

# Cabinetry

## Study Guide

**Assessment:**

**3101 Cabinetmaker Trainee**

Aligned to NCCER  
National Standards and  
HBI Residential Standards  
& Key Requirements

Endorsed By:



## Overview

This study guide is designed to help students prepare for the Cabinetmaker Trainee assessment. It not only includes information about the assessment, but also the skill standards upon which the assessment is based, resources that can be used to prepare for the assessment, and test taking strategies.

Each of the four sections in this guide provides useful information for students preparing for the Cabinetmaker Trainee assessment.

- CareerTech and Competency-Based Education: A Winning Combination
- Cabinetmaker Trainee assessment
  - ▶ Assessment Information
  - ▶ Standards and Test Content
  - ▶ Sample Questions
  - ▶ Textbook/Curriculum Crosswalk
  - ▶ Abbreviations, Symbols, and Acronyms
- Strategies for Test Taking Success
- Notes

This assessment was developed and aligned with the National Center for Construction Education and Research (NCCER) Cabinetmaking modules. NCCER develops standardized construction and maintenance curricula and assessments with portable credentials. The assessment is also aligned to the National Association of Home Builders (NAHB) Residential Carpentry Standards which include key activities and knowledge required by all residential carpentry specialties. It also includes NAHB's Applied Academic Skills, Safety Skills, and Basic Tool Knowledge.

The Cabinetmaker Trainee assessment measures a student's ability to apply knowledge and skills in a cabinetmaking career. The Cabinetmaker Trainee assessment is structured to cover the same modules required by NCCER and determine a student's ability to succeed on the NCCER cabinetmaking modules.

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## CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

### Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

**Skills standards** provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

**Curriculum materials and textbooks** contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

**Certification Assessments** test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, certification assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

### Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Certification assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

# Cabinetmaker Trainee Assessment Information

## What is the Cabinetmaker Trainee assessment?

The Cabinetmaker Trainee assessment is an end-of-program assessment for students in cabinetmaking programs. The assessment provides an indication of student mastery of knowledge and skills necessary for success in careers in cabinetry.

## How was the assessment developed?

The assessment was developed by the CareerTech Testing Center in alignment with the NCCER National Craft Assessment and Certification Program Specifications and NAHB Residential Carpentry Standards. A committee of industry representatives and educators validated the modules covered on the assessment. The assessment content was developed and reviewed by a committee of subject matter experts.

The committee assigned frequency and criticality ratings to each skill, which determines the significance of each task for test development:

**Frequency:** represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

1 = less than once a week      2 = at least once a week      3 = once or more a day

**Criticality:** denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

1 = slight                                      2 = moderate                                      3 = extreme

## What does the assessment cover?

Specifically, the test includes 55 multiple-choice test items over the following areas:

Cabinetmaking Fundamentals	15%	Finish Preparation	4%
Stationary Power Equipment & Safety	27%	Countertop Construction	6%
Portable Power Equipment & Safety	18%	Cabinet Assembly & Installation	15%
Joinery & Fastening	7%	European Cabinetmaking	1%
Cabinetry Layout	7%		

## What are the benefits of using the assessment?

Students receive a certificate for each assessment that he/she passes. This certificate may be included in his/her portfolio and used to communicate the student's mastery of the subject matter to potential employers.

## When should the assessment be taken?

The CareerTech Testing Center recommends that students take this assessment as soon as possible after receiving all standards-related instruction, rather than waiting until the end of the school year.

## Is the assessment timed?


No. Although students may take as long as they need, most finish the assessment within one hour.

## What resources can students use on the assessment?

Students are allowed to use calculators and scratch paper on CTTC assessments; however, these items must be provided by the testing proctor and returned to the proctor before the student's exam is submitted for scoring. Calculator apps on cell phones and other devices may not be used on these assessments.

## What accommodations can be made for students with Individualized Education Plans (IEPs)?

Accommodations are allowed for students with an Individualized Education Plan. Examples of allowable accommodations include:

- Extended time — This assessment is not timed; therefore, students may take as much time as needed to finish. The assessment must be completed in one testing session.
- Readers — A reader may be used to read the assessment to a student who has been identified as needing this accommodation.
- Enlarged text — Students needing this accommodation can activate this feature by clicking the  icon in the upper right corner of the screen.

