



500 North Bronson Avenue
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800.334.6283
www.nocti.org

Check-Out/In Form

The check-out/in form is intended to be used by school support personnel to track assessment materials assigned to proctors and/or evaluators.

Who is eligible to proctor online and paper/pencil assessments?

- NOCTI recommends that teachers do not serve as proctors. Removing teaching staff from the proctoring process increases the integrity of your assessment program.
 - Examples of acceptable proctors include non-instructional staff such as guidance counselors, testing coordinators, computer lab coordinators, and substitute or retired teaching staff.

Who is eligible to evaluate the performance assessments?

- NOCTI prohibits teachers from evaluating during the performance assessment.
 - Third-party individuals must be identified when selecting evaluators and may include the following individuals: advisory committee members, private contractors, local businesspersons, military personnel, and qualified non-instructional staff trained and working in the occupation being assessed (e.g., school nurse, maintenance staff).

Building a Competent Workforce through Creative Learning Solutions



Check-Out/In Form

Date: _____

Example:

Program Name: Veterinary Science	
NOCTI Test Title: Small Animal Science	
Proctor/Evaluator Name: John Smith (person picking up materials)	Quantity: 10*
Check-Out Signature:	Support-Staff Initials:
Check-In Signature:	Support-Staff Initials:

*Quantity- This is the number of user codes provided to the proctor or set of test materials. A set will include a written test booklet and answer sheet or performance test booklet and evaluator guide.

Program Name:	
NOCTI Test Title:	
Proctor/Evaluator Name:	Quantity:
Check-Out Signature:	Support-Staff Initials:
Check-In Signature:	Support-Staff Initials:

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NOCTI Test Title:	
Proctor/Evaluator Name:	Quantity:
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