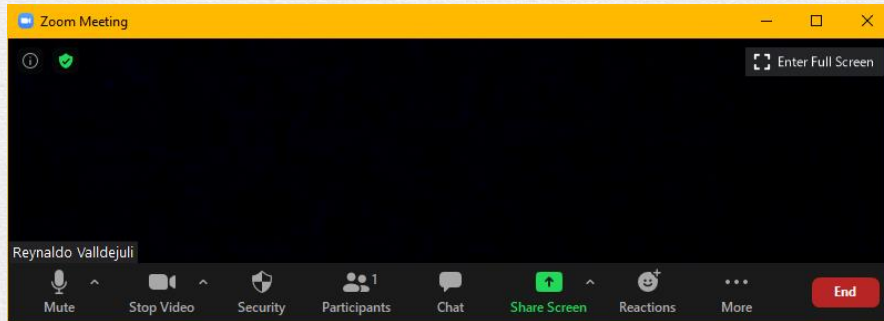


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



NCCER Online Testing

May 10, 2021

Introduction

- System requirements and features
- Purchasing
- Reporting
- NCCER instructor and Proctor Training



A watercolor illustration of a tree on the left side of the frame. The tree has a thick, light green trunk and several branches with green leaves. The ground is depicted with a dark green, textured watercolor wash at the bottom. A small, purple, pointed shape is visible near the base of the tree. The background is a light gray gradient.

System Requirements and Features

Online Testing System

Mandatory as of August 1, 2021

Important! Cell phones may NOT be used for testing

Web-based Platform – No software or hardware requirements

- Operates on:
 - a) All major browsers
 - b) All device types – laptops, tablets, iPads, MacBooks, etc.
- Automatically creates, scores, stores and submits module test
- Reports completed performance modules
- Generates multiple test versions
- If a trainee does not end test or tries to access another server, the online testing system will lock the test taker out.

Lockdown Browser

How to resume a Module Test

1. Log into the **NCCER Testing System** as the **Proctor**
2. Select your **testing location** and then choose **Proctor** button
3. Instruct the **test taker** to complete **steps 1 & 2** under **test taker steps**
4. Once the **test taker** clicks **resume**, click within the **started at** date field

Student Login

How to Log In & Start a Test

1. Log into the **test taker** Login (<https://testing.ncer.org>)
2. Select applicable **alternate identification type**
3. Select **alt id type** and **enter id number**
4. Enter **last name**
5. Click the **login button**



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Purchasing Test

Purchasing

Pre-Purchasing – Purchase Test

- Do not expire
- Not designed for a specific student, test, or instructor
- Discounted pricing available
- May use a Purchase Order

Pay-As-You-Go

- Monthly invoice
- No price discount

Purchasing

Craft and Management Module Tests

- \$3.00 per test
- **Pre-Purchased Discount Levels**
 - Prices will be updated once NCCER releases new pricing information

Purchasing

- **Free Retesting Starts June 1, 2021**
- No fee for performance profiles
- Translated (Spanish) test are \$5 each. No discounts available



Reporting



Reporting

Multiple view/print options

- Onscreen grid view
- Export to excel/CSV
- Print grid, excel or detailed report

Report Types

- Score report
- Assigned test report
- Test activity report
- Training prescription



Module Score Report and Training Prescription

00101-15 - Basic Safety

Name: [REDACTED]	Date: 12/3/2020
Card #: [REDACTED]	Score: 43
Testing Location: XYZ Technical School Plus - Training Unit (TU)	Status: Training Recommended

TRAINING PRESCRIPTION

The section numbers listed below reference the subject areas where remediation training is recommended.

Module Number	Module Name	Section
00101-15	Basic Safety	3.2.1
00101-15	Basic Safety	3.1.1
00101-15	Basic Safety	5.2.0
00101-15	Basic Safety	5.2.1
00101-15	Basic Safety	4.2.0
00101-15	Basic Safety	2.2.4
00101-15	Basic Safety	6.1.2
00101-15	Basic Safety	3.2.1
00101-15	Basic Safety	2.2.2
00101-15	Basic Safety	2.3.2
00101-15	Basic Safety	3.2.1
00101-15	Basic Safety	1.3.2
00101-15	Basic Safety	3.1.1
00101-15	Basic Safety	2.3.1
00101-15	Basic Safety	6.4.4; Figure 72
00101-15	Basic Safety	4.2.0
00101-15	Basic Safety	2.2.3

Training Prescription

As of September 26, 2018 NCCER's testing system provides [training prescriptions](#) (section references to missed items) as part of the craft module printed score report. The training prescription portion will list craft module section numbers for the questions answered incorrectly.

