



Materials Used for Accommodations State Testing

Overview

When you receive a shipment of WorkKeys special-testing materials from ACT, the package will contain the alternate test formats you requested, plus other materials that will help you administer testing. For instance, if you request a set of large-print materials, ACT will ship you a large-print test booklet and large-print answer document, as well as a *WorkKeys Supervisor's Manual for State Testing—Special Testing* and a regular-print test booklet (for your reference). All regular-print answer documents are shipped to the Test Supervisor for the application of barcode labels, so you will also need to coordinate with him or her to receive the regular-print answer documents.

In some cases, you may have examinees testing with different types of accommodations, so your school will receive a number of different materials from ACT. To properly prepare staff and materials for testing, you need to know which materials are used to administer the different types of accommodations.

Materials Needed for Accommodated Testing Sessions

The table below will help you determine the materials you need to deliver an accommodated testing session. The top row displays each type of accommodation and the rows beneath display the materials you will need in the testing room to administer the test or tests.

		Type of Accommodation						
		Extended time with regular-print materials	Large-print materials	Reader	Audio DVD	Audio cassette*	Braille materials	Video DVD*
Materials Needed	Test Formats							
	Regular-print test booklet	✓	✓	✓	✓	✓	✓	✓
	Large-print test booklet		✓					
	Reader script			✓				
	Audio DVDs (3 in one case)				✓			
	Audio cassettes (3 in one case)					✓		
	Braille test booklets (3 books)						✓	
	Video DVDs (3 in one case)							✓
	Answer Documents							
	Regular-print answer document	✓	✓	✓	✓	✓	✓	✓
	Large-print answer document		✓					
	Administrative Materials							
	<i>Supervisor's Manual for State Testing—Special Testing</i>	✓	✓	✓	✓	✓	✓	✓
	Audio DVD track listings				✓			
	Audio DVD guidelines				✓			
Braille supplement						✓		

*If applicable.

Reminders

When delivering an accommodated testing session, remember:

- Standard-time and special-testing materials must be kept separate. The test booklets are *not* interchangeable.
- You must grid an administration code on the answer document for every individual test administered with accommodations. This usually means three administration codes per answer document.

More Information

For more information about delivering an accommodated testing session, see the *WorkKeys Supervisor's Manual for State Testing—Special Testing*.

