

SCHOOL DISTRICT OF LANCASTER
LANCASTER, PENNSYLVANIA 17602



J.P. McCaskey High School
445 North Reservoir Street
(717) 291 – 6211, Ext. 30193

March 16, 2017

[Redacted]

Dear [Redacted]

We are writing to inform you that [Redacted] is scheduled to take the NOCTI (National Occupational Competency Testing Institute) exam in April. This is a national exam that is required for all CTE completers. NOCTI assessments measure the technical competencies that students have learned during their time in the Business Lab. Business Lab students that wish to participate in the SOAR program (flyer attached) must earn a score of competent or advanced on the NOCTI exam to be eligible for college credits at the post-secondary institutions with which articulation agreements exist.

On April 19, 2017, students will participate in the performance component of the exam. This is the hands-on component, which requires students to complete several computer related tasks such as keying a memo, creating a mail merge, designing a spreadsheet, etc. Students have three hours to complete the performance component of the NOCTI exam. On April 25 & 26, 2017, students will take the written component of the exam. This is the objective component which consists of 195 multiple choice questions which tests many facets of business. Students will have 1.5 hours to complete approximately 98 questions each day.

Business Lab 2 students have participated in three NOCTI practice simulations and will participate in two additional practice simulations on March 24 and April 7. Below are [Redacted] scores for the NOCTI practice simulations completed thus far. The goal is for student's to continually improve their score with each practice simulation. Please review the data below with [Redacted] and together complete the reflection activity attached to this letter. Please keep this letter and the SOAR flyer for your information and have [Redacted] return the reflection by March 24, 2017 so he earns the points associated with this activity.

2/7/17 – James McKim NOCTI Simulation	2/27/17 – Adventure Fitness NOCTI Simulation	3/10/17 – Todd Stine NOCTI Simulation
85%	97%	7%

Thanks for taking the time to review this information and work through the reflection. If you have any questions, please feel free to contact Ms. Martin (dkmartin@lancaster.k12.pa.us) or Mrs. White (kjwhite@lancaster.k12.pa.us) anytime.

Sincerely

Danette Martin & Kelly White
JP McCaskey Business Teachers

Attachments

c Staci Stettler