## What can students expect on Test Day?

All CTTC assessments are web-based and delivered exclusively by a proctor in the school's assessment center. The proctor **cannot** be an instructor or anyone who was involved with the student during instruction.

Assessments are delivered in a question-by-question format. When a question is presented, the student can select a response or leave the question unanswered and advance to the next question. Student may also flag questions to revisit before the test is scored. All questions must be answered before the test can be submitted for scoring.

After the assessment is scored, the student will receive a score report that not only shows the student's score on the assessment, but also how the student performed in each standard area.

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## Can students retake the test?

Students may retake the test unless their school or state testing policies prohibit retesting. Students who can retest must wait at least three days between test attempts.

## Standards and Test Content

### Cabinetmaking Fundamentals (8 questions)

1. Practice general cabinetmaking safety **(3/3)**
  - Cleanup
  - Shop habits
  - Clothing
  - Eyes
  - Hearing
  - Fire
  - Lifting
2. Interpret working drawings **(3/3)**
3. Identify cabinetmaking terminology, definitions, and abbreviations **(3/3)**
  - Parts of a cabinet
  - Standard sizes
  - Designs
4. Identify and select various kinds of woods and wood materials **(2/2)**
5. Identify cabinet components and hardware and describe their purpose **(2/2)**
6. Apply mathematical measurements **(3/3)**
  - Add
  - Subtract
  - Multiply
  - Divide
  - Geometry
  - Tape measure
  - Linear feet
  - Fractions
  - Decimals
  - Metrics
  - Square feet
  - Board feet
7. Use and maintain woodworking hand tools **(3/3)**
  - Hammer
  - Hand saw
  - Level
  - Screw driver
  - Chisel
  - Sharpening tools
8. Plan efficient materials use **(2/3)**
9. Estimate materials and costs **(1/2)**



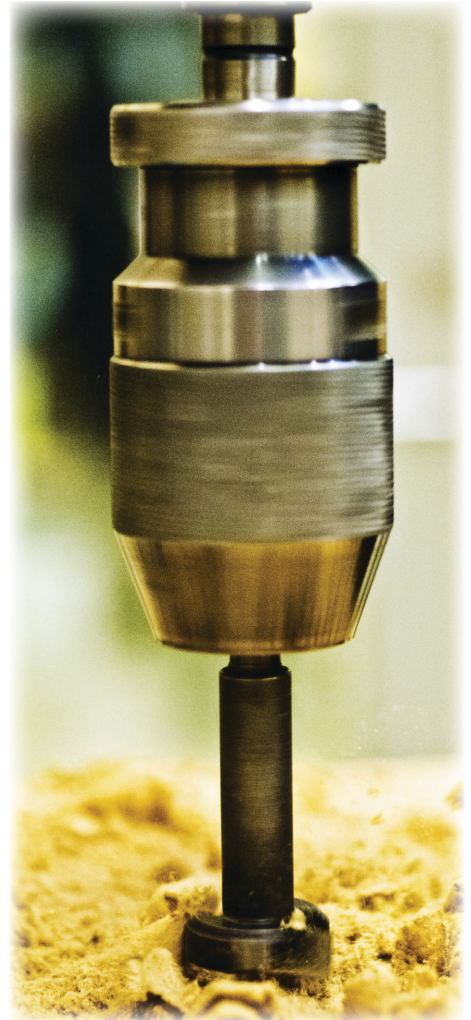
### Stationary Power Equipment and Safety (15 questions)

1. Demonstrate knowledge of types of stationary power equipment **(3/3)**
  - Safety
2. Identify, select, and use cutting tools **(3/3)**
3. Operate circular/table saws **(3/3)**
4. Operate radial-arm saws **(3/3)**
5. Operate band saws **(3/3)**
6. Operate scroll saws **(3/3)**
7. Operate jointers **(3/3)**

8. Operate surface planers **(3/3)**
9. Operate stationary sander **(3/3)**
10. Operate drilling machines **(3/3)**
11. Operate shapers **(2/3)**
12. Operate panel saws or panel router **(3/3)**
13. Operate bench grinder **(2/2)**
14. Operate special jointing machines **(2/3)**
  - Pocket cutter
  - Plate jointer
  - Mortise machine

