

# Administrative Services Assessment

## Credential Source

<b>Name</b>	NOCTI
<b>Web Site</b>	<a href="http://www.nocti.org">http://www.nocti.org</a>
<b>Contact Information</b>	Lisa Brauher 500 North Bronson Avenue Big Rapids, MI 49307 231.796.4890 <a href="mailto:lisa.brauher@nocti.org">lisa.brauher@nocti.org</a>

## Credential Contractor

<b>Name</b>	Same as source
<b>Contact Information</b>	Same as source

## Test Administration

<b>Test Site</b>	School: Online
<b>Can the instructor take this test?</b>	No
<b>Details</b>	<a href="https://www.nocti.org/PDFs/JobReady/1205_Administrative_Services.pdf">https://www.nocti.org/PDFs/JobReady/1205_Administrative_Services.pdf</a>
<b>Number of Test Items</b>	107
<b>Time Allowed</b>	120 minutes
<b>Passing Score</b>	64.6%
<b>Cost</b>	\$13 ( <a href="https://nocti.org/Pricing.cfm">https://nocti.org/Pricing.cfm</a> )
<b>Additional Information</b>	<ul style="list-style-type: none"><li>• A performance component is available at an additional cost.</li><li>• Tests must be administered in a proctored environment following NOCTI's test administration guidelines.</li><li>• Immediate scores are generated for online test administration.</li></ul>
<b>Accommodations</b>	<b>Students with disabilities</b> <ul style="list-style-type: none"><li>• Multiple test sessions</li><li>• Time of day</li><li>• Test location</li><li>• Adaptive or special furniture</li><li>• Special lighting</li><li>• Written directions accompanying oral directions</li><li>• Amplification equipment</li><li>• Headphones, earmuffs, or ear plugs</li><li>• Large-print test</li><li>• Read-aloud test</li><li>• Audio test</li><li>• Interpreting/transliterating testing directions</li><li>• Interpreting/transliterating the test</li><li>• Examiner records responses</li></ul>

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