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	 6. Watch the Managing a NOCTI Credentialing Program video (strongly recommended) - <u>https://www.youtube.com/watch?v=Mn-JgkUV5XY</u> or attend a Site Coordinator Training webinar - <u>https://www.nocti.org/resources/webinars/</u>. Note: Current NOCTI customers only need to complete a testing agreement in the event of a site coordinator or school contact information change.
	Place Orders
	 Site Coordinators place orders online at the Client Services Center. Choose the type of assessment being ordered: Job Ready, Pathway, State Customized (Georgia Customized). Credit card or purchase order is required at the time of order. Orders for online assessments are processed in two business days. Site Coordinators receive email notification when orders are processed. Access the Client Services Center to retrieve user codes and passwords.
Proctoring Guidelines:	 Site Coordinators: Select Proctors following NOCTI's Security Policy. <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. Review the Proctor Guide for Online Administration located at the Client Services Center. Provide a copy of the Proctor Guide to the designated proctor prior to test administration.
Testing Format:	Administered using QuadNet, NOCTI's online administration system. • Testing URL provided at the Client Services Center and in
	the Proctor Guide for Online Administration
Required Computer Software Specifications:	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.

	Windows Systems:
	 Windows XP SP3 or higher, Vista, Windows 7 or Windows 8 current with service packs and updates. All necessary service packs and updates can be obtained at no charge by using the Windows Update feature on your local machine. 128 MB RAM Pentium II-350 MHz processor 1024 x 768 resolution is highly recommended Adobe Flash is strongly recommended as some assessment items may have interactive components that require Flash to display properly. It can be downloaded at <u>http://get.adobe.com/flashplayer/</u>
	 Internet Browsers Supported □ Internet Explorer 9.0, 10.0, or 11.0 for Windows □ Firefox 11 or higher □ Google Chrome 18 or higher Note: This website works best in IE 9/10/11, Chrome or Firefox versions that support CSS3.
	Mac Systems:
	 OS X version 10.3.9 or higher 128 MB RAM G3 Processor Adobe Flash is strongly recommended as some assessment items may have interactive components that require Flash to display properly. It can be downloaded at http://get.adobe.com/flashplayer/
	Internet Browsers Supported
	SafariFirefox
	Mobile Devices This site supports most Android tablets and iPads manufactured since 2010. Please use our online practice test (Try the Testing System) at <u>http://testing.nocti.org</u> before planning large scale use of tablets.
Test Availability:	Year-round availability
Testing Agency	Name: Lisa Brauher

Contact:	Title: Outreach CoordinatorTelephone Number: 800-334-6283, ext. 258Email Address: lisa.brauher@nocti.orgSpecific InquiriesOrdering: orders@nocti.org or 800-334-6283General, Technical Support, Scoring: nocti@nocti.org or 800-334-6283
GaDOE Contact for	Name: Mamie Hanson
Credentialing:	Telephone Number: 470-728-6052
	Email: <u>mhanson@doe.k12.ga.us</u>
GaDOE Contact for	Name: Vickie Rundbaken
Curriculum Area:	Telephone Number: 470-755-8523
	Email: Vickie.Rundbaken@doe.k12.ga.us