## **Portable Power Equipment and Safety (10 questions)**

1. Demonstrate knowledge of portable power tools **(3/3)**
  - Safety
2. Identify, select, and use portable electric power tools **(3/3)**
3. Operate portable circular saws **(3/3)**
  - Power miter box
4. Operate jig saws **(3/3)**
5. Operate portable sanders **(3/3)**
  - Belt
  - Finish
  - Orbital
6. Operate portable drills **(3/3)**
7. Operate routers **(3/3)**
8. Operate pneumatic tools **(3/3)**
9. Operate special jointing machines **(3/3)**
  - Pocket cutter
  - Mortise machine
  - Plate jointer



## Joinery and Fastening (4 questions)

1. Identify various types of joints **(2/3)**
  - Butt
  - Dado
  - Doweled
  - Mortise and tenon
  - Spline
  - Tongue and groove
  - Miter
  - Rabbet
  - Plate
  - Pocket
  - Dovetail
  - Lap
2. Identify and demonstrate types of mechanical fastening methods **(2/3)**
  - Fasten parts with nails
  - Fasten parts with screws
  - Fasten parts with staples
3. Select and use adhesives **(2/2)**
4. Glue and clamp various joints **(2/2)**

## Cabinetry Layout (4 questions)

1. Cut component parts of cabinets **(3/3)**
2. Cut component parts of face framing **(3/3)**
3. Cut component parts of doors **(3/3)**
4. Cut component parts of drawers **(3/3)**

## Finish Preparation (2 questions)

1. Select and use various abrasives **(2/3)**
2. Prepare wood surfaces for finishes **(2/3)**
  - Clean surfaces
  - Remove excess glue
  - Sand surfaces
  - Swell dents





## Countertop Construction (3 questions)

1. Identify plastic laminates and their uses **(2/3)**
2. Assist in the selection, layout, cutting, and application of plastic laminates **(2/3)**
  - Apply edge banding
  - Apply laminate to core
  - Apply wood edges
  - Cut plastic to size
  - Fit plastic laminate joints
  - Trim edges
  - Apply clamping devices
3. Assist with the installation of countertops: **(2/3)**
  - Laminate
  - Solid Surface
  - Granite
  - Stainless Steel
  - Marble



## Cabinet Assembly and Installation (8 questions)

1. Assemble cabinet components **(2/3)**
2. Assemble and mount face frames **(2/3)**
3. Assemble drawer and door components **(2/3)**
4. Install door, drawer, and shelf hardware **(2/3)**
  - Install drawer rail and guides
  - Install hinges
  - Install pulls and knobs
  - Install track and slide for sliding doors
  - Install catches
5. Install moldings **(2/2)**
6. Set lower cabinets **(2/3)**
7. Hang upper cabinets **(2/3)**
8. Install adjustable shelves **(2/3)**



## European Cabinetmaking Processes (1 question)

1. Demonstrate basic knowledge of 32mm cabinetmaking **(1/2)**

## Sample Questions

- \_\_\_\_\_ 1. What method of fastening is best for applying a stop block to a jig?
- clamp
  - staple
  - glue and screw
  - brad and screw
- \_\_\_\_\_ 2. The width of the cut made by a saw is also called the saw \_\_\_\_.
- thickness
  - kerf
  - angle
  - set
- \_\_\_\_\_ 3. What method is used to plan the cut-out for a kitchen sink?
- layout the approximate size of the hole
  - place sink face-down to draw a line around the sink and cut on the outside of the line
  - measure the exterior sizes of the sink and transfer the measurements to the countertop
  - use a template to layout the required location for the sink
- \_\_\_\_\_ 4. When installing a back in a cabinet, recesses are cut into two pieces of wood to form a \_\_\_\_ joint.
- butt
  - dado
  - miter
  - rabbet
- \_\_\_\_\_ 5. What type of joint is used for drawer construction?
- butt
  - dovetail
  - dowel
  - miter
- \_\_\_\_\_ 6. What is the proper way to lift an object?
- grasp the object with one hand
  - tuck in your elbow and arms
  - lift
  - miter

\_\_\_\_\_ 7. What style of cabinet is designed without a face frame?

