




CASE 4 Learning is an initiative of the National Council for Agricultural Education. NOCTI was selected as the delivery partner for its End-of-Course (EoC) assessments. The information below explains how to gain access to the Client Services Center (CSC). The CSC is a password-protected site available to Site Coordinators for accessing resources, ordering, user codes, reports, and certifications. Step-by-step instructions for each module can be found by clicking the  (information icon) next to each page header. In addition, there is a Site Coordinator Guide to Student Testing and training videos available in the “Resources” section of the [CSC](#).



Create an Account

- Select an administrator (principal/assistant principal, CTE coordinator, counselor, testing coordinator) to be the Site Coordinator, NOCTI’s primary contact for account activity.
- The Site Coordinator must submit a [Security and Testing Agreement](#) (STA) to get access to their secure, password-protected CSC.



Place Order

- The Site Coordinator can place orders within the “Ordering” section of the CSC.
- Payment method of Credit Card or Purchase Order will be required at the time of order.



Add Teachers & Groups

- Add teachers to the “Manage Teachers” section of the CSC, automatically giving them access to a Teacher Resource Center (TRC).
- It is optional to add groups to the “Manage Groups” section of the CSC. This will allow Site Coordinators to release scores and certificates for teachers to access in their TRC.
- Group names are for the site’s internal purposes only. Choose a name that best fits the program.



Administer Exams

- User codes ordered two-business days prior to the testing date are accessible in the “Manage Testing” section of the CSC, where Site Coordinators can assign students, add accommodations (extended time, Text-to-Speech), print labels and prepare for testing.



Access Score Reports

- After testing is complete, Site Coordinators must release user codes in the “Manage Testing” section of the CSC.
- Score reports are accessible two-business days after results are released to NOCTI in the “Reports and Recognition” section of the CSC and in the TRC for results released to teachers.



Share Recognition

- Students meeting or exceeding the benchmarks for each EoC assessment will receive certification from CASE in the form of certificates and a digital badge. Certificates can be printed from the CSC or the TRC (if applicable).
- Digital badges are awarded through NOCTI’s SkillBadge Locker via the students email, entered at the time of testing.

