

Administrative Assisting Assessment

Credential Source

Name	NOCTI
Web Site	http://www.nocti.org
Contact Information	Lisa Brauher 500 North Bronson Avenue Big Rapids, MI 49307 231.796.4890 lisa.brauher@nocti.org

Credential Contractor

Name	Same as source
Contact Information	Same as source

Test Administration

Test Site	School: Online School: Paper/Pencil
Can the instructor take this test?	No
Details	https://www.nocti.org/PDFs/JobReady/4101_Administrative_Assisting.pdf
Number of Test Items	195
Time Allowed	180 minutes
Passing Score	60.1%
Cost	\$22 (https://nocti.org/Pricing.cfm)
Additional Information	<ul style="list-style-type: none">• A performance component is available at an additional cost.• Tests must be administered in a proctored environment following NOCTI's test administration guidelines.• Immediate scores are generated for online test administration.
Accommodations	Students with disabilities <ul style="list-style-type: none">• Multiple test sessions• Time of day• Test location• Adaptive or special furniture• Special lighting• Written directions accompanying oral directions• Amplification equipment• Headphones, earmuffs, or ear plugs• Large-print test• Read-aloud test• Audio test• Interpreting/transliterating testing directions• Interpreting/transliterating the test• Examiner records responses

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| | <ul style="list-style-type: none">• Read back student response• Calculator and arithmetic tools |
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English Learners

- Audio test
- Examiner records responses
- Flexible schedule
- Multiple test sessions
- Read-Aloud test
- Test directions delivery

[Possible Preparatory Courses](#)

Computer Information Systems (6612/36 weeks)

Computer Information Systems, Advanced (6613/36 weeks)

Digital Applications (6611/36 weeks)

Legal Administration (6735/36 weeks)

Medical Administration (6730/36 weeks)

Office Administration (6621/36 weeks)

Office Specialist I--Preparation (6740/36 weeks)

Office Specialist II--Preparation (6741/36 weeks)

Office Specialist III--Preparation (6742/36 weeks)