's Registry Department to use in place of Social Security numbers. SGNs must be requested at least two weeks before the testing session.

Test Inventory Form: Used to track receipt, use, and destruction of tests.

Username: A unique name assigned to a person authorized to use Arkiv. A person's username never changes.

The **National Construction Career Test (NCCT)** program is one of many offered by the National Center for Construction Education and Research (NCCER). It consists of a series of tests for measuring the knowledge and skills of students prior to enrolling or after completing construction-related training. Many schools use the NCCT for the end-of-program validation required by the Perkins Grant program. No NCCER credential is issued for passing a test, although each site may print certificates for successful students.

The NCCT program contains both knowledge and skills demonstrations. Knowledge tests can be administered in two distinct formats: paper/pencil with fax-in scoring or a computer-based online version with instant scoring. The two methods of administration deliver the same tests in a format that best meets your needs. Skills demonstrations are available for each area and are an excellent means to help measure job skills in a practical application setting under the observation of an evaluator.

The NCCT program offers both the student and the school excellent feedback that benefits both parties. However, it has several key dimensions that must be understood to provide optimum results. These will be covered in detail in this procedure manual. It is vital that these procedures are followed and that you understand your role completely before you begin to use the program.

All NCCER tests are developed following strict professional test guidelines endorsed by the American Psychological Association. This includes the direct involvement of Subject Matter Experts (SMEs) guided by psychometricians from Prov, Inc., NCCER's test development partner. It also means that test performance is monitored on an ongoing basis. Your part in the administration of the NCCT program is vital to all involved. As Coordinator, Proctor, or Skills Evaluator, your correct implementation of testing procedures is the final step to ensuring that the NCCT program is a success.

NCCT SITE STAFF

Every test site will have only one **Coordinator.** That Coordinator is accountable for NCCT implementation, including maintaining standards and the quality of administration. In addition, the Coordinator is the only person who can order tests and receive test shipments. To become a Coordinator, you must read this procedure manual and sign the Certificate of Understanding - Coordinator. As a test site Coordinator, you have the ability to recognize others as Proctors and Skill Evaluators.

Proctors (and Coordinators) administer the tests. There must be at least one Proctor for every 30 students (although one Proctor for 15 students is recommended), so more than one Proctor might be present at a given testing session. Proctors are responsible for leading students through the testing process, maintaining security within the classroom, submitting the completed tests for scoring, and performing other post-test duties.

Skills Evaluators conduct skills demonstrations according to NCCT and local school guidelines. They are responsible for judging whether or not students know how to perform a set of craft-related skills.

If the Coordinator role needs to be transferred to a new person, the new person must sign the Certificate of Understanding for NCCT Coordinator. The certificate must be signed by the principal or superintendant, and then faxed to NCCER along with a cover letter requesting the change. When NCCER has processed the change, the new person will be emailed a username and password for Arkiv.

All Coordinators, Proctors, and Skills Evaluators play a major role in maintaining the integrity of the program. Every student must be treated with respect, provided a fair opportunity to display knowledge or skill, and be allowed to gain the recognition deserved. Understanding and following the procedures of the program are the keys to meeting the goals of the program.

ORDERING AND RECEIVING TESTS

Each request for tests must be made using the **NCCT Order Form** located in the forms section of this manual. This order form must be faxed to NCCER for approval. No telephone or online orders are accepted.

There are no refunds or exchanges of tests.

Each test is one-use only (retakes require another test).

Upon receipt of your order, NCCER will verify that your account is in good standing. Eligible test sites will be invoiced at the time of order for each test. Schools may list a Purchase Order Number on the NCCT Order Form, and that number will appear on the invoice. Credit card orders are also accepted.

NCCER will contact the Coordinator to confirm the details of the order. Within a few hours after the confirmation, computer tests will be available in your online inventory. Paper booklets are shipped within one business

Tracking Test Inventory

day from Prov, Inc.'s office in Utah. All shipments are sealed with security tape.

Only the Coordinator should open the shipment. If the Coordinator discovers that the box has been tampered with, he or she should immediately contact the person who signed for the box to determine who might have possibly opened the materials. The Coordinator should also check the test booklets to ensure that all materials are present and that no booklet appears to have been removed for copying.

If it appears that there has been no tampering other than the breaking of the security tape, the Coordinator should note the irregularity on the inventory log and should train the receiving staff to leave the materials sealed until opened by the Coordinator. In the event that the materials appear to be tampered with, the Coordinator should conduct an investigation to determine who had access to the materials and the extent to which the materials were compromised. The Coordinator should immediately notify NCCER of any compromise issue. NCCER will determine what course of action to take for the loss of the materials and will assess the risk posed by the compromise.

The Coordinator should open the box in a secure location and conduct a comparison of the contents with the packing list and the original order. All booklet serial and key numbers should be confirmed. If there are any discrepancies, the Coordinator should contact NCCER immediately.

The Coordinator is responsible for the security of the test booklets. The tests should be stored in a locked cabinet with access limited to authorized personnel. A fireproof, waterproof safe is recommended.

TRACKING TEST INVENTORY

When tests are received, either online or in a shipment, the Coordinator must enter them into a **Test Inventory Form**, found in the Forms Section of this manual. An electronic Excel file with the same information may also be used.

The most important pieces of information to track are:

1. Name of test
2. Type of test (computer or paper)
3. Key number (a 9-digit number from lower left of booklet)
4. Serial/Booklet number (from upper right corner of booklet)
5. Student name or ID (to whom test is given/assigned)

6. Date administered
7. Date used booklet is destroyed (for paper only)

If you are using computer tests, you will need to find the key numbers and serial numbers in Arkiv. Information on paper tests is also there, as well as on the packing list. Follow the instructions for Checking Inventory in Arkiv on page 28.

STUDENT IDENTIFICATION NUMBERS

NCCER understands that students may not know or may be prohibited from using their social security numbers. However, the testing system requires that unique 9-digit identification numbers be used.

If your students cannot use their social security numbers, you must obtain **system-generated numbers** from NCCER. Follow the instructions on page 25 to request the numbers.

At the beginning of each test, students are also asked to create a 4-digit number, referred to as a PIN. It should be a number they can remember, such as the last four digits of the ID# or the month and date of their birth. Using an ID# (either the SS# or SGN) and the PIN, a student can log into www.provexam.comand check his/her score(s) at any time.

USING ARKIV, THE ONLINE TEST MANAGEMENT SYSTEM

USERNAMES, PASSWORDS, AND USER RESPONSIBILITIES

When you first register, the Coordinator will be emailed a username and password to access **Arkiv** through www.provexam.com. The Coordinator must then set up any proctors with usernames, passwords, and user responsiblities. (See page 27.)

To maintain security, passwords and usernames may not be shared. In addition, Prov requires users to change their passwords every 90 days. If a password expires, the user will be locked out.

Coordinators must contact NCCER if they are locked out. All proctors must contact their Coordinators if they are locked out.

Coordinators will have two responsibilities assigned to them: Coordinator and Give Tests. Proctors will have: Proc-

tor and Give Tests.

When signing into Arkiv to administer a computer test, you must choose the responsibility: Give Tests. A screen will come up ready for a student to type in a last name and ID number.

The Coordinator and Proctor responsibilities are to be used to perform administrative functions, such as checking inventory, pre-assigning tests, and looking at student score reports.

Every Arkiv user should have a copy of the NCCT Arkiv Users' Guide. Users should plan to spend time learning to use the Arkiv system BEFORE the date students will be tested.

When a proctor will no longer be giving tests for a NCCT site, the Coordinator should deactivate that person in Arkiv.

ADMINISTERING TESTS

GENERAL REQUIREMENTS FOR TESTING SESSIONS

1. Adequate lighting and comfortable temperature.
2. Isolated from noisy areas; close door to room.
3. Do not allow eating, drinking, or tobacco use.
4. Do not allow cell phones, PDAs, or other devices to be on or in use.
5. Have a clock where students can see it.
6. Desks set up classroom style, with room for proctors to walk between rows.
7. Barriers between computer stations or privacy screens in use.
8. Posters, charts, and other educational materials removed to avoid distractions.
9. If using tables, set two persons per 6 ft. table or 3 persons per 8 ft. table.
10. Provide enough space for each student's testing materials.
11. Provide scratch paper for computer tests and #2 pencils for paper tests.
12. Provide basic, non-programmable calculators.

