Online Testing Information for Advisors and Your Designated Proctors

SkillsUSA Wyoming State Leadership and Skills Conference

Timeline:
April 1: Testing **Accommodations due to State Director
April 6: Testing Window Opens
April 9 by 5pm: Last day for Competitor Substitutions
April 11 at 8pm: Testing Window Closes

The SkillsUSA Wyoming State Association will be conducting online competition testing prior to the State Leadership and Skills Conference. Below are details regarding how this process will be facilitated, test accommodation available, preparation resources, and guidance for troubleshooting.

How will this be facilitated?

SkillsUSA Wyoming will administer online testing through SkillsUSA's NOCTI online test center login page. Students registered to compete at the State Leadership and Skills Conference will receive a test code and password that is specific to each test they are required to complete. **Note**: There is only one (1) attempt allowed. Students should not log in until they are ready to complete a test. **Reminder**: Using another competitor's credentials will result in a **zero (0)** for the test.

Test codes and passwords will be provided by the **state director** to test proctors to schedule and oversee the testing process.

Is there testing accommodation?

Testing accommodation is available for students with formalized plans (e.g., Individualized Education Plan, 504 Plan). English Language Learner (ELL) accommodations must align with state requirements and guidelines. It is the testing site's responsibility to ensure that learners receive appropriate accommodation in accordance with local, state, and federal standards.

***Advisors must request accommodation for **extended time** or **text-to-speech** during registration as these must be enabled before the testing session. Most online state knowledge tests will include 50 questions and have a 60-minute time limit. Exceptions (e.g., medical math, medical terminology, related technical math) which have a 2-hour time limit as outlined in the national technical standards.

How can we prepare students for online testing?

NOCTI offers a demo test to familiarize students and proctors with the testing platform. Visit https://Testing.NOCTI.org/SkillsUSA and click on the "Try the Testing System" button. **No login credentials are required**. The demo test consists of nine questions and allows users to explore navigation and built-in accessibility tools.

Additionally, proctors and competitors can use the "Get Device Ready for Testing" feature on the same page to check system compatibility before scheduling a test session.

What does the proctor do if they are having issues locating student testing credentials?

If a proctor is having issues locating student testing credentials sent by the state director, they can contact the SkillsUSA Customer Care Team for assistance. The team can help confirm and retrieve testing credentials for registered competitors to ensure the student can access their test. Encourage the proctor to provide details such as the student's name, state, and competition to expedite the process.

- **Online Chat:** SkillsUSA.org/Customer-Care/
- **Email:** customercare@skillsusa.org
- **Phone:** (844) 875-4557

What should a proctor do if a student encounters technical issues?

For technical support, contact NOCTI Technical Assistance at (800) 278-8506, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern. Refer to the SkillsUSA NOCTI Proctor Guide for additional troubleshooting steps.

Will I, as an advisor, have my own account?

No, advisors will not receive accounts for accessing competition tests. This ensures the security of testing materials. Advisors are not required to take any direct action during the testing process.

We appreciate your support in making this online testing experience seamless for your students. Should you have any questions, please do not hesitate to reach out.

Best Regards,
Your State Conference Leadership Team