

2017-18 NCCER Baseline Testing Script & FAQs

[DO: Put the [NCCER anti-cheating poster](#) and NCCER list of prohibited items (available on page 14 of the [NCCER training manual](#)) on the testing-room wall and remove any wall materials that may relate to the assessment. Computers used for NCCER testing must be the property of the school or district, not the test-taker. **Note that NCCER strongly recommends the use of Firefox for all NCCER online testing. Chrome is NOT compatible with NCCER testing.**

Ensure that all testers have signed Registration and Release forms on file prior to testing. Check in test-takers one at a time by verifying their identification. After the test-taker has been checked in, assign the test-taker a seat. Do NOT let test-takers select their own seating. Seating the test-takers in order of sign-in will assist with the testing login procedure. Make sure that any items prohibited by NCCER (including tobacco, food, drinks, hats, caps, jackets, sunglasses, jewelry, and electronic devices) are left at a designated area until testing is completed. Once the test-takers are checked in, do NOT allow them to leave unless they are accompanied by an authorized person. Only one test-taker should be allowed to leave the testing area at any time.

An NCCER-certified proctor must administer NCCER exams. Note that NCCER-course instructors (i.e., construction and manufacturing teachers) may NOT proctor NCCER exams or be around any students taking NCCER exams during the testing process. When multiple testing rooms are required, there must be an NCCER proctor in every room. Additionally, please keep in mind that NCCER requires at least one proctor for every 30 test-takers.

Each test-taker is permitted by NCCER to use a basic calculator (not graphing, scientific, or construction calculator) during the exam. The RCU recommends that districts NOT allow students to use the calculators built in to the operating systems on most computers as this can be a test-security issue. Each test-taker is permitted by NCCER to have a pencil and two sheets of scratch paper at a time. If additional scratch paper is needed, the test-taker should exchange the original two sheets for two fresh sheets.

Other than calculator and pencil/scratch paper, test-takers are authorized to use only those supplementary reference materials that have been approved by NCCER for a particular assessment, as shown on the test-taker's "Checkin" screen. [NOTE: None of the custom NCCER assessments used for testing secondary CTE students in Mississippi will require supplementary printouts or formula sheets. You should see a note on the screen confirming that "No graphics are needed for this test." These tests are closed-book, closed-notebook.]



SAY:

Good morning/afternoon:

On behalf of NCCER and the Mississippi Construction Education Foundation, I want to welcome you to this assessment session and wish you success in your efforts today. If at any time during the following instructions you have a question, please raise your hand, and I will assist you.

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

NCCER procedures will be observed at all times during this assessment session. Personal items that are not permitted for use during NCCER testing should have already been collected from you by the proctor(s).

NCCER does not tolerate cheating, and anyone caught cheating will not be allowed to complete the test and may face other serious consequences, including being barred from future NCCER testing. *[Pause and gesture to the NCCER anti-cheating poster.]* Talking is not permitted during NCCER tests. Other than basic calculators, electronic devices of any kind may not be accessed during the assessment process.

Test-takers are permitted to use scratch paper during the assessment. Test-takers are not allowed to share materials of any kind during the assessment session. There is to be no comparing of materials between participants. This test is closed-book—no notes or textbooks may be in the testing room.

If during this session you need to use the restroom, please raise your hand. I will collect your assessment 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 assessment room. You will not be granted any additional time for taking your assessment. Therefore, make your breaks as short as possible.

The NCCER test has a 2-hour time limit. A timer will appear on the screen and will count down the time automatically. *[Students with extended time due to an IEP accommodation may receive up to one school day to test. Testing one student over multiple days is not permitted. The proctor should permit the students to test with the time permitted by their IEPs.]*

Districts who wish students to have extended time and/or reader accommodations based on IEP guidelines must submit the accommodation documentation form to the RCU. Testing in small groups, physical accommodations, testing with a familiar teacher, prompts to stay on task, and so forth are examples of accommodations permitted by NCCER that do not require an accommodation documentation form to be submitted to the RCU.]

When taking the assessment, if you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer. During the assessment, you may find that you have a question or concern about a particular assessment question. Because of the nature of the assessment process, NCCER is unable to answer questions of a technical nature during the assessment process. NCCER proctors may not answer questions about test content or define words. However, your concerns are important to NCCER, and we would like to know what they are. Therefore, if you have a comment about any question on the assessment or about the assessment itself, please make a note in the question's comment box. Be specific when commenting about an assessment question. Keep in mind that you must complete all comments within the timeframe allotted for the assessment. All comments will be forwarded to the NCCER's testing company where they will be evaluated for merit. Any adjustments made as a result of your comments will be reflected in subsequent assessment scores.

Do not waste time on any one item or spend too much time making comments about questions; remember, if you are unsure about a question or want to make a comment, you may return to the question later if time permits.

Do you have any questions about these instructions so far? *[Pause to take questions.]*

Now the proctor(s) will assist you in logging into your NCCER assessment "Checkin" screen. Once you see this screen, await my instructions. Do not work ahead.

[DO: Proctors should now go to <http://www.nccer.org> and select "myNCCER" at the top of the page. Then select "Testing Management System" (do NOT select "NEW Testing System").

On the right side of the screen under "Administrative Login," input the proctor's NCCER User Name (your NCCER wallet card ID number) and Password (received from MCEF) into the fields. Then click "Administrative Login." **The proctor should now refer to Appendix A for instructions and screenshots. Proceed through Step 6 outlined in Appendix A.**

A candidate who has never tested with NCCER may be requested to input demographic information. To enter demographic information, test-takers should select the down arrows to the right of each field. This will provide the test-taker with a drop-down list of demographic information from which to select.