ACCOMMODATING PERSONS WITH DISABILITIES/IEP

Use ADA laws and/or your school's policies to guide you

in accommodating students with special needs. The purpose of ADA is that accommodations be mutually agreeable and that they do not change the assessment process. They should not draw undue attention to the student's disability.

For example, a reader could be used for a student with dyslexia or a visual impairment. However, the student would need to be tested separately to avoid distracting others. Additionally, the reader should not be knowledgeable about the subject being tested and should not provide any hints or help during the session.

In another instance, a student who is unable to sit for two hours could be allowed to test standing up, could be given frequent breaks, and could be given additional time. Again, this might be best done individually.

NOTE: If you are allowing extra time on a computer test, you must call NCCER or Prov during the test to request that minutes be added.

Accommodations should ONLY be offered to students with disabilities or IEPs, not to those with weak reading skills or limited English abilities.

PROCTORING PAPER TESTS

After students are seated, the proctor should hand out the booklets one by one (do not pass them down rows) and note which student received which booklet (using the Test Inventory Form). Either you or the student may separate the answer sheets along the perforations at this point.

Students are allowed to use only #2 pencils and non-programmable calculators. If they need scratch paper, they should use the blank pages within the test booklet.

Read the scripted instructions provided in the appendix of this manual. When you tell them to start the test, note the time. All NCCTs allow two hours for completion.

Circulate through the room and make sure students are properly bubbling in their answers, using only #2 pencils, and not making stray marks on the forms.

Do not answer any questions about content or leave the students unattended.

When the test is complete, students should return in their materials to you one at a time. You must make sure the booklet number is identical on the demographic form, the answer key, and the test booklet. Insure that all booklets are returned to you.

Test Scoring and Retrieving Results

Fax the demographic sheets and answer sheets to Prov, 888-741-2962. Prov recommends you set the fax machine on Fine and send no more than 10 sheets per transmission.

PROCTORING COMPUTER TESTS

Before the testing session, you must either pre-assign keys or prepare a list of key numbers (using the Test Inventory Form) to use during the session.

Instructions on how to pre-assign keys are on page 29.

Before the students arrive on test day, log into Arkiv on each computer and choose the "Give Tests" responsibility. The first screen asks for the last name and ID#.

Pass out non-programmable, non-printing calculators, scratch paper, and pencils.

Read the script for computer tests found in the appendix.

Do not answer any questions about content or leave the students unattended. Circulate throughout the room during the session.

When the student has answered all the questions, he/she should click on "End Test." A screen will come saying to click on the link to obtain the score report. Doing so will take them to the Prov home page. They may enter their candidate ID and PIN number to retrieve their score report. You should tell them before the test whether or not you want them to check their own scores.

TEST SCORING AND RETRIEVING RESULTS

Both paper and computer-based tests are scored electronically by Prov, Inc., and the results are retrieved via Arkiv.

TIPS FOR SCORING PAPER TESTS

1. Look over the answer sheets before faxing them. Make sure the bubbles are properly filled in, and that the bubbles match what was written above them.
2. Make sure every student has selected and filled in a PIN number (a 4-digit number they can remember).
3. Don't include a cover sheet when faxing. The pages are read by a machine.
4. Fax to 888-741-2962.

5. After 15 minutes, check to ensure all tests have scored by looking up a score report in Arkiv (see next section).
6. If any tests have not scored, try faxing them again.
7. If any scores are still missing, contact Prov at 866-720-7768. Have the key number of the test booklet ready when you call.
8. After all tests have scored, return the answer sheets and test booklets to the Coordinator.
9. The Coordinator must confirm that all materials have been returned.
10. The Coordinator will then file the answer sheets in a secure location and finally destroy the test booklets in the presence of a witness.

FINDING THE SCORES IN ARKIV

The quickest way to check the score for an individual student is to go to www.provexam.com, and in the left column, under the heading Candidates, enter the student's ID and PIN number. The student's score report page will open, and you may print the page. Note that you must know the PIN number, as well as the ID.

To see the scores of all the students who tested, follow these instructions:

1. Login to Arkiv and choose Coordinator or Proctor responsibility.
2. On top menu bar, highlight Candidates and then select Access All Records.
3. Type in your school name on the line for Sponsor. All school sponsor names begin with "NCCT." The computer should auto-complete the line when you've filled in enough unique letters and hit Tab.
4. Leave all other lines blank under Set Search Criteria.
5. Under Set Date Range, choose the appropriate beginning and ending dates using the format of xx/xx/20xx.
6. Click on Generate List.

To see scores and print certificates for students who passed the test:

1. Login to Arkiv and choose Coordinator or Proctor responsibility.
2. On top menu bar, highlight Candidates and then select Reports.
3. In the first box, which says Company, enter the name of your school. It will start with "NCCT."

For Report Type, choose Candidate Scores.

1. Enter the appropriate Beginning and Ending Assessment Dates.
2. Leave the other fields blank.
3. Click on Get Report.
4. When the report opens, you may print it through your web browser.
5. To print a certificate, look to the last column on the right and click on Get Certificate.

MATERIAL STORAGE AND DESTRUCTION

After a paper test has been scored, the answer sheet, demographic sheet, and test booklet must be returned to the NCCT Coordinator. The Coordinator may then destroy the paper test booklet, by shredding or burning, in the prescence of a least one witness. The answer sheet and demographic sheet must be filed in a secure location for at least three (3) years. The sheets may be scanned and stored electronically.

The Coordinator must note on the inventory log when each test is used and destroyed.

All reports obtained through Arkiv, including individual score reports, should be treated as confidential.

Administering the Skills Demonstration

ADMINISTERING THE SKILLS DEMONSTRATION

The Skills Demonstration is designed to assess student skills on specific tasks of a craft. It is a tool to help determine if students have satisfactory skills or to identify areas in which additional training may be needed.

To be an Evaluator, a person must be approved by the school's NCCT Coordinator and meet the school's minimum requirements for administering hands-on tests.

EVALUATOR RESPONSIBILITIES

The Skills Demonstration Evaluator should:

- Download the Skills Demonstration for the craft from NCCER's website (www.nccer.org, Assessments, Academic, Skills Demonstration)
- Conduct the demonstration according to NCCT and local school guidelines
- Ensure necessary tools and materials are available and in safe operating order
- Ensure evaluation site is adequate for tasks to be performed
- Properly identify each student being evaluated
- Complete all forms and paperwork, including portions students must fill out
- Only allow reference materials specified in the Skills Demonstration package

CONDUCTING THE SKILLS DEMONSTRATION

- Have necessary tools, materials and safety equipment ready to use
- Arrange for minimal interruptions
- Follow all safety rules and procedures
- Terminate the demonstration if a student ace in an unsafe or hazardous manner or engages in horseplay
- Be impartial but polite
- Review and rate each task as the student completes it
- Note any unusual occurrences during the demonstration, such as a fire drill, equipment breakdown, or power outage
- Make sure the student understands the task to be performed

- Note start and finish time for each task
- Rate according to the criteria of each task (not in comparison with other students)
- Complete final rating forms after student leaves the site
- Return the completed forms to the NCCT Coordinator

SCRIPT FOR PROCTORING PAPER TESTS

[*Proctors may adapt this to fit their site's requirements.*]

On behalf of the National Center for Construction Education and Research and [*school name*], I want to welcome you to this test session and wish you success in your efforts today. If at any time during the following instructions you have a question, raise your hand, and I will assist you. Today you will be participating in a test process that is one measure of the knowledge you have in your particular craft or technical field.

Prior to distributing the tests, I want to describe the test process that you will go through today. I will begin by describing the general rules, which you must follow in order to be allowed to finish your test.

At this time, turn off all cell phones, beepers, and other alarm devices until you leave the test area. Please stop me at any time if you do not understand any step in the registration process.

The following procedures will be observed at all times during the test session: no smoking, eating, or drinking is permitted. If during this session you need to use the restroom, raise your hand. I will collect your test materials and return them to you when you return. Only one person at a time will be permitted to leave the room. While on a break, you are not permitted to talk with anyone outside the test room. You will not be granted any additional time for taking your test for time spent outside the test room. Therefore, make your breaks as short as possible.

