



Knightdale High School

Testing Office

www.wcpss.net/knightdalehs/testing

<https://bit.ly/khs-ppta>

KHS Submissions at <https://bit.ly/khs-pptadoc2>

The ***NCDPI Policies and Procedures for Test Administrations*** online training course is an annual training expectation designed for **completion by all test administrators before any test is administered in the school**. The course reviews policies and procedures for test administrations that are consistently included across Annual Testing Program test administrations guides. Beginning with the 2022-23 school year, school test coordinators will not need to review this content with school test administrators. Test training will only focus on new and test-specific content.

1. Certificates of completion are generated upon successful completion of the course.
 - School test coordinators will establish an appropriate timeline for school test administrators to complete the course. School test coordinators are expected to store certificates of completion (either paper or electronic) by a set deadline for the current school year
2. Staff are **not** permitted to administer tests required by the Annual Testing Program without a certificate of completion on file for the current school year.

Directions for accessing the course:

1. Use the following link to access NC Education and the online training course: <https://center.ncsu.edu/training/>
2. Log in to NC Education with your username and password
 - a. You will likely need to reset your password!!
 - b. [Directions to Create a new NC Education Account](#)
3. In the Navigation Box, click "**Courses**"
4. Click "**Policies and Procedures for Test Administrations**".
5. Click "**Enroll me**".
6. Click Enter in the middle of the page to begin the course.
 - a. "Pop-Ups" will need to be allowed to access the course. The course will open in a separate window.
 - b. The course will track the progress in the event the participant needs to log out and finish later. To save course progress the participant must click the "**Exit Course**" button in the top right corner. If this button is not clicked, course progress will not be saved.
 - c. The last page in the course displays a certificate of completion. The participant must type in his or her name and the date. There are instructions on the bottom of the screen to assist participants with saving and printing a copy of the certificate of completion.
 - d. After obtaining the certificate of completion, a hand-waving icon will appear on the screen and the browser may be closed.

7. Submit a screenshot or a PDF of your certificate of completion to the Google Form at <https://bit.ly/khs-pptadoc>