Test-takers should select only one answer to each question. Demographic questions include:

- Formal Education Completed: Select the highest level the student has achieved.
- Craft Training: Indicate the type of training provider.
- Years in Craft: Indicate how many years of work experience or education the student possesses for the trade in which the student is being assessed. For example, enter (01) if the student has taken the Year 1 course at the CTE center.
- Gender
- Race

One instruction test-takers may see when they begin the NCCER exam is to press the F11 key on the keyboard. This will take the screen size to the fullest possible extent. This gives the test-takers the maximum viewing area while taking the test so that they do not need to scroll through the system.]

SAY:

All students should now see their name and assessment listed on the “Checkin” screen. If this information is correct, select “Verify” and then “Next Step.” *[Pause and assist students as needed. Verify their name and the correct test are shown on the screen.]* **Your “Checkin” screen will now show a “Y” to show that your identify and test have been verified.** *[Pause and assist students as needed.]* **Now you must review the NCCER Security Statement. Select “Verify” and review and accept the statement.** *[Pause and assist. Students who do not accept the statement cannot test.]* **You should now select “Next Step.”** *[Pause and assist.]* **You should now be at the “Computer Testing Instructions” page. THIS IS THE LAST PAGE YOU WILL SEE BEFORE THE ACTUAL TEST BEGINS. DO NOT CLICK “NEXT STEP” UNTIL I TELL YOU TO DO SO. Review the computer testing interface.** *[A copy of the computer testing interface screen may be provided to students for reference during testing.]*

Students who complete the test prior to time expiring may check their answers if desired. The student should then select the “submit” button, which looks like a stop sign with an “x” inside. A confirmation notice should appear asking you to verify that you wish to end the test. Once you submit the exam, close the browser and stay seated until further notice. The proctor will then collect your calculator and scratch paper. Remember, all answers must be marked on the computer screen, not on the scratch paper.

If your testing time runs out, your test will submit automatically.

You may check with your NCCER test proctor for your exam results. Results may take 2-3 weeks to be made available to proctors.

Does anyone have any questions? *[Pause and assist.]*

Now select “Next step” to begin the assessment.

[DO: Test administrators and proctors should follow their testing responsibilities, as listed in the attached *Appendix*. Regarding the disposal of scratch paper, follow your district guidelines. NCCER recommends shredding scratch paper.]

Appendix – General Testing Responsibilities

Prior to administering any national certification exam, please review the following testing responsibilities.

Frequently Asked Questions

How do I build an NCCER course shell and load up an exam?

Course shells and tests have already been created and preloaded for you. Please DO NOT add a test to your NCCER course shell. If you have questions about this issue, [please contact the RCU or MCEF before testing](#).

How do I load my students into the course shells and activate the exams?

The national NCCER office has released a very helpful training video just for our state. It shows how to load students into the NCCER course shells and activate/enable exams: http://youtu.be/gL9AW_bTq8Q

After loading students into shells, on the Class Dashboard page under Activities, select “Place Order.” Then check the boxes of the students who will test or select “Select all.” An Order Summary will now appear. A cost should not appear next to “Total.” Leave the order information (e.g., PO field) blank and select “Accept.” This will return you to the Class Dashboard page and you will see a message at the top of the screen confirming your tests have been ordered. *There is no charge to your school or students to order these exams.* Now you will be able to activate the exams. Please refer to the demo video above or the website resources for steps on activating exams.

Do I have to wait until testing day to load up my students and activate exams?

No, you may go ahead and do this process any time between Aug. 14-Sept. 8.

What is my student’s login information? Does my student need a voucher?

The student does not actually log in or use a voucher. The proctor logs into the computer, views a list of students with activated exams, then highlights the student’s name who is about to test using that computer and launches the student’s exam. This is all done using the proctor’s login credentials. If you do not know your login credentials, please contact Dianna Zendejas at MCEF (dianna@mcef.net or 601-605-2989).

Do I input the Registration and Release form information in the NCCER testing system?

As of 2015-16, you are no longer required to input the Registration & Release (R&R) form data into the NCCER database (but you do still need to have completed R&R forms for all students on file).

Should I load my students up using their Social Security Number?

No, use only the student’s MSIS (or NCCER identification number if the student has one – i.e., blue wallet card number).

What if my student’s computer freezes, he/she clicks the mouse and nothing happens, or the Internet goes out?

First, please make sure the user is using Firefox. NCCER testing only works well with Firefox. It does not work well with Chrome or Internet Explorer. To recover from an unexpected event, such as power failure, computer failure, or other unforeseen emergency, the proctor must simply log back into the “Testing Management System” tab, selecting the “Launch Tests” responsibility. An option should appear to resume the test already in progress.

Prov maintains a log of the last question viewed, as well as the testing time that was remaining. To continue with the previously interrupted exam, press the **Resume Exam** button. **If this does not resume the test, call Dianna Zendejas at the MCEF (601-605-2989) *immediately*; do not let students leave before calling Dianna.**

My student is asking why some figures are taking so long to load. What should I do?

Make sure the student is testing using Firefox. Some figures may take a minute or so to load, depending on their size.

My student’s graphic did not load or is missing. What should we do?

Make sure the student is testing using Firefox. If a test asks about a graphic but there is no graphic displayed, the student should click on the comment icon and make a comment before submitting the test.

Why won’t my student’s test submit?

Make sure the student is testing using Firefox. To stop the test, students have to hit the stop-sign icon. Once students hit this finish icon, it can take about a minute or so before the test actually stops. If all else fails, keep in mind the test will automatically submit when the timer runs out (two hours).

My student was absent for baseline testing or forgot to bring the R & R form. What should I do?

If the students don’t return the R&R forms, then they will not be able to baseline test. If students are absent on testing day, your district may choose to administer a make-up exam any time on or before September 8. After this date, no baseline testing should occur.