



# **Instructor Prep Pack**

**ACF Culinary Arts  
Certification**

**Test Code: 2990/2991**

## General Information

NOCTI has prepared this [Instructor Prep Pack](#) to outline your role in the assessment process. It is important that instructors remain informed on NOCTI's testing services, policies and procedures. You will find the materials and tools needed for the assessment, information that can be used to set up the shop or lab for administration and guidelines for administering both written and performance assessments. We hope that you find this guide useful as you prepare for assessment administration.

### ***Introduction to NOCTI***

In today's changing technological environment, employers and educators are faced with the difficult challenge of developing a skilled workforce. Recognizing this challenge, NOCTI offers a wide variety of occupational competency testing services that have proven successful for over 40 years.

### ***Standardized Assessments***

NOCTI's assessments have been designed and developed for assessing entry-level knowledge and performance. The assessments are not designed to align with one specific curriculum and are based on national and industry standards to support high-quality educational and training programs.

Job Ready assessments are commonly used to:

- Maximize student achievement
- Measure the quality of educational and training programs
- Assess the competency level of students who complete a program of study
- Apply for credit or advanced standing in occupational programs

### ***What is the benefit of written and performance testing?***

NOCTI firmly believes that both a written assessment of cognitive skills and a hands-on skill demonstration assessment of technical psychomotor/manipulative skills can best achieve a complete measure of occupational competency.

## **Role of the Instructor**

Instructors are not involved in administering assessments but play an important role in preparing students for the assessments by:

- Reviewing the assessment blueprints
- Incorporating information in to instruction
- Reviewing assessment results and targeting areas for improvement

As an instructor, your access to assessment questions and jobs is prohibited and is considered a breach of security. A copy of the NOCTI security policy is available on our website at [http://www.nocti.org/PDFs/Security\\_Policy.pdf](http://www.nocti.org/PDFs/Security_Policy.pdf).

### ***Lab/Shop/Workstation Setup***

Performance assessments are conducted in shops, laboratories or other practical settings that are equipped with a sufficient number of machines, equipment, tools and other required materials needed to administer the test. As the instructor, you will verify that all of the machines are in working order or meet the needs of the assessment. Proper heat, light, ventilation, power, gas and other setup requirements should be verified prior to the start of the performance assessment. Detailed information regarding the materials and set up instructions for this assessment are detailed later in this guide.

### ***During Assessment Administration***

Instructors should be accessible during the assessment administration for liability purposes and to assist with tasks that the evaluator cannot do (i.e., locate extra materials, shut off power, give a student a pass, etc.). To maintain the integrity of the assessment, instructors should **NOT** have access to assessment booklets, answer sheets or evaluator guides and should not observe the written or performance assessment administration.

### ***Proctoring/Evaluating Assessment Administration***

Instructors should **NOT** proctor or evaluate NOCTI assessments under any circumstances. However, instructors may be asked to assist the Site Coordinator in identifying qualified proctors and evaluators.

### **Proctors**

Proctors selected for the written administration need not be skilled in a particular occupational area. Proctors can be guidance counselors, school-to-work coordinators or school administrative staff. A Proctor Guide for Student Assessment can be downloaded at <http://www.nocti.org/studentRef2.cfm>.

Proctors should be:

- Knowledgeable regarding administration of objective assessments
- Detail-oriented and able to monitor groups of people
- Familiar with the computer lab setup and have access to technical support staff for assistance if utilizing online administration

### Evaluators

Third party individuals must be selected to evaluate performance assessments and may include the following individuals:

- Advisory committee members trained or working in the occupation being assessed
- Private contractors and local businesspersons working in the occupation being assessed
- Military personnel trained and working in the occupation being assessed
- Qualified staff working in the occupation being assessed (e.g., school nurse, maintenance staff)

For more information on the expectations of a performance evaluator, download a PowerPoint presentation from <http://www.nocti.org/videos.cfm>. This presentation was developed for use when recruiting and training evaluators.

## **Role of a Site Coordinator**

Each approved NOCTI customer must designate a Site Coordinator for the overall promotion, guidance, monitoring and facilitation of the assessment program. Site Coordinators may not be instructors. Your site coordinator is responsible for:

- Ordering assessment materials
- Maintaining security of assessment materials
- Selecting/training proctors and evaluators
- Approving test sites/labs
- Determining the assessment schedule
  - Test dates
  - Make-up dates
  - Retest policy
  - Multiple session administration
- Preparing answer sheets for scoring
- Distributing score information
- Maintaining records

## Written Administration Preparation

### ***General Overview***

Written (cognitive) assessments can be administered to a large number of participants in several technical areas at one time. Written assessments consist of multiple-choice items and measure the level of technical knowledge acquired by the participant in a particular occupational area. Your Site Coordinator will meet with the Proctor(s) prior to administration to provide materials and instructions.

Written assessments can be administered via an online assessment system or the traditional paper/pencil method. Online testing provides the option for immediate score results. Students will receive verbal or written instructions at the beginning of the assessment session for online or paper/pencil administration.