- a. American
- b. European
- c. Traditional
- d. Victorian



## Sample Questions — Key

1. What method of fastening is best for applying a stop block to a jig?
  - a. clamp Wrong, but plausible
  - b. staple Wrong, but plausible
  - c. glue and screw Correct
  - d. brad and screw Wrong, but plausible
  
2. The width of the cut made by a saw is also called the saw \_\_\_\_\_.
  - a. thickness Wrong, but plausible
  - b. kerf Correct
  - c. angle Wrong, but plausible
  - d. set Wrong, but plausible
  
3. What method is used to plan the cut-out for a kitchen sink?
  - a. layout the approximate size of the hole Wrong, but plausible
  - b. place sink face-down to draw a line around the sink and cut on the outside of the line Wrong, but plausible
  - c. measure the exterior sizes of the sink and transfer the measurements to the countertop Wrong, but plausible
  - d. use a template to layout the required location for the sink Correct
  
4. When installing a back in a cabinet, recesses are cut into two pieces of wood to form a \_\_\_\_ joint.
  - a. butt Wrong, but plausible
  - b. dado Wrong, but plausible
  - c. miter Wrong, but plausible
  - d. rabbet Correct
  
5. What type of joint is used for drawer construction?
  - a. butt Wrong, but plausible
  - b. dovetail Correct
  - c. dowel Wrong, but plausible
  - d. miter Wrong, but plausible
  
6. What is the proper way to lift an object?
  - a. grasp the object with one hand Correct
  - b. tuck in your elbow and arms Incorrect by definition
  - c. lift Incorrect by definition
  - d. miter Incorrect by definition

7. What style of cabinet is designed without a face frame?

- a. American                      **Incorrect by definition**
- b. European                      **Correct**
- c. Traditional                      **Incorrect by definition**
- d. Victorian                      **Incorrect by definition**

## Curricula Crosswalk

### Crosswalk to NCCER Modules, NAHB-HBI Residential Standards & Key Activities, and Curriculum and Instructional Materials (CIMC) Fundamentals Series

The following crosswalk is intended for guidance purposes only. It does not represent all curricula or resource materials that may be used for cabinetmaking programs. It is intended as a reference for curriculum planning and mapping standards to available curricula.

#### Curriculum/Resource Titles:

- |  |  |
|--|--|
| 1) CIMC - Fundamentals of Construction     | 4) NCCER – Cabinetmaking Trainee Guide                 |
| 2) CIMC - Cabinets, Shelves, and Built-Ins | 5) NCCER – Carpentry Level 2                           |
| 3) NCCER – Core Curriculum Trainee Guide   | 6) NAHB/HBI – Residential Standards and Key Activities |

For more information about CIMC curricula, please go to [www.okcimc.com](http://www.okcimc.com).

Module Name — Objective	Unit/Module
<b>Cabinetmaking Fundamentals</b>	(1) Units B2, C1, C2, D1 (3) Module 00101, 00102 (4) Module 27501 (5) Module 27211 (6) Safety, Applied Math, Cabinet & Countertops
1. Practice general cabinetmaking safety	(3) Module 00101 (6) Safety 3.1 Cabinet & Countertops 17.3, 17.4, 17.5
2. Interpret working drawings	(1) Unit C2 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertops 8.2
3. Identify cabinetmaking terminology, definitions, and abbreviations	(4) Module 27501 (5) Module 27211
4. Identify and select various kinds of woods and wood materials	(4) Module 27501 (5) Module 27211 (6) Cabinet & Countertops 1.0, 2.1, 2.2, 2.4, 2.6, 2.9
5. Identify cabinet components and hardware and describe their purpose	(4) Module 27501 (5) Module 27211 (6) Cabinet & Countertops 4.1, 4.2
6. Apply mathematical measurements	(1) Unit B2, C1.4-1.6 (3) Module 00102 (6) Applied Math 1.0, 3.0, 4.0, 8.0
7. Use and maintain woodworking hand tools	(1) Unit D1 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertops 5.0

<b>Module Name — Objective</b>	<b>Unit/Module</b>
<b>Stationary Power Equipment and Safety</b>	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops
1. Demonstrate knowledge of types of stationary power equipment	(1) Unit DI (3) Module 00103 (4) Module 27501
2. Identify, select, and use cutting tools	(1) Unit DI (3) Module 00103 (4) Module 27501
3. Operate circular/table saws	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.2
4. Operate radial-arm saws	(1) Unit DI (3) Module 00103 (4) Module 27501
5. Operate band saws	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.3
6. Operate scroll saws	(1) Unit DI (3) Module 00103 (4) Module 27501
7. Operate jointers	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.6
8. Operate surface planers	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.6
9. Operate stationary sander	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.4
10. Operate drilling machines	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.7
11. Operate shapers	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.5