You will be permitted to use a basic calculator and a pencil.

At the end of the test session, raise your hand, and I will collect your test materials. Once all materials have been accounted for, you may be permitted to leave the test room.

[*Insert your test site's or school's preferred score-reporting method stating when and what the student will receive in terms of test results.*]

In a moment, I will distribute your test booklets.

Before doing so, however, I ask that you leave the test alone in front of you and not open your test until I have distributed all tests and you are told to open the booklet.

[*At this time, you should distribute the appropriate tests one at a time to the students. Do not have the students pass booklets across rows. Once each student has received a test booklet, continue with the instructions as follows.*]

Please look at the name of the test and verify that you have the correct test. If you do not have the correct test, raise your hand so I may provide you the correct test booklet. Now print and sign your name on the cover of your test booklet.

Locate the two answer sheets. Make sure the serial number on the answer sheets matches the serial number on the test booklet. Listen to the instructions carefully when filling out the information on your answer sheets. This information must be filled in properly for correct processing of your test.

When filling out the answer sheet, you must use a pencil so that in the event of a mistake, you can erase any unwanted marks.

[*Use the example of the answer sheet in this manual to illustrate how to correctly complete the answer sheet. Review how numbers, letters, and demographic answers are completed on this form. By reviewing this form, you may better understand how to properly instruct completion of the answer sheet. As you read the following instructions on completing this form, walk through the test site to verify that students are correctly completing this form.*]

Write the date at the top of the sheet. In the upper left of the first answer sheet page, find the space labeled First Name. Print your first name, placing one letter of your name in each box. Now darken in the corresponding bubble below each letter. If you are entering multiple names in either the first or the last name sections, leave a blank space in the box and the corresponding bubble located below.

In the upper right in the space labeled Last Name, print your last name, one letter in each box. Darken in the corresponding bubble below

Script for Proctoring Paper Tests

each letter. If there is a suffix on your name, print it in the appropriate space and bubble in the appropriate box.

Locate the section titled Social Security/ID Number. Enter your social security number in the spaces provided by entering one number in each box. [*Candidates wishing not to enter a social security number may alternately enter a unique nine-digit ID number obtained in advance from NCCER's National Registry. Students need to write down or memorize this number.*]

Below each box, bubble in the corresponding numbers.

In the next section, titled PIN, enter the month and date of your birth in a four-digit number. The first two digits should be the month, and second two digits should be the date. For example, if your birthday is January 8th, enter 0108. This will be your personal identification number throughout this program and will be required from you in order for you to access scores, reports, and other confidential information. Again, use the month and day of your birth.

Now refer to the next section titled Site Code, which is the zip code of our test site. [*Tell them your test site code.*] Fill in the zip code, darkening the corresponding bubbles.

Next, move to the section requesting optional, general demographic information. Bubble in the appropriate fields under race and gender. While completing this section is optional, the information is important in monitoring test performance. Any information provided will remain confidential. It is encouraged that you complete this section so that we can monitor the performance of this program considering these variables. However, if you do not wish to complete this section, you may leave it blank.

Next to the optional information section is an area to mark for which curriculum is used in your area of study. [*Find out this information in advance and instruct student on which area to bubble.*]

Then darken the bubble next to _____.

[*Determine if the students have completed the Skills Demonstration. If it has been completed, tell*

them to darken the bubble. If not, it should be left blank.]

Make sure that you have bubbled in all spaces carefully and that you have darkened in the correct bubbles. Take a moment to make sure that all information bubbled in corresponds to what is printed above. If you are unsure whether you have darkened in the information properly, raise your hand, and I will come by to assist you.

Turn to Answer Sheet Page 2.

All answers must be recorded on your answer sheet. You will not be given credit for any questions that have been answered incorrectly or left blank. Neither will you be given credit for answers that are written in the test booklet. You will not be given credit for any questions that have more than one answer marked. If you do not know the answer to a question, it is to your advantage to select one since you will not receive credit for answers left blank. If you have to change an answer, be sure to erase it completely without damaging the answer sheet.

During the test, you may find that you have a question or concern about a particular test question. Because of the nature of the test process, I am unable to answer questions of a technical nature during the test. If you have a comment about the process, such as a missing page or poor print quality on your test booklet, raise your hand for assistance.

During the test, no scratch paper is provided. Write in your test booklet if you need to do any writing or perform calculations.

You will not be permitted to leave the room until all test materials given to you have been accounted for and collected by a Proctor.

You may begin now.

[*During the test process, make the following announcements to inform students of the remaining time for the test.*]

[*When there are only 30 minutes remaining, say,*]

"You have thirty minutes to complete the test."

[*When there are only 15 minutes remaining, say,*]

"You have fifteen minutes to complete the test."

[*After the allotted test time has elapsed, say,*]

"Stop. Close your test booklets, put your pencils down, and remain seated.

I will now collect your test booklets and answer sheets."

Script for Proctoring Computer Tests

SCRIPT FOR PROCTORING COMPUTER TESTS

[*Proctors may adapt this to fit their site's requirements.*]

On behalf of the National Center for Construction Education and Research and [*school name*], I want to welcome you to this test session and wish you success in your efforts today. If at any time during the following instructions you have a question, raise your hand, and I will assist you. Today you will be participating in a test process that is one measure of the knowledge you have in your particular craft or technical field.

Prior to starting the tests, I want to describe the test process that you will go through today. I will begin by describing the general test rules, which you must follow in order to be allowed to finish your test.

At this time, turn off all cell phones, beepers, and other alarm devices until you leave the test area. Please stop me at any time if you do not understand any step in the registration process.

You will be permitted a basic calculator, scratch paper, and a pencil.

The following procedures will be observed at all times during the test session: no smoking, eating, or drinking is permitted. If during this session you need to use the restroom, raise your hand. Only one person at a time will be permitted to leave the room. While on a break, you are not permitted to talk with anyone outside the test room. You will not be granted any additional time for taking your test for time spent outside the test room. Therefore, make your breaks as short as possible.

At the end of the test session, raise your hand, and I will collect your test materials. Once all materials have been accounted for, you may be permitted to leave the test room.

The test you will be taking is administered online through Internet connections which have been set up for you. During the test registration, it is very important you follow along with me step by step. Do not try to work ahead because everyone must be properly logged in before anyone can begin the actual test.

Enter your name and social security number or ID number. After verifying that your name and number are correct, left click on "Next Step."

This page is a confidentiality agreement that you need to read. When you have read through it, and if you agree to abide by the agreement, please left click "I Accept" and wait for further instruction. If you do not click "I Accept," you will not be able to continue the test.

On the next screen, at the top where it says "PIN," left click inside the blue box and type in the month and day of your birth. The first two digits should be the month, and second two digits should be the date. For example, if your birthday is January 8th, enter 0108. This will be your personal identification number throughout this program and will be required from you in order for you to access scores, reports, and other confidential information. Again, use the month and day of your birth.

Please scroll down the page for the sample question of the assessment. At the top left it says JOHN SMITH (upper right hand corner) is on question 1 out of 10. Question 1 is "What is the State Capital of Florida?" He may select A, B, C, or D. If he were to select D - Miami, the answer would turn bold and highlighted. If he were to change his mind and select B - Tallahassee, all he would have to do is left click B and B would turn bold and highlighted. Changing an answer is that easy. Once he has answered the question, on the right hand side where it says "Unanswered Questions" it would state that he now has 9 unanswered questions. Above "Unanswered Questions", where it says "Time Remaining" the program performs a minute-by-minute countdown of the remaining time.

You may choose to mark a question you wish to return to later. You must use "Show Question List" to Go Back to Marked Questions.

Click "Next" for the next question and "Previous" to go back to the previous question. Are there any questions on how to use the computer terminal in taking this assessment?

I will announce when you have thirty and fifteen minutes remaining for your assessment.

Before you submit your assessment for scoring, raise your hand so I may collect all pencils, calculators, and scrap paper that were given to you. After you have submitted your test for scoring, by clicking on the "End Test" button, you may leave the test site. [*If your site allows them to wait and check their own scores, give appropriate instructions. Otherwise, explain how and when they will find out their scores.*]

If you have questions about the process or trouble with your workstation, raise your hand and I will assist you as quickly as possible. I will NOT answer questions related to the content of the test.

