

## Assessment Information Sheet

**Program Concentration Area:** Healthcare Science

<p><b>Career Pathway:</b> Therapeutic Services: Medical Services</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>• 25.52100 Introduction to Healthcare Science</li> <li>• 25.52200 Application of Therapeutic Services</li> <li>• 25.52500 General Medicine</li> </ul>
<p><b>Credentialing Exam:</b></p>	<p>National Certified Medical Office Assistant (NCMOA) <b>NOTE:</b> Students in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades may sit for this credentialing exam, but any student passing the exam <b>will not</b> receive their certificates (or certification) until they graduate from high school.</p>
<p><b>Testing Agency:</b></p>	<p>National Center for Competency Testing (NCCT) <a href="http://www.ncctinc.com/">http://www.ncctinc.com/</a></p>
<p><b>Exam Blueprint:</b></p>	<p>To view the competencies that will be tested on this exam, go to the following link: <a href="http://www.ncctinc.com/documents/medical%20office%20assistant%20content%20outline.pdf">http://www.ncctinc.com/documents/medical%20office%20assistant%20content%20outline.pdf</a></p>
<p><b>Exam Cost:</b></p>	<p>\$90.00 per student</p>
<p><b>Duration of Exam:</b></p>	<p>3 hours</p>
<p><b>Number of Questions:</b></p>	<p>186 questions</p>
<p><b>Exam Cut-Score:</b></p>	<p>70%</p>
<p><b>Test Ordering Information:</b></p>	<p>To establish your school as a testing site, a "School/Test Site Application Form" must be completed and faxed to (913-766-7024) or emailed to Rachel Wood at <a href="mailto:rachel@ncctinc.com">rachel@ncctinc.com</a>. The "School/Test Site Application Form" can be found at the following link, pages 42-43: <a href="http://www.ncctinc.com/Documents/2010%20College%20Test%20Site%20Handbook/index.html">http://www.ncctinc.com/Documents/2010%20College%20Test%20Site%20Handbook/index.html</a></p> <p>To place an order for this exam, a <b>Medical Office Assistant Program Approval Form</b> must be completed and faxed to the above referenced number before exams can be dispensed. The form can be found at the above link on pages 28-29.</p> <p>To order review guides and practice exams, go to the following link: <a href="http://www.ncctinc.com/documents/Book%20Order%20Form%202011_0.pdf">http://www.ncctinc.com/documents/Book%20Order%20Form%202011_0.pdf</a></p>
<p><b>Proctoring Guidelines:</b></p>	<p>Schools must designate a professional staff member to serve as the exam coordinator. <b>The "exam coordinator" will:</b></p> <ul style="list-style-type: none"> <li>• Schedule exams</li> <li>• contact and confirm proctors (2 weeks prior and again 1 day</li> </ul>

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	<p>before the scheduled exam</p> <ul style="list-style-type: none"> <li>• assist candidates with applications as needed</li> <li>• notify proctors, NCCT, and examinees of any changes to the test schedules</li> <li>• make sure their test environments are suitable for all candidates to test fairly and equitably</li> <li>• admit proctors to the test sites, provide them with test rosters and assist them as required to meet NCCT test policies</li> </ul> <p><b>NOTE:</b> Exam coordinators <b>CANNOT</b> have access to certification exam content or do anything that might call into question whether they have accessed test content.</p> <p>Your school must complete the "<b>Exam Coordinator</b>" Application and fax it to Rachel Wood (913-766-7024). This form can be found at the following link on pages 44-46:  <a href="http://www.ncctinc.com/Documents/2010%20College%20Test%20Site%20Handbook/index.html">http://www.ncctinc.com/Documents/2010%20College%20Test%20Site%20Handbook/index.html</a></p> <p>Additionally, a "<b>Proctor Form</b>" must be completed and faxed to Rachel Wood also at the above referenced fax number. This form can be found at the following link on pages 48-50:  <a href="http://www.ncctinc.com/Documents/2010%20College%20Test%20Site%20Handbook/index.html">http://www.ncctinc.com/Documents/2010%20College%20Test%20Site%20Handbook/index.html</a></p> <p>An <b>NCCT Proctor</b> will:</p> <ul style="list-style-type: none"> <li>• ensure that all exam materials are secure at all times</li> <li>• follow the on-line administration procedures</li> <li>• maintain complete and quiet control of the testing session</li> <li>• prevent any collaboration or cheating</li> <li>• monitor times accurately</li> <li>• notify NCCT of any circumstances during testing that might affect outcomes</li> </ul>
<b>Testing Format:</b>	On-line
<b>Required Computer Software Specifications:</b>	<ul style="list-style-type: none"> <li>• Minimum 256 MB of Ram (512 or greater would be better)</li> <li>• Windows XP or greater</li> <li>• IE 8 or Firefox 4 Browser</li> <li>• Internet Explorer</li> </ul>
<b>Test Availability:</b>	Year round availability
<b>Testing Agency Contact:</b>	Name: Rachel Wood Title: NCCT Account Representative Telephone Number: (913) 766-8895 or 1-800-410-7525 Email Address: rachel@ncctinc.com
<b>GaDOE Contact for Credentialing:</b>	Name: Mamie Hanson Telephone Number: (404) 657-6279 Email: mhanson@doe.k12.ga.us
<b>GaDOE Contact for</b>	Name: Phyllis Johnson

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<b>Curriculum Area:</b>	Telephone Number: (404) 463-6404 Email: pjohnson@doe.k12.ga.us
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