<b>Module Name — Objective</b>	<b>Unit/Module</b>
12. Operate panel saws or panel router	(1) Unit DI (3) Module 00103 (4) Module 27501
13. Operate bench grinder	(1) Unit DI (3) Module 00103 (4) Module 27501
14. Operate special jointing machines	(1) Unit DI (3) Module 00103 (4) Module 27501 (6) Cabinet & Countertops 7.5, 7.6
<b>Portable Power Equipment and Safety</b>	(1) Unit DI (3) Module 00103 (6) Cabinet & Countertops
1. Demonstrate knowledge of portable power tools	(1) Unit DI (3) Module 00103 (6) Cabinet & Countertops 6.0
2. Identify, select, and use portable electric power tools	(1) Unit DI (3) Module 00103
3. Operate portable circular saws	(1) Unit DI (3) Module 00103 (6) Cabinet & Countertops 7.1
4. Operate jig saws	(1) Unit DI (3) Module 00103
5. Operate portable sanders	(1) Unit DI (3) Module 00103 (6) Cabinet & Countertops 7.4
6. Operate portable drills	(1) Unit DI (3) Module 00103 (6) Cabinet & Countertops 7.7
7. Operate routers	(1) Unit DI (3) Module 00103
8. Operate pneumatic tools	(1) Unit DI (3) Module 00103
9. Operate special jointing machines	(1) Unit DI (3) Module 00103 (6) Cabinet & Countertops 7.5, 7.6



<b>Module Name — Objective</b>	<b>Unit/Module</b>
<b>Joinery and Fastening</b>	(1) Unit A3 (2) Unit I (4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops
1. Identify various types of joints	(2) Unit I.1 I (4) Module 2750I (5) Module 272I I
2. Identify and demonstrate types of mechanical fastening methods	(4) Module 2750I (5) Module 272I I
3. Select and use adhesives	(1) Unit A3.I (4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 4.3
4. Glue and clamp various joints	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 3.9
<b>Cabinetry Layout</b>	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops
1. Cut component parts of cabinets	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 8.2
2. Cut component parts of face framing	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 8.2
3. Cut component parts of doors	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 8.2
4. Cut component parts of drawers	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 8.2
<b>Finish Preparation</b>	(4) Module 2750I
1. Select and use various abrasives	(4) Module 2750I
2. Prepare wood surfaces for finishes	(4) Module 2750I
<b>Countertop Construction</b>	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops
1. Identify plastic laminates and their uses	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 2.10
2. Assist in the selection, layout, cutting, and application of plastic laminates	(4) Module 2750I (5) Module 272I I (6) Cabinet & Countertops 3.9, 32.1, 32.2

<b>Module Name — Objective</b>	<b>Unit/Module</b>
3. Assist with the installation of countertops	(4) Module 27501 (5) Module 27211 (6) Cabinet & Countertops 32.1, 32.3
<b>Cabinet Assembly and Installation</b>	(2) Unit 1 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop
1. Assemble cabinet components	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
2. Assemble and mount face frames	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
3. Assemble drawer and door components	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
4. Install door, drawer, and shelf hardware	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.2, 32.3
5. Install moldings	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
6. Set lower cabinets	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
7. Hang upper cabinets	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
8. Install adjustable shelves	(2) Unit 1.11 (4) Module 27501 (5) Module 27211 (6) Cabinet & Countertop 32.3
<b>European Cabinetmaking Processes</b>	(2) Unit 1 (4) Module 27501 (5) Module 27211
1. Demonstrate basic knowledge of 32mm cabinetmaking	(2) Unit 1.11 (4) Module 27501 (5) Module 27211

## Abbreviations, Symbols and Acronyms

The following is a list of abbreviations, symbols, and acronyms used in the Cabinetry study guide and on the Cabinetmaker Trainee assessment.

°	Degree
°F	Degree Fahrenheit
\$	Dollars
'	Foot/feet
”	Inch/inches
%	Percent
ft <sup>2</sup>	Feet Squared
lb	Pound
mm	Millimeter
NAHB	National Association of Home Builders
NCCER	National Center for Construction Education and Research

## Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

### General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and “eat right” several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

### Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.