At this time, please click "Start Exam." Your Time Has Begun.

[*If you allow them to check their own scores after test has ended:*]

Go to www.provexam.com. Enter your ID and PIN under Candidate Scores. Click on the title of today's test to see your score report.

Notes

SUMMARY of PROCEDURES

NCCT PLANNING SCHEDULE

At least one month before test date:

- Submit Registration Form and Certificate of Under-standing for Coordinator
- Submit Certificates of Understanding for Proctor for each additional person who will be administering the tests
- Give each proctor a copy of this manual and the Arkiv users' manual

At least three weeks before test date:

- Fax in order form for paper/pencil tests

At least two weeks before test date:

- Request system-generated numbers, if needed
- Fax in order form for computer-based tests

At least one week before test date:

- Assign all registered proctors Arkiv usernames and passwords
- Review inventory of tests
- Pre-assign computer-based tests

On day of test:

- Prepare site appropriately
- Read instructions to students before test
- Provide reminders when 30 minutes and 15 minutes are left
- For paper/pencil tests:
  - Collect all test booklets and answer sheets
  - Verify that bubbles are darkened correctly
  - Fax answer sheets to Prov (888-741-2962)
  - Check scores at www.provexam.com using student ID and PIN
  - Print score reports

- For computer-based tests:
  - Login to each computer before students arrive, using "Give Tests" responsibility
  - Make sure students select "End Test"
  - Check scores at www.provexam.com using student ID and PIN
  - Print score reports
  - Logout of Prov website

Sample Schedule for Using NCCTs

Mon	Tue	Wed	Thu	Fri
2 • Register NCCT site • Send in Certificates of Understanding	**3** • Review training materials with users	**4**	**5**	**6**
9 • Fax in order for tests	**10**	**11**	**12**	**13**
16 • Request System Generated Numbers for Student IDs	**17**	**18**	**19**	**20**
23 • Set up Arkiv usernames and passwords	**24** • Review inventory • Pre-assign computer tests	**25**	**26**	**27**
30	**31** • Prepare site • Administer tests • Retrieve scores	**1** • Print certificates for students who pass	**2**	**3**

Summary of Procedures

Step-By-Step Instructions

STEP-BY-STEP INSTRUCTIONS

REGISTERING – PART **1**

Your school must be registered as an NCCT site before you can order tests. To register, complete a registration form (downloadable from www.nccer.org/forms.aspx). Fill it out as directed and fax it to NCCER.

The person who will be responsible for security of the tests must be named the Coordinator. This person must sign the Certificate of Understanding for Coordinator and return it with the registration form. The contact address and phone number should be for the Coordinator.

NATIONAL CENTER
OR CONSTRUCTION
EDUCATION AND RESEARCH

NCCT SITE REGISTRATION FORM

School Name: _____   Date: _____

Shipping Address: _____

_____

_____

Mailing Address: _____

_____

_____

NCCT Coordinator (person authorized to administer NCCT program):

Name: _____

Phone: _____

Fax: _____

Email: _____

Alternate Contact (preferably principal, superintendant or other administrator):

Name: _____

Phone: _____

Fax: _____

Email: _____

NCCT purchases are invoiced twice a month and may be paid by check or credit card. Schools may include a PO number on orders, which will appear on the invoices. Alternatively, payment can be made in advance using a check or credit card.
Which payment method does your site plan to use? _____

For which trades do you plan to use the NCCTs? _____

For which trades do you use the Contren ® Learning Series? _____

Approximately how many students will be tested each year? _____

MAIL OR FAX THIS FORM TO NCCER
352.334.0932
3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

For NCCER Use Only:	*Date received:*
	Date Approved:
	Notes:

REGISTERING – PART 2

Every person who will participate in administering the tests needs to sign and submit the Certificate of Understanding for Proctor. The Coordinator should also give each proctor this manual and the Arkiv User's Manual.

NATIONAL CENTER
OR CONSTRUCTION
EDUCATION AND RESEARCH

CERTIFICATE OF UNDERSTANDING
- NCCT PROCTOR-

I have reviewed the National Construction Career Test (NCCT) Procedure Manual, and I understand the National Center for Construction Education and Research (NCCER) requires high standards in all aspects of NCCT administration. I agree to:

- Proctor test sessions according to NCCT procedures
- Follow guidelines for using, scoring, and storing tests and reports
- Explain test results to students
- Use the instructional materials on www.provexam.com to learn the Arkiv system
- Notify my NCCT site's Coordinator for assistance as needed
- Comply with all local, state, and federal regulations as they apply to NCCT

By signing and returning this Certificate of Understanding, I accept the role as an authorized Proctor for this registered NCCT school test site.

NCCT PROCTOR (PRINT NAME)   SIGNATURE

EMAIL: PHONE:

NCCT COORDINATOR (PRINT NAME)   SIGNATURE

SCHOOL NAME

_____/_____/_____
DATE

MAIL OR FAX THIS FORM TO NCCER
352.334.0932

3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

For NCCER Use Only:	Date received:
	Date approved:
	Notes:

Summary of Procedures

Step-By-Step Instructions

ID NUMBERS

A student ID is required for testing. If your students cannot use their social security numbers, you must request system-generated numbers at least two weeks before the test date.

Email Marie Belyeu (mbelyeu@nccer.org) to get a Request for System Generated Numbers form. See the sample for how to complete it.

Request for System Generated Numbers
(In lieu of Social Security Number)
E-mail to: National Registry (mbelyeu@nccer.org)

Date:	1/15/10		
Training Sponsor/TU Name:			
Instructor Name:		**SSN or NCCER Card #:**	
Instructor Phone:		**Instructor Email:**	

NCCT Site Name:	NCCT - My High School		
Coordinator Name:	Top Instructor, Jr.	**SSN or NCCER Card #:**	353013
Coordinator Phone:	888-000-0000	**Coordinator Email:**	topinstructor@myhighschool.edu

IMPORTANT: When using a System Generated Number (SGN), the number becomes the only means of access to an individual's record in Arkiv and the National Registry. This SGN will be required for any additional assessments or training credits to be applied to the individual's record. If the individual is not a high school student <u>or</u> 18 years or older, a $10.00 fee applies per number.

It is the responsbility of the Training Sponsor, Assessment Center, Instructor and Student to keep a record of the assigned SGN(s).
If the student already has a SGN from an NCCER training sponsor or NCCT site, the student should continue to use that number. NCCER is not responsible for maintaing SGN requests.

Please do not use ALL CAPS or punctuation for student names.

SGN (to be provided by NCCER)	First Name	M.I.	Last Name	DOB (MM/DD/YY)
	Bob		Boy	08/08/93
	Glenda		Girl	09/09/93
	Danny	D	Boyee	10/10/93

Email to Marie Belyeu at mbelyeu@nccer.org

ORDERING TESTS

The order form must be faxed to NCCER (352-334-0932). If a purchase order is required, the number must be on the order form. The Coordinator will receive a call to confirm the order. A credit card may be used for immediate payment, or an invoice will be sent to the school within two weeks.

Computer tests will be placed in your web inventory immediately after NCCER confirms the order. The Coordinator is responsible for checking the site's inventory online to confirm that the correct number and type of tests are there.

Paper tests are shipped from Prov's Utah location using UPS ground delivery. If tests are needed more quickly, the Coordinator will have to request expedited delivery. There is a $50 handling fee in addition to the increased shipping cost.

NATIONAL CENTER
OR CONSTRUCTION
EDUCATION AND RESEARCH

NCCT ORDER FORM

The NCCT Coordinator must complete this form and return it to NCCER. An NCCER staff person will call the Coordinator to confirm the details of the order. No phone or online orders are accepted.

NCCT Site Name:

Must match site name in Arkiv

NCCT Coordinator Name:

Shipping Address:

Phone:

NCCT Coordinator's Email:

Please order carefully. Tests may not be returned for refund or exchange

Test Name	# Paper	# Computer-Based	Subtotal
	@ $24 each	@ $22 each	
Academic Carpentry Level One V2			
Academic Construction Technology V3			
Academic Core V2			
Academic Electrical Level One V2			
Academic Heavy Equipment Operations Level One			
Academic HVAC			
Academic Masonry Level One			
Academic Welding			
Shipping Charges (see chart)			
Handling Fee (see chart)			
TOTAL			$

Requested Delivery Date:

Purchase Order # (if required by your site):

Method of Payment (choose 1):   Invoice   Prepay with credit card   Prepay with check

If you elect to prepay, the payment must be processed/received before order will be placed.