To set up for the written assessment, you will need to provide:

- Adequate writing surface in a well-lighted area
- Non-programmable calculator as needed
- Scrap paper
- Clock or watch (Proctor use)
- Supply of #2 soft lead pencils with erasers and a pencil sharpener
- Chalkboard and chalk, whiteboard and marker, etc. for recording the time and other pertinent information (Proctor use)

## Performance Administration Preparation

### ***General Overview***

Performance (psychomotor) assessments are designed in a work sample format which requires the participant to demonstrate his/her acquired skill by completing an actual segment of work using tools, materials, machines and equipment characteristic of the occupation for which the test is designed. The content and the skills of each occupation and the competencies to be demonstrated determine the length of each performance assessment. Performance assessments should be conducted in shops or laboratories equipped with appropriate and sufficient machines, equipment, hand tools and materials.

Your Site Coordinator will meet with the Evaluator(s) prior to the test day to provide training, materials and instructions for performance administration. At the beginning of the performance assessment, students will receive a booklet that provides test instructions specific to their technical area.

### ***Assigning Participants to Workstations***

The Site Coordinator or Evaluator should have a predetermined plan to assign participant workstations and determine the sequence of the work assignments to maximize utilization of the facilities.

### ***List of Materials and Supplies for ACF Culinary Arts Certification*** **Test Code: 2990/2991**

The list below should serve as a guide to help you set up the lab/shop or workstation with required materials and equipment (broken down by job) for the performance assessment. You should do this at least one day before the test is to be administered. The quantity of items required depends on the number of testing stations and the test participants to be tested at one time.

#### List of Materials, Supplies, & Equipment Needed for Each Workstation

##### **Equipment (p/p = per participant)**

Apron – 1 p/p	Paring knife – 1 p/p
Baking (cooling) rack – 1 p/p	Pastry tube - round (#4 or 1/4 inch) – 1 p/p
Boning knife – 1 p/p	Pastry bag to fit pastry tube – 1 p/p
Chef jacket (optional) – 1 p/p	Plastic wrap
Chef knife (or French knife) – 1 p/p	Portion scale – 1 p/p
Cutting board – 1 p/p	Range
Dessert plates – 2 p/p	Refrigerator
Dinner plates – 2 p/p	Rubber spatula – 1 p/p
Dishcloths	Sanitizing container
Dish towels	Sanitizing solution
Dishwashing detergent	Saucepans with covers – 2 p/p
Electric mixer	Sauté pans – 2 p/p
First aid box/kit	Sheet pan (half or full) – 1 p/p
Flour sifter or strainer	Sifter – 1 p/p
Foil	Silverware for tasting
Fork – 1 p/p	Sink(s) 3-compartment
Hair restraints – 1 p/p	Slotted spoon – 1 p/p
Hot pads	Strainer basket – 1 p/p
Liquid measuring cups – 1 p/p	Thermometer (Instant Read) – 1 p/p
Measuring spoons – 1 set p/p	Timer – 1 p/p
Medium sauce pan – 1 p/p	Tongs – 1 p/p
Mixing bowls – 3 p/p	Vegetable peeler – 1 p/p
Mixing spoon – 2 p/p	Waste cans with liners
Oven (conventional)	Wire cooling rack – 1 p/p
Paper towels	Wire whip – 1 p/p
Parchment paper	Wooden spoon – 1 p/p

### **Food/Staples (per person)**

All-purpose flour - 1/2 cup  
Black pepper  
Chicken – 1 whole (3-4 lbs)  
Clarified butter – 1/2 cup  
Eggs - 4 large  
Fresh green vegetables (according to availability), enough for two (3-5 oz) portions  
Garlic - 1 clove  
Heavy cream – 12 ounces  
Mushroom caps (2 ounces, 5-6)  
Olive oil - 1 ounce  
Parsley – 1/2 cup fresh  
Powdered sugar - 2 tablespoons  
Salt  
Semisweet chocolate - 6 ounces  
Shallot - 1 medium  
Sugar - 2 tablespoons  
Tarragon - 1 teaspoon fresh  
Tomato – 1 large  
Unsalted butter – 2 tablespoons chilled, cubed  
Unsalted butter – 1/2 cup  
Vanilla extract – 1 tablespoon  
Russet potatoes – 2 medium  
Double-strength chicken stock – 6 ounces (extra as needed)  
Glace de volaille (chicken glaze) – 4 ounces

### **Score Reporting**

As part of the standard assessment package, NOCTI provides a comprehensive report of the participant results. The standard scoring package includes a Site Coordinator report, comparative report and individual report for both the written (cognitive) and performance (psychomotor) portions of the assessment.

Score reports are available at the Client Services Center within two weeks of the date answer sheets are received at NOCTI (providing that correctly completed answer sheets have been submitted) or online assessments are released for final score reports.

#### ***Score Report Interpretation Guide***

A complete guide for interpreting score reports can be downloaded at [http://www.nocti.org/PDFs/Score\\_Report\\_Interpretation.pdf](http://www.nocti.org/PDFs/Score_Report_Interpretation.pdf).