In order to view the craft score report and training prescription, the testing system user will:

- Select **score report** from the menu options
- Enter at least 1 search criteria in the score report
- From the queried results, select at least 1 test taker's record
- Select **print detailed report**
- Training prescription will print as part of the printed score report



NCCER Instructor and Proctor Training

Online Testing System Instructor Training

[Testing System Training Part 1](#) covers initial set-up, creating groups, favorite list, as well as test assignment process

[Testing System Training Part 2](#) covers the authorization and proctoring of online module tests, entering completed performance profiles, and pulling various reports, including student's score report & training prescription

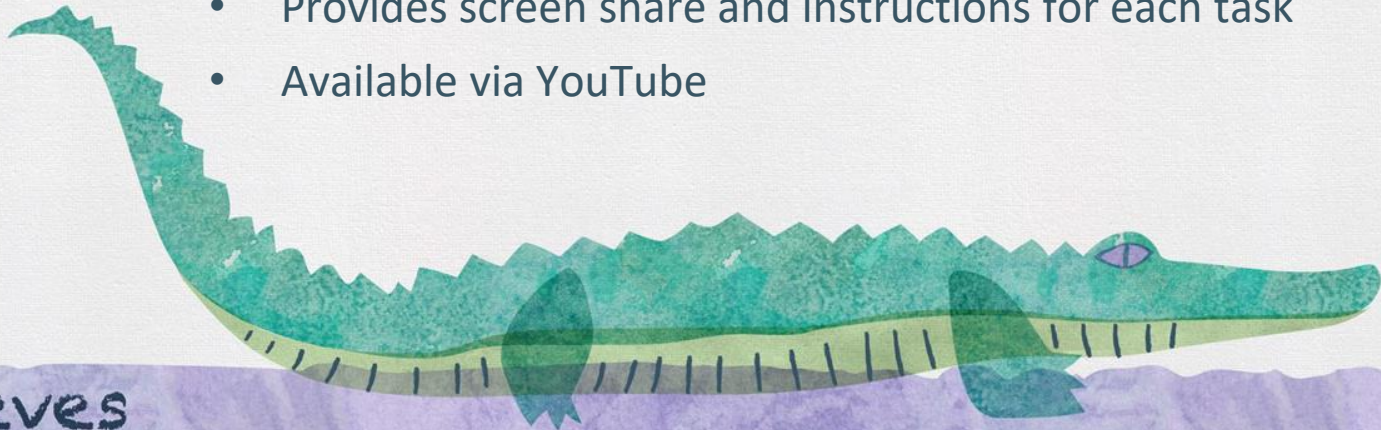
- Free
- 2-part training (1 hour each), including Q&A
- Provides system walk-through, best practices, and printable resources
- 3-days per week, every week
- Twice per month evening training



Online Testing Mini Support Videos

Online testing training videos – [NCCER Testing System Training Videos](#)

- Task based
- Less than 5 minutes each
- Provides screen share and instructions for each task
- Available via YouTube



Support Documents

Printable resources – [NCCER testing system support documents](#)

- Step-by-Step “how to” documents
- Infographics
- Reference documents – [user manual](#)

Testing emergency support – NCCER provides support for any instructor/proctor having issues

- 7:00 a.m. – 9:00 p.m. Monday – Friday
- Toll Free 888-622-3720



Curriculum Proctor

Curriculum Proctor

The **curriculum proctor** is an individual selected to deliver and monitor tests who must be approved by the ATS. The decision on who can proctor is left up to the discretion of the local school district.

Responsibilities

- Proctoring module tests
- Verify trainees have completed a [registration and release form](#)
- Working with sponsor representative for any special needs/accommodation request
- Maintaining confidentiality and security of all training and testing materials
- Maintaining training and testing documentation for audit purposes
- Following all NCCER policies and procedures stated in the [ATS Guidelines](#)



Curriculum Proctor



Certification Process

- Successfully complete the [Curriculum Proctor Certification Training](#) led by an NCCER Master Trainer and pass the required test
- Proctor Training is posted on [Super Summer Institute](#)
- Complete the [Registration and Release Form](#)
- Complete the [Responsibilities and Liabilities Form](#)

Master Trainer submits the Registration of Curriculum Certifications in the Registry System.

Sponsor Representative must approve all submissions in the Registry System

Contact Information

Troy Borne

Education Program Consultant

Office of Career and College Readiness

Louisiana Department of Education

troy.borne@la.gov

225.276.4256