By signing this order for, I acknowledge that my test site assumes responsibility for the security of the tests received. I further acknowledge that all materials remain the intellectual and material property of NCCER and that NCCER retains the right to determine which organizations may use these tests.

NCCT Coordinator Signature   Date

MAIL OR FAX THIS FORM TO NCCER
352.334.0932
3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

| For NCCER Use Only: | *Date received* |
| | *Date processed:* |

Summary of Procedures

Step-By-Step Instructions

ARKIV: USERS

For each new Coordinator, NCCER will email a username and password for accessing the Arkiv system through www.provexam.com. The Coordinator will then set up proctors with usernames and passwords. Passwords expire after 90 days, so if someone cannot login, the Coordinator will reset their password.

ADDING A USER OR CHANGING A PASSWORD IN ARKIV

1. Login to www.provexam.com and choose Coordinator responsibility.
2. On top menu bar, click on Account Management; drag down to Accounts, then release.
3. Select View Account Details.
4. Select Users (Contacts)

   a. For a new person, click on ADD.

   Enter person's contact information.

   b. For an existing user, highlight his/her name.

   Click on Add/Edit.
5. Click on Add User/Responsibilities.
6. Type in a username and a password (must type password twice). Only dots will show in the password boxes.
7. Under Responsibility, click on arrow, and then select Proctor.
8. Click on ADD.
9. Under Responsibility, click on arrow, and then select Give Tests.
10. Click on Return.
11. Click on Save.

DEACTIVATING A USER IN ARKIV

1. Login to www.provexam.com and choose Coordinator responsibility.
2. On top menu bar, click on Account Management; drag down to Contacts, then select Find Contacts and release.
3. Type in the Last Name, First Name, or both.
4. Select Find Users/Contacts.
5. When information comes up, select Deactivate Contact.
6. Exit Contacts.

Section 3 - Users and Responsibilities   **Arkiv™**

Step 3-1 – Adding a New User
New users must be added from within the account to which they are assigned. If you will add a sub-account, it makes the most sense to assign users to that sub-account instead of to your primary account.
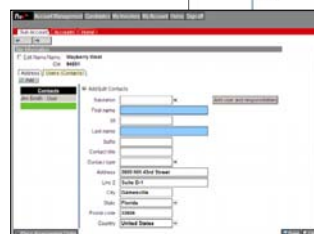
Open up your Account according to the steps outlined in Section 2. These are:

1. Select the Account Management menu link
2. Select the Account sub-menu
3. Select View Account Details

You should now be back in your Primary Account page. Select the Users (Contacts) tab (See Section 2-4).

Select the ADD button located above the list of Contacts (indicated by a circle in the figure to the right).

Enter in the contact information for the new user you are adding. As you enter data, you MUST complete the fields that are highlighted in blue. At the present the only required fields are the first and last name. We also encourage you to add an appropriate telephone and email for each contact.

Notice that the system automatically populates the address information for this contact based upon the company address. If this information is not correct,

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ARKIV: CHECKING INVENTORY

To check inventory, login to Arkiv and choose coordinator or proctor responsibility (whichever you have).

1. On top menu bar, select My Inventory.
2. On pulldown menu, select Assessment Inventory Spreadsheet.
3. Type in your NCCT site name.
4. Do not change or fill in any other fields.
5. Select Create Spreadsheet.
6. Click on Filename to open spreadsheet.

Section 11 – Reports   **Arkiv™**

Step 11-6a   Enter search criteria
From the search page, enter the search information for the inventory you are seeking to find.
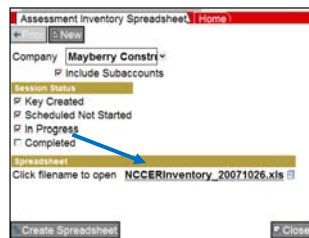
- First, select the company (Site or Account) where the inventory is located.
- Select the "Include Subaccounts" checkbox to retrieve all inventory for the parent account as well as all subaccounts accounts.
- Select the status levels for the exams you are seeking to have included in your report.
- Then, press the Create Spreadsheet button.

Step 11-6b   Select the returned report
Arkiv will generate the report and return a hyperlink on the screen (see arrow) which can be used to download or save the report. You access this report by using your mouse to click on the report name containing the hyperlinked file which is in the Spreadsheet section of the report page.

Step 11-6c Save or Open report
Arkiv will ask if you wish to open or save the file. Select the option which meets your needs.
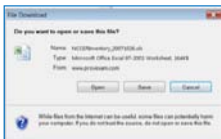
Step 11-7   Other reporting options
A report is nothing more than a document containing the information you need. While we have described several reports within Arkiv, there are numerous places within the system to obtain information related to certain topics. One nice

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Summary of Procedures

Step-By-Step Instructions

ARKIV: PRE-ASSIGNING TESTS

To pre-assign computer tests, login to Arkiv and choose coordinator or proctor responsibility (whichever you have).

1. On top menu bar, select My Inventory.
2. On pulldown menu, select Assign Inventory.
3. Type in your NCCT site name.
4. Click on Find Inventory.
5. In box on left, highlight name of test to assign (note how many you have).
6. On the right side of the screen, click on the tab that reads Pre-assign Keys.
7. Type in the student's ID, first and last names. Check for accuracy.
8. Leave Index Code box blank.
9. Click on Check Retest Eligibility.
10. A date will appear. You may ignore it.
11. Click on Assign Key.
12. Number of tests should have decreased by one in box on left.
13. Continue until all students have been pre-assigned.

Arkiv™   **Section 6 – Inventory Management**

Note: Only __computer__ **keys** or **assessments** can be transferred to other sites and accounted for in Arkiv.

Step 6-3c – Assign Keys to Candidates
One of the more unique elements of Arkiv's inventory system is the ability for an administrator to pre-assign exam keys to specific candidates. Before describing how to do this, you may be asking "Why pre-assign keys to candidates?"

As you may have experienced, taking tests for craftspersons is not a natural experience. Quite a substantial portion of the proctoring process involves helping the candidates taking the tests to enter all of the right information in the system at the right places. Prov's recommended solution to reducing the burden during the testing session was to reduce the amount of information the candidate would need to provide when he/she sat down at the testing workstation.

Prov devised the Assign Keys function to allow the Proctors to do advance work for the testing session so that when the candidate sat down for the test, very little additional information would be required. While the Assign Keys function doesn't reduce all of the workload, it does ensure that certain important pieces of information are accurate.

To Assign Keys to Candidates select the far right tab of the Assign Keys region. Before assigning a key, make sure you have selected the correct exam. Then, enter both the mandatory and any voluntary information you wish to provide to reduce the candidate's time at the computer.

Mandatory Information
Mandatory information required to assign exams to candidates includes the ID number (SSN), First Name and Last Name.

| Email Keys to Site | Transfer Keys to Site | Assign Keys to Candidates |
Select an assessment you wish to assign, then enter the ID number of the candidate you wish to assign it to. Complete the assignment by selecting the arrow button to complete the assignment.

ID#:	
First Name:	
Last Name:	
Testing For:	Mayberry West
Index Code:	
Site Code:	32606
Candidate Testing Center	Mayberry West
	Assign Key

SETTING UP THE TEST SITE

On or before the day of the test, arrange testing room
according to Room Setup Checklist.

ROOM SETUP CHECKLIST

____ **Temperature control**: Each test site should be adequately heated or cooled so that the site is comfortable and does not distract the student.

____ **Lighting**: Each test site should be adequately lit so that students can read comfortably without eyestrain. Conference room lighting is preferred over banquet lighting.

____ **Restroom access**: Students may need access to restroom facilities. Locate facilities that are close to the test site. If a restroom is not readily noticeable, please inform students of the restroom location prior to the test.

____ **Clock**: Attempt to have a clock in the test site so each student can monitor remaining time throughout the test. The clock should be located in the front of the test site to prevent students from looking around to locate the clock.

____ **Distraction-free environment**: Ensure that the test site is located away from high-traffic areas and heavy equipment operations. Make sure that you have not located your test site next to meetings, music, or other noisy environments.

