

Purpose: Measure customer knowledge of workplace skills.

Topics Covered:

- Reading (4%)
- Math (8%)
- Writing (8%)
- Speaking and Listening (10%)
- Computer Applications & Digital Media (7%)
- Reasoning, Problem-Solving, & Decision Making (7%)
- Understanding the “Big Picture” (7%)
- Work Ethics (4%)
- Positive Attitude (5%)
- Independence and Initiative (7%)
- Self-Presentation (6%)
- Attendance (5%)
- Collaboration (9%)
- Personal Health & Wellness (3%)
- Entrepreneurship (4%)
- Personal Finance (6%)

What to Expect:



- 3-Hour Timed Assessment
- 148 Multiple Choice Questions
- This test is administered at a location.
- It may be given in one (3-hour), two (90-minute), or three (60-minute) sessions.
- This assessment is graded. Once you successfully pass the assessment, you earn a NOCTI Certificate / Digital Badge.

Frequency:

- This assessment was developed to be used as a final assessment. It should be completed towards the end of the work experience or work readiness program.
- It can be taken multiple times, so it could be used as a pre- and post-assessment.

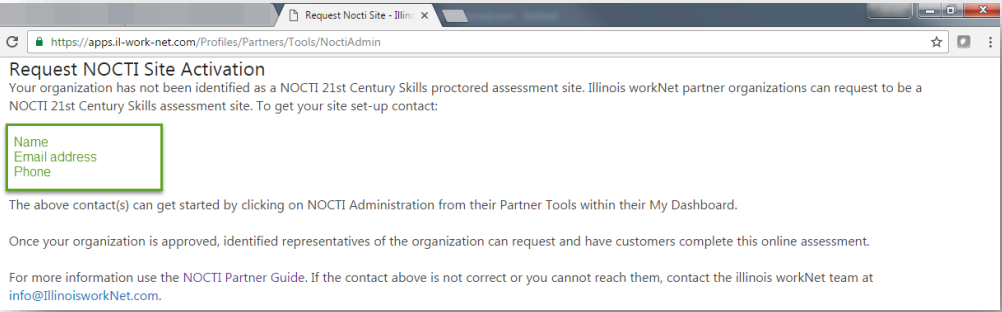



Access to the Assessment and Results:

- Students can access saved results through their My Dashboard. All saved results stay with the student's account.
- Approved Illinois workNet partners will be able to view saved results through the Customer Support Center tools.


Use the Results:

- Review the results with the customer.
- Use the **Job Skill Guides** and **Digital Literacy Guides** examples of essential workplace skills and related resources.
- Customers earn the **NOCTI 21st Century Skills Certificate / Digital Badge** when they successfully complete the assessment.
- Add the certificate/badge to their portfolio and resume



Steps: Before Assessment Day	Find It Here: www.illinoisworknet.com
<p>1) Log into your Illinois workNet account and go to your dashboard. Select the NOCTI 21st Century Skills Assessment from your Partner Tools.</p> <p>If it is the first time you are ordering the NOCTI, the partner site primary contact must read and agree to the NOCTI assessment site terms. Afterward, any workforce partner from that organization can order tests.</p> 	 My Dashboard
<p>2) Order the assessments</p> <ol style="list-style-type: none"> a) Select the number of test sessions: 1 (3-hour), 2 (90- minute) or 3 (60-minute). b) Select the audience (Adults, Displace Workers, or Youth). c) Select the Text-To-Speech option. This is meant for customers that require special accommodations. d) Enter the quantity. e) Enter a session Passcode – The passcode is not case-sensitive and must be 5 to 25 characters in length. f) Enter the Test Date. g) Request assessments. h) Select the link to view/print the invitation business cards. Save the file to your computer. <p>Notes:</p> <ul style="list-style-type: none"> • If you forget your passcode, select show/hide past orders. • Assessments are available immediately. 	 My Dashboard
<p>3) Prepare for the test day.</p> <ol style="list-style-type: none"> a) Reserve a computer lab that meets NOCTI minimum computer requirements. NOTE: Internet Explore and Edge are not supported browsers. You should use Chrome or Firefox. b) Print the NOCTI Assessment (business card size invitations) for each person registered to take the assessment. 	 My Dashboard

<h3 style="margin: 0;">NOCTI Assessment Cards</h3> <ol style="list-style-type: none"> 1. Go to http://www.illinoisworknet.com/NoctiTest 2. Log in or set up an account Username: _____ Password: _____ 3. Enter Passcode: (passcode that you set up when you ordered the assessment) <p style="font-size: small; color: blue; margin-top: 10px;">Illinois workNet Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Sponsored by the Illinois Department of Commerce and Economic Opportunity.</p>	
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Steps: Assessment Day and Afterwards	Find It Here: www.illinoisworknet.com
<p>1. Provide each customer with the URL/passcode to access their assessment.</p> <div style="text-align: center; margin: 10px 0;"> <h3 style="margin: 0;">NOCTI Assessment Cards</h3> <ol style="list-style-type: none"> 1. Go to http://www.illinoisworknet.com/NoctiTest 2. Log in or set up an account Username: _____ Password: _____ 3. Enter Passcode: (passcode that you set up when you ordered the assessment) <p style="font-size: x-small; color: blue; margin-top: 5px;">Illinois workNet Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Sponsored by the Illinois Department of Commerce and Economic Opportunity.</p> </div>	
<p>2. Customers log into their accounts and enter their test codes. Tests are automatically distributed to participants and linked to their Illinois workNet account.</p>	
<p>3. Customers will receive a score summary immediately after the test. Official scores (processed by NOCTI) will be available 48 hours after assessment completion. The participant will receive a notice when their official scores are available in their Illinois workNet account.</p>	
<p>4) View NOCTI Assessment Score</p> <ol style="list-style-type: none"> a) Scores will be sent to the NOCTI Site Coordinator. b) Illinois workNet partners will be able to view NOCTI assessment scores through Customer Support Center tools (accessed through My Dashboard). c) Customers will be able to see assessment results in their My Dashboard. 	 My Dashboard

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