

## Assessment Information Sheet

**Program Concentration Area:** Business & Computer Science

<p><b>Career Pathway:</b> Small Business Development</p>	<p>Students must successfully pass the following three courses in order to sit for the End-of-Pathway Assessment:</p> <ul style="list-style-type: none"> <li>• 06.41600 Business Essentials</li> <li>• 06.41500 Legal Environment of Business</li> <li>• 06.41700 Entrepreneurial Venture</li> </ul>
<p><b>Credentialing Exam:</b></p>	<p><b>Fundamental Business Concepts</b></p> <ul style="list-style-type: none"> <li>• Certification Assessment developed by the A*S*K Business Institute (Assessment of Skills &amp; Knowledge for Business) <a href="http://www.nocti.org/CertificateProgram-ASK.cfm">http://www.nocti.org/CertificateProgram-ASK.cfm</a></li> <li>• Multiple-Choice Only</li> </ul>
<p><b>Testing Agency:</b></p>	<p>Exam dispensed by NOCTI Link: <a href="http://www.nocti.org/">http://www.nocti.org/</a></p>
<p><b>Exam Blueprint:</b></p>	<p>To view the competencies tested in this exam, go to the following link: <a href="http://www.nocti.org/PDFs/ASK/8138%20&amp;%208158%20ASK%20Fundamental%20Business%20Concepts.pdf">http://www.nocti.org/PDFs/ASK/8138%20&amp;%208158%20ASK%20Fundamental%20Business%20Concepts.pdf</a></p>
<p><b>Exam Cost:</b></p>	<p>\$20.00</p>
<p><b>Duration of Exam:</b></p>	<p>Total Administration Time: 100 Minutes</p> <p><u>Multiple Session Administration</u> This assessment can be administered in:</p> <ul style="list-style-type: none"> <li>• One 100- minute session</li> <li>• Two 50-minute sessions</li> <li>• Three 33-minute sessions</li> </ul> <p>Session preference is designated at the time orders are placed.</p>
<p><b>Number of Questions:</b></p>	<p>100 questions</p>
<p><b>Exam Cut Score:</b></p>	<p>Certified High Achiever - 70% Certified High Achiever, Exemplary Performance - 90%</p>
<p><b>NOCTI Customer Setup and Test Ordering Information:</b></p>	<p><u>Become a NOCTI Customer</u></p> <ol style="list-style-type: none"> <li>1. Designate a site coordinator (<b>teachers cannot serve as site coordinators</b>).</li> <li>2. Download a Testing Agreement and review the NOCTI Security Policy at <a href="http://www.nocti.org/GettingStarted.cfm">www.nocti.org/GettingStarted.cfm</a>.</li> <li>3. Complete the Testing Agreement being sure to include appropriate signatures and position titles.</li> <li>4. Email/Fax the completed testing agreement to NOCTI.</li> <li>5. Receive a welcome email from NOCTI with account details and access to a password protected Client Services Center.</li> <li>6. Access the Client Services Center to place orders, pick up user codes for test administration, view score reports, and access resource materials.</li> </ol>

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	<p>7. Attend a Site Coordinator Training webinar (strongly recommended) - <a href="http://www.nocti.org/Webinar.cfm">http://www.nocti.org/Webinar.cfm</a></p> <p><b>Note:</b> Current NOCTI customers only need to complete a testing agreement in the event of a site coordinator or school contact information change.</p> <p><u>Place Orders</u></p> <ol style="list-style-type: none"> <li>1. Site Coordinators place orders online at the Client Services Center.</li> <li>2. A drop down box is used to select the type of assessment being ordered. Select Certificate and Partner Programs.</li> <li>3. Credit card or purchase order is required at the time of order.</li> <li>4. Orders for online assessments are processed in two business days.</li> </ol> <p>Site Coordinators receive email notification when orders are processed and user codes are available at the Client Services Center.</p>
<p><b>Proctoring Guidelines:</b></p>	<p><u>Online Testing</u></p> <ul style="list-style-type: none"> <li>• Site Coordinators:             <ol style="list-style-type: none"> <li>1. Review the Proctor Guide for Online Administration at the "Locate Resources" section of the Client Services Center.</li> <li>2. Select proctors following NOCTI's Security Policy.</li> <li>3. Provide a copy of the Proctor Guide to proctors for review and use during administration.</li> </ol> </li> </ul> <p><u>NOCTI Security Policy Excerpt</u>            Instructors teaching in the content area for which the assessment will be administered are prohibited from proctoring the online tests for their own students or students in a similar educational setting.</p>
<p><b>Testing Format:</b></p>	<p>Administered using QuadNet, NOCTI's online administration system.</p> <ul style="list-style-type: none"> <li>• Testing URL provided at the Client Services Center and in the Proctor Guide for Online Administration</li> </ul>
<p><b>Required Computer Software Specifications:</b></p>	<p>Complete computer setup information is available at the Client Services Center. Site Coordinators should share the setup information with technology staff well in advance of testing.</p> <p><u>Windows Users</u>            Minimum Operating System and Hardware Requirements:</p> <ul style="list-style-type: none"> <li>• Windows 2000 Professional, Windows XP, or Windows Vista current with service packs and updates. All necessary</li> </ul>

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	<p>service packs and updates can be obtained at no charge by using the Windows Update feature on your local machine.</p> <ul style="list-style-type: none"> <li>• 128 MB RAM</li> <li>• Pentium II-350 MHz processor</li> <li>• 1024 x 768 resolution is highly recommended</li> </ul> <p><u>Mac Users</u>            Minimum Operating System and Hardware Requirements:</p> <ul style="list-style-type: none"> <li>• OS X version 10.3.9 or higher</li> <li>• 128 MB RAM</li> <li>• G3 processor</li> </ul>
<b>Test Availability:</b>	<ul style="list-style-type: none"> <li>• Year round availability</li> <li>• Pre-Testing Available – Site Coordinators should review the NOCTI Pre-Assessment Policy available at the Client Services Center when considering pre-testing</li> </ul>
<b>Testing Agency Contact:</b>	<p>Name: Heidi Speese            Title: Senior Project Coordinator            Telephone Number: 800-334-6283, ext. 225            Email Address: <a href="mailto:Heidi.speese@nocti.org">Heidi.speese@nocti.org</a></p> <p><u>Specific Inquiries</u>            Ordering: <a href="mailto:orders@nocti.org">orders@nocti.org</a> or 800-334-6283            General, Technical Support, Scoring: <a href="mailto:nocti@nocti.org">nocti@nocti.org</a> or 800-334-6283</p>
<b>GaDOE Contact for Credentialing:</b>	<p>Name: Mamie Hanson            Telephone Number: (404) 657-6279            Email: <a href="mailto:mhanson@doe.k12.ga.us">mhanson@doe.k12.ga.us</a></p>
<b>GaDOE Contact for Curriculum Area:</b>	<p>Name: Misty Freeman            Telephone Number: (404) 657-8307            Email: <a href="mailto:mfreeman@doe.k12.ga.us">mfreeman@doe.k12.ga.us</a></p>