____ **Telephone-free zone**: All phones should be placed in Do Not Disturb mode and left with the proctor during the test.

____ **Food**: No food or drink will be allowed in the test site.

____ **Smoking**: No smoking or use of tobacco products in the test site.

____ **Materials**: Provide #2 pencils and pencil sharpener. If using computer tests, provide scratch paper and retrieve at end of test. Basic calculators are allowed.

____ **Ratio Students/Proctor**: The ideal ratio is 15:1, but it should not exceed 30:1.

Summary of Procedures

Step-By-Step Instructions

ADMINISTERING COMPUTER TESTS

If giving computer tests, login to Arkiv and choose Give Tests Responsibility on every computer to be used:

a) Pass out scratch paper and calculators or instruct students to place them on desks.

b) Read the script for "Proctoring A Computer-Based Test" (see Appendix B).

c) If the computer does not show a test assigned to the student, the Coordinator may have made an error during pre-assignment. The Proctor or Coordinator should pull up an Assessment Inventory Spreadsheet and see if the name and number are correct. If they are not, call the NCCER Assessment Manager or a Prov customer service representative for assistance (888-622-3720 or 866-720-7768)

d) Allow students to complete the appropriate screens as you read the instructions. They will not need to enter anything in the boxes for Index Code or Tested For. For the box for site (zip) code, provide them with the zip code of the school.

e) Announce when 30 minutes and 15 minutes are remaining.

f) When students reach the final question, they will have to click on "End Test."

g) Within a few minutes, if you allow them, they can log back in to www.provexam.com, They will enter their candidate ID (either their Social Security number or System Generated Number) and the PIN they chose during the test. Then they click on "Get Score."

h) Collect scratch paper and calculators.

Arkiv™   **Section 7 – Administering Exams**

Step 7-2a   Begin Testing

Log onto Arkiv through the **Enter Arkiv** menu and select the **Give Tests** responsibility.
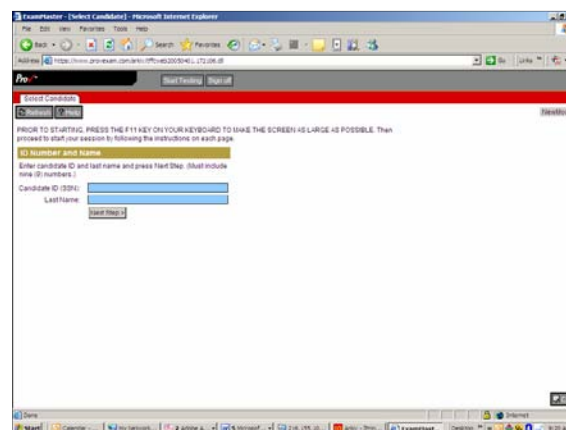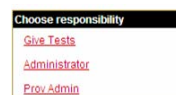
Read the instructions on each page to guide you through the testing process. The first instruction is to press the F11 Key on your Keyboard. This will take the screen size to the fullest possible extent while reducing many of the task and tool bars on your system. This also gives the maximum viewing area while taking the test so that candidates do not need to scroll through the system.

Step 7-2b   Enter candidate ID and Last Name

Enter the candidates ID (SSN) and the last name of the candidate into the blue fields provided. Do not enter any dashes for the SSN. Then press Next Step.

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ADMINISTERING PAPER TESTS

If giving paper tests, the Coordinator or Proctor should do some preparation to make the process go smoothly.

a)   Print the Assessment Inventory Spreadsheet.

b)   Print the list of student names and ID numbers (which will either be Social Security numbers or number received from NCCER's Registry).

c)   At the end of each line on the Spreadsheet, write/type in the student name in one column and the student ID number in the next column.

d)   Arrange the test booklets in the same order, or attach temporary name tags to the booklets; the purpose is to give students the booklets "assigned" to them.

e) Pass out the booklets one at a time.

f) Ask the student to confirm that the numbers on the booklet and the answer sheet match before separating them along the perforated lines.

g) Read "Proctoring a Paper Test" (see Appendix A).

h) For the **site code**, tell them the zip code for the school.

i) Announce when 30 minutes and 15 minutes are remaining.

j) When time is up, collect the booklet sheets one by one. Make sure the numbers match and that the student's name and number match what was entered on the Spreadsheet.

k) Return the test booklets to the Coordinator for destruction.

l) Fax the demographic sheets and answer sheets to Prov (888-741-2962). Do not use a cover sheet and limit each fax to 10 pages. Make sure the fax machine is set on "Fine."

m) At least 15 minutes after faxing the last batch of test sheets, the Coordinator may pull up a Score Report on the Prov website.

Prov's fax: 888-741-2962

Summary of Procedures

Step-By-Step Instructions

NCCT

Prov

Test Date ___/___/____

Booklet #

Please fill in all appropriate bubbles below, boxes are for reference only

First Name   Last Name   Suffix

○ none
○ Jr.
○ Sr.
○ I
○ II
○ III
○ IV
○ V

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Social Security Number: PIN: Site Code:

1 2 3 4 5 6 7 8 9 0

Curriculum
○ NCCER
○ Other

Exam Stage
○ Pre Test
○ Post Test

○ Skill Demo Complete?

OPTIONAL Gender	Race	
○ Male	○ White not of Hispanic Origin	○ Asian or Pacific Islander
○ Female	○ Black not of Hispanic Origin	○ Hispanic
	○ American Indian or Alaska Native	○ Other

Exam Key

25660

Prov

Booklet #

	A	B	C	D		A	B	C	D		A	B	C	D		A	B	C	D		A	B	C	D
1	O	O	O	O	31	O	O	O	O	61	O	O	O	O	91	O	O	O	O	121	O	O	O	O
2	O	O	O	O	32	O	O	O	O	62	O	O	O	O	92	O	O	O	O	122	O	O	O	O
3	O	O	O	O	33	O	O	O	O	63	O	O	O	O	93	O	O	O	O	123	O	O	O	O
4	O	O	O	O	34	O	O	O	O	64	O	O	O	O	94	O	O	O	O	124	O	O	O	O
5	O	O	O	O	35	O	O	O	O	65	O	O	O	O	95	O	O	O	O	125	O	O	O	O
6	O	O	O	O	36	O	O	O	O	66	O	O	O	O	96	O	O	O	O	126	O	O	O	O
7	O	O	O	O	37	O	O	O	O	67	O	O	O	O	97	O	O	O	O	127	O	O	O	O
8	O	O	O	O	38	O	O	O	O	68	O	O	O	O	98	O	O	O	O	128	O	O	O	O
9	O	O	O	O	39	O	O	O	O	69	O	O	O	O	99	O	O	O	O	129	O	O	O	O
10	O	O	O	O	40	O	O	O	O	70	O	O	O	O	100	O	O	O	O	130	O	O	O	O
11	O	O	O	O	41	O	O	O	O	71	O	O	O	O	101	O	O	O	O	131	O	O	O	O
12	O	O	O	O	42	O	O	O	O	72	O	O	O	O	102	O	O	O	O	132	O	O	O	O
13	O	O	O	O	43	O	O	O	O	73	O	O	O	O	103	O	O	O	O	133	O	O	O	O
14	O	O	O	O	44	O	O	O	O	74	O	O	O	O	104	O	O	O	O	134	O	O	O	O
15	O	O	O	O	45	O	O	O	O	75	O	O	O	O	105	O	O	O	O	135	O	O	O	O
16	O	O	O	O	46	O	O	O	O	76	O	O	O	O	106	O	O	O	O	136	O	O	O	O
17	O	O	O	O	47	O	O	O	O	77	O	O	O	O	107	O	O	O	O	137	O	O	O	O
18	O	O	O	O	48	O	O	O	O	78	O	O	O	O	108	O	O	O	O	138	O	O	O	O
19	O	O	O	O	49	O	O	O	O	79	O	O	O	O	109	O	O	O	O	139	O	O	O	O
20	O	O	O	O	50	O	O	O	O	80	O	O	O	O	110	O	O	O	O	140	O	O	O	O
21	O	O	O	O	51	O	O	O	O	81	O	O	O	O	111	O	O	O	O	141	O	O	O	O
22	O	O	O	O	52	O	O	O	O	82	O	O	O	O	112	O	O	O	O	142	O	O	O	O
23	O	O	O	O	53	O	O	O	O	83	O	O	O	O	113	O	O	O	O	143	O	O	O	O
24	O	O	O	O	54	O	O	O	O	84	O	O	O	O	114	O	O	O	O	144	O	O	O	O
25	O	O	O	O	55	O	O	O	O	85	O	O	O	O	115	O	O	O	O	145	O	O	O	O
26	O	O	O	O	56	O	O	O	O	86	O	O	O	O	116	O	O	O	O	146	O	O	O	O
27	O	O	O	O	57	O	O	O	O	87	O	O	O	O	117	O	O	O	O	147	O	O	O	O
28	O	O	O	O	58	O	O	O	O	88	O	O	O	O	118	O	O	O	O	148	O	O	O	O
29	O	O	O	O	59	O	O	O	O	89	O	O	O	O	119	O	O	O	O	149	O	O	O	O
30	O	O	O	O	60	O	O	O	O	90	O	O	O	O	120	O	O	O	O	150	O	O	O	O

Exam Key

6795

TEST SPECIFICATIONS

Test Specifications

Academic Carpentry Level One

National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

ACADEMIC CARPENTRY
LEVEL ONE V2
(L1NCCT27_01)
Released 2008

Overview
This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
00101-04	Basic Safety	10
00102-04	Introduction to Construction Math	10
00103-04	Introduction to Hand Tools	4
00104-04	Introduction to Power Tools	4
00105-04	Introduction to Blueprints	6
27102-06	Building Materials, Fasteners, & Anchors	5
27103-06	Hand and Power Tools	4
27104-06	Reading Plans & Elevations	4
27105-06	Floor Systems	7
27106-06	Wall & Ceiling Framing	7
27107-06	Roof Framing	7
27108-06	Intro to Concrete & Reinforcing Materials	4
27109-06	Windows and Exterior Doors	4
27110-06	Basic Stair Layout	4
Total Number of Questions		80

The cut score for this assessment is 70%.

A Skills Demonstration is available.

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH
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National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

**ACADEMIC CONSTRUCTION
TECHNOLOGY V3
(NCCT68_02)**
Released 2006

Overview
This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
00101-04 00106-04	Basic Construction and Rigging Safety	10
00102-04	Introduction to Construction Math	5
00103-04 00104-04	Hand and Power Tools	6
00105-04	Introduction to Blueprint Reading	4
00107-04 00108-04	Communication and Employability	4
68101-06	Site Layout	5
68102-06 68103-06	Concrete Properties, Handling, and Placing	5
68104-06 68105-06	Masonry	5
68106-06	Floor Systems	5
68107-06	Wall and Ceiling Framing	5
68108-06 68109-06	Roofing	5
68110-06	Exterior Finishing	5
68111-06	Stairs	4
68112-06	Electrical Safety	6
68113-06	Wiring: Commercial and Industrial	5
68114-06	Introduction to Drain, Waste, Vent (DWV) Systems	4
68115-06 68116-06	Water Supply Systems	5
Total Number of Questions		88

The cut score for this assessment is 66%.

A Skills Demonstration is available

Test Specifications

Academic Core

National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

ACADEMIC CORE V2
(NCCT00_01)
Released 2008

Overview
This NCCT is a two-hour, closed-book examination. The test center will provide any necessary pencils. No extra papers, books, notes or study material are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
00101-04	Basic Safety	12
00102-04	Introduction to Construction Math	12
00103-04	Introduction to Hand Tools	10
00104-04	Introduction to Power Tools	8
00105-04	Introduction to Blueprints	8
Total Number of Questions		50

The cut score for this assessment is 66%.

A skills demonstration is available.

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National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

ACADEMIC ELECTRICAL LEVEL ONE V2
(L1NCCT26_01)
Released 2008

Overview
This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
26101-05	Electrical Safety	8
26102-05	Hand Bending	4
26103-05	Fasteners and Anchors	4
26105-05	Electrical Theory One	4
26105-05	Electrical Theory Two	4
26106-05	Electrical Test Equipment	4
26107-05	Introduction to the NEC	5
26108-05	Raceways, Boxes, & Fittings	6
26109-05	Conductors	5
26110-05	Introduction to Electrical Blueprints	4
26111-05	Wiring: Commercial & Industrial	6
26112-05	Wiring: Residential	6
Total Number of Questions		60

The cut score for this assessment is 65%.

A Skills Demonstration is available.

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Test Specifications

Academic Heavy Equipment Operations Level One

National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

**ACADEMIC HEAVY EQUIPMENT
OPERATIONS LEVEL ONE
(L1NCCT22)**
Released 2006

Overview
This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
22101-05	Introduction to the Trade	5
22102-05	Heavy Equipment Safety	15
22103-05	Identification of Heavy Equipment	10
22104-05	Basic Operational Techniques	20
22105-05	Tractors	5
22106-05	Grades, Part One	5
Total Number of Questions		60

The cut score for this assessment is 66%.

A skills demonstration is available.

National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

ACADEMIC HVAC
(NCCT03)
Released 2004

Overview

This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material

All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development

All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results

All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
00101-00	Basic Safety	10
00102-00	Introduction to Construction Math	7
00103-00	Introduction to Hand Tools	5
00104-00	Introduction to Power Tools	4
00105-00	Introduction to Blueprints	4
00106-00	Basic Rigging	4
00107-04	Tools for Success: Communications	7
00108-04	Tools for Success: Employability Skills	9
03101-01	Introduction to HVAC	2
03102-01	Trade Mathematics	2
03103-01	Tools of the Trade	2
03104-01	Copper and Plastic Piping Practices	2
03105-01	Soldering and Brazing	4
03106-01	Ferrous Metal Piping Practices	3
03107-01	Basic Electricity	5
03108-01	Introduction to Cooling	8
03109-01	Introduction to Heating	8
03201-01	Air Distribution Systems	5
03203-01	Chimneys, Vents, and Flues	2
03204-01	Alternating Current	5
03206-01	Electric Heating	2
03207-01	Introduction to Control Circuit Troubleshooting	6
03209-01	Metering Devices	2
03211-01	Heat Pumps	2
03212-01	Leak Detection, Evacuation, Recovery and Charging	4
TOTAL NUMBER OF QUESTIONS		**114**

The cut score for this assessment is 74%.

A Skills Demonstration is available.

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Test Specifications

Academic Masonry Level One

National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

ACADEMIC MASONRY
LEVEL ONE
(L1NCCT28)
Released 2006

Overview
This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	# of Questions
00101-04	Basic Safety	10
00102-04	Introduction to Construction Math	8
00103-04 00104-04	Introduction to Hand and Power Tools	4
00105-04	Introduction to Blueprints	10
00107-04	Basic Communication Skills	4
28101-04	Introduction to Masonry	7
28102-04	Masonry Tools and Equipment	7
28103-04	Measurements, Drawings, and Specifications	8
28104-04	Mortar	9
28105-04	Masonry Units and Installation Techniques	9
Total Number of Questions		76

The cut score for this assessment is 70%.

A Skills Demonstration is available.

National Craft Assessment and Certification Program
S P E C I F I C A T I O N S

ACADEMIC WELDING
(NCCT29)
Released 2006

Overview
This written assessment is a two-hour closed-book examination. Students are permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material
All NCCER written assessments are referenced to Contren® Learning Series modules listed in the content. They may be ordered from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

NCCT Development
All questions on each NCCT have been developed and approved by subject matter experts from the respective craft. NCCTs measure the nation's 10 foundation knowledge and skill areas for the national Career Clusters initiative, and they meet the standards of the American Psychological Association. NCCT development and administration is under the direction of Prov™, NCCER's testing partner.

NCCT Administration and Scoring Results
All tests are proctored by paper/pencil or web-based testing under strict security. Each student will be provided an individualized test report by the test center. This test report will provide the overall score and results by topic area. Paper/pencil scoring results via fax are available in fifteen minutes. Web-based scoring results are available within two minutes. Site administrators may print certificates for students who successfully complete the assessment.

Written Assessment Contents:

Module Number	Topic Area	Number of Questions
00101-00	Basic Safety	5
00102-00	Introduction to Construction Math	4
29101-03	Welding Safety	4
29102-03	Oxyfuel Cutting	4
29103-03	Base Metal Preparation	4
29104-03	Weld Quality	4
29105-03	SMAW – Equipment and Setup	4
29106-03	Shielded Metal Arc Electrodes and Selection	4
29107-03	SMAW – Beads and Fillet Welds	2
29108-03	SMAW – Groove Welds with Backing	2
29109-03	Joint Fit-up and Alignment	4
29110-03	SMAW – Open V-Groove Welds	2
29111-03	SMAW – Open Root Pipe Welds	2
29201-03	Welding Symbols	4
29202-03	Reading Welding Detail Drawings	4
29203-03	SMAW – Stainless Steel Groove Welds & Pipes	2
29204-03	Air Carbon Arc Cutting and Gouging	2
29205-03	Plasma Arc Cutting	2
29206-03	GMAW & FCAW – Equipment and Filler Metals	4
29207-03	GMAW & FCAW – Plate	2
29208-03	GTAW – Equipment and Filler Metal	4
29209-03	GTAW – Plate	2
29210-03	GTAW – Aluminum Plate	2
	Total Number of Questions	**73**

The cut score for this assessment is 76%.

A Skills Demonstration is available.

Notes

NCCT FORMS

NATIONAL CENTER
OR CONSTRUCTION
EDUCATION AND RESEARCH

NCCT SITE REGISTRATION FORM

School Name: _____   Date: _____

Shipping Address:

_____

_____

_____

Mailing Address:

_____

_____

_____

NCCT Coordinator (person authorized to administer NCCT program):

Name: _____

Phone: _____

Fax: _____

Email: _____

Alternate Contact (preferably principal, superintendant or other administrator):

Name: _____

Phone: _____

Fax: _____

Email: _____

NCCT purchases are invoiced twice a month and may be paid by check or credit card. Schools may include a PO number on orders, which will appear on the invoices. Alternatively, payment can be made in advance using a check or credit card.

Which payment method does your site plan to use? _____

_____

For which trades do you plan to use the NCCTs? _____

_____

For which trades do you use the Contren ® Learning Series? _____

_____

Approximately how many students will be tested each year? _____

MAIL OR FAX THIS FORM TO NCCER
352.334.0932
3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

For NCCER Use Only:	*Date received:*
	Date Approved:
	Notes:

Certificate of Understanding – NCCT Coordinator
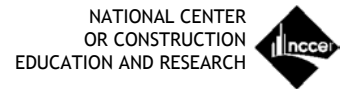
CERTIFICATE OF UNDERSTANDING
- NCCT COORDINATOR-

I have reviewed the National Construction Career Test (NCCT) Procedure Manual, and I understand the National Center for Construction Education and Research (NCCER) requires high standards in all aspects of NCCT administration. I agree to:

- Follow guidelines for ordering, using, and storing tests and reports

- Instruct Proctors in test administration methods

- Regularly monitor and evaluate test sessions, including those who proctor them

- Explain test results to students

- Use the instructional materials on www.provexam.com to learn the Arkiv system

- Remain in good financial standing with NCCER

- Notify NCCER when I will no longer be administering NCCTs

- Comply with all local, state, and federal regulations as they apply to NCCT

By signing and returning this Certificate of Understanding, I accept the role as the authorized person for NCCER to contact with any questions concerning the administration of NCCTs for this registered NCCT school test site.

NCCT COORDINATOR (PRINT NAME)   SIGNATURE

EMAIL: PHONE:

PRINCIPAL/SUPERINTENDENT (PRINT NAME)   SIGNATURE

SCHOOL NAME

_____/_____/_____
DATE

### MAIL OR FAX THIS FORM TO NCCER
352.334.0932

3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

For NCCER Use Only:	Date received:
	Date approved:
	Notes:

NATIONAL CENTER
OR CONSTRUCTION
EDUCATION AND RESEARCH

CERTIFICATE OF UNDERSTANDING
- NCCT PROCTOR-

I have reviewed the National Construction Career Test (NCCT) Procedure Manual, and I understand the National Center for Construction Education and Research (NCCER) requires high standards in all aspects of NCCT administration. I agree to:

- Proctor test sessions according to NCCT procedures
- Follow guidelines for using, scoring, and storing tests and reports
- Explain test results to students
- Use the instructional materials on www.provexam.com to learn the Arkiv system
- Notify my NCCT site's Coordinator for assistance as needed
- Comply with all local, state, and federal regulations as they apply to NCCT

By signing and returning this Certificate of Understanding, I accept the role as an authorized Proctor for this registered NCCT school test site.

NCCT PROCTOR (PRINT NAME)   SIGNATURE

EMAIL: PHONE:

NCCT COORDINATOR (PRINT NAME)   SIGNATURE

SCHOOL NAME

_____ / _____ / _____
DATE

MAIL OR FAX THIS FORM TO NCCER
352.334.0932

3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

For NCCER Use Only:	Date received:
	Date approved:
	Notes:

NATIONAL CENTER
OR CONSTRUCTION
EDUCATION AND RESEARCH

NCCT ORDER FORM

The NCCT Coordinator must complete this form and return it to NCCER. An NCCER staff person will call the Coordinator to confirm the details of the order. No phone or online orders are accepted.

NCCT Site Name:

Must match site name in Arkiv

NCCT Coordinator Name:

Shipping Address:

Phone:

NCCT Coordinator's Email:

Please order carefully. Tests may not be returned for refund or exchange

Test Name	# Paper	# Computer-Based	Subtotal
	@ $24 each	@ $22 each	
Academic Carpentry Level One V2			
Academic Construction Technology V3			
Academic Core V2			
Academic Electrical Level One V2			
Academic Heavy Equipment Operations Level One			
Academic HVAC			
Academic Masonry Level One			
Academic Welding			
Shipping Charges (see chart)			
Handling Fee (see chart)			
TOTAL			$

Requested Delivery Date:

Purchase Order # (if required by your site):

Method of Payment (choose 1):   Invoice   Prepay with credit card   Prepay with check

   If you elect to prepay, the payment must be processed/received before order will be placed.

By signing this order for, I acknowledge that my test site assumes responsibility for the security of the tests received. I further acknowledge that all materials remain the intellectual and material property of NCCER and that NCCER retains the right to determine which organizations may use these tests.

NCCT Coordinator Signature _____   Date _____

MAIL OR FAX THIS FORM TO NCCER
352.334.0932
3600 NW 43RD ST, BLDG. G, GAINESVILLE, FL 32606

For NCCER Use Only:	Date received
	Date processed:

CHART OF HANDLING
AND SHIPPING CHARGES

Ground Shipping (delivery within 3-10 days*):

Orders are shipped within 1 business day of order confirmation. Length of delivery time varies and cannot be guaranteed.

Handling Fee:	$ 5
Shipping for 1-50 tests	$15
Shipping for 51 -100 tests	$25

Expedited Shipping (guaranteed delivery date in 1-2 business days*):

Expedited handling and shipping is required if tests are needed within two days of order confirmation. Expedite requests must be received and approved by NCCER before 2:30 pm EST to ship that day. For timely processing, the NCCT Coordinator should call NCCER to initiate the approval process (888-622-3720).

Expedited Handling Fee:	$50

Two-Day Delivery:
1 – 50 tests	$25
51 – 100 tests	$35

Overnight Delivery:
1 – 50 tests	$35
51 – 100 tests	$45

Example of how to determine handling and shipping charges:

The NCCT Coordinator faxes an order for 30 paper tests to NCCER Monday morning. They need to test on Wednesday, so overnight delivery is required. The total for handling and shipping would be $85. If they can test on Thursday instead, the total for handling and shipping would be $75. If they had planned ahead and ordered at least 10 days in advance, the school would pay only $20 for handling and shipping.

NOTE: Computer tests only incur a flat $5 handling fee—no shipping charges.

* NCCER and Prov are not responsible for shipping delays
caused by weather or shipping company problems

National Construction Career Test (NCCT)
Test Inventory Form

Test Name:

Inventory Location:

Order Information					Distribution				Use					Destruction		
Date Ordered	Date Rec'd	Type	Key	Serial or Booklet No.	Received By	Date Sent	Location	Date Received	Proctored By	Participant ID	Date Given	Date Returned	Destroyed By	Date and Initials	Date and Initials

Notes:

Notes