

Chapter 4

ACT WORKKEYS TEST ADMINISTRATION TRAINING

mme



ACT WorkKeys Test Administration Training

Michigan Merit Exam Spring 2016
Administration
MME Day, November 4, 2015

mme



Topics

1. Overview of ACT WorkKeys
2. What's New
3. Testing Facilities
4. Testing Staff Requirements
5. Planning for Test Administration
6. Test Day Activities
7. Post-Test Activities
8. Success for You and Your Students
9. Resources

mme



Chapter 1

Overview on ACT
WorkKeys



mme

ACT WorkKeys

Assessments

Applied Mathematics
Locating Information
Reading for Information

mme

ACT WorkKeys

Assessments: Level Scores for Foundational Skills Assessments

Applied Mathematics	<3	3	4	5	6	7
Locating Information	<3	3	4	5	6	7
Reading for Information	<3	3	4	5	6	7

mme

ACT WorkKeys

Certification *(slide 1 of 3)*



- Research-based
- Industry-recognized
- Portable
- Measures and certifies essential work skills

mme

ACT WorkKeys

Certification *(slide 2 of 3)*



- Applied Mathematics
- Locating Information
- Reading for Information

mme

ACT WorkKeys

Certification *(slide 3 of 3)*



Minimum Score of 6 on each of three tests

Minimum Score of 5 on each of three tests

Minimum Score of 4 on each of three tests

Minimum Score of 3 on each of three tests

mme

ACT WorkKeys

Test Security

- #1 priority
- ACT WorkKeys tests are high-stakes
- Tests can be used to get a job, keep a job, or earn a promotion
- Integrity of the system is critical
- Read and understand the *ACT WorkKeys Administration Manual for Paper Testing*



Test Security

- Constant human monitoring is required
- Discussion of test items is not allowed
- Consequences of poor test security are high
 - Fairness
 - Expense



Authorized Dates for Testing

- Initial Test Day: Wednesday, April 13, 2016
- Makeup Test Day: Wednesday, April 27, 2016
- Accommodations Test Window: April 13-27, 2016



Chapter 2

What's new?



mme

ACT WorkKeys

What's New for 2015-16

- Administration
 - April
- Introduction of PearsonAccess Next
 - PA Next is a web application; it was used for completing establishment
- Reporting
 - Schools will receive reports in July 2016

mme

ACT WorkKeys

Chapter 3

Testing Facility Requirements



mme

ACT WorkKeys

Testing Facility Requirements



mme

ACT WorkKeys

Type and Size of Rooms

Recommended = 15-30 students per room



Maximum Capacity = 100

mme

ACT WorkKeys

Type and Size of Rooms



mme

ACT WorkKeys

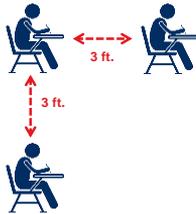
Room Setup and Seating Arrangements



mme

ACT WorkKeys

Room Setup and Seating Arrangements



mme

ACT WorkKeys

Distractions

**Quiet,
Please!**

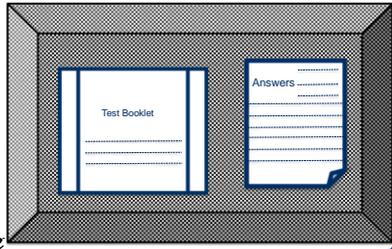
Testing in
Progress!



mme

ACT WorkKeys

Writing Surfaces



mme

ACT WorkKeys

Bulletin Boards



mme

ACT WorkKeys

Timepieces



mme

ACT WorkKeys

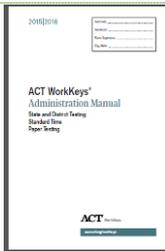
Room Conditions



mme

ACT WorkKeys

Administration Manual



mme

ACT WorkKeys

Chapter 4



mme

ACT WorkKeys

Testing Staff Requirements

- Test Coordinator
 - Responsible for all assessment activities
 - Maintains continuity and administrative uniformity
- Back-up Test Coordinator
 - Assists test coordinator with all assessment activities
 - Serves as test coordinator on test day if the test coordinator is unable to serve



Testing Staff Requirements

- Test Coordinator
 - Each individual's name must be on file with ACT
 - Responsible for selecting and training staff to assist during testing (e.g., room supervisors and proctors)



Testing Staff Requirements

- Room Supervisor
 - One room supervisor must be present in each room
 - Responsible for the following:
 - ✦ Testing conditions
 - ✦ Admission and seating of students
 - ✦ Monitoring students
 - ✦ Completing required documentation



Testing Staff Requirements

- Proctor
 - Assist room supervisor
 - Responsible for:
 - Admission and seating of students
 - Monitoring students
 - Reporting irregularities
 - Accompanying students to the restroom



Testing Staff Requirements

Students	Staff
1-25	Room Supervisor
26-50	Room Supervisor + 1 Proctor
51-100	Room Supervisor + 2 Proctors



Who May Act as Staff?

- Current or retired faculty members
- School employees
- Substitute teachers
- Student teachers
- Teachers' aides



Who May Not Act as Staff?

- High school students
- Volunteers
- Lower-division undergraduates
- Relatives or wards
- Anyone who will take ACT WorkKeys within next 12 months
- Individuals involved in ACT WorkKeys test preparation for commercial gain



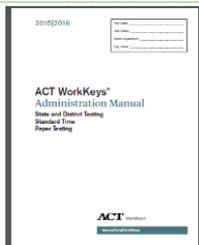
Avoiding Conflicts of Interest

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

If any relative or ward is testing ...	You may not serve as ...	And you may not ...
with standard time at any school in your state on the initial or makeup test dates	test coordinator	have access to the secure standard time test materials at any time.
with accommodations at any school in your state during your accommodations testing window	test coordinator	have access to the secure accommodations test materials at any time.
with standard time or with accommodations	room supervisor or proctor in the room where that examinee is testing	have access to your relative's answer document or test materials at any time.



Following Standardized Procedures



Local Training

- Discuss before test day
 - Policies and requirements
 - Security of test materials
 - Preparation
 - Test administration activities
 - Attentiveness during testing
- Review forms and required documentation
- Resources
 - ACT WorkKeys Administration Manual
 - Test administration training www.act.org/aap/michigan/



Chapter 5



Pre-planning

- Order test materials
 - Ordering window for initial testing: January 11 – February 16, 2016
 - Ordering window for makeup testing: April 13-14, 2016
 - You will use the DAS Secure Site to order materials
 - Order the number of test booklets and manuals needed



Pre-planning

- Train and assign testing staff
 - Follow required staffing ratios
 - Provide ACT WorkKeys Administration Manual to all staff



Pre-planning

- Select and prepare rooms
 - Students testing with standard time
 - Students testing with accommodations
 - Follow requirements under "Testing Facility Requirements" section



Pre-planning

ACT WorkKeys Roster
(This document may be photocopied.) Page ____ of ____

You may provide your own roster instead of this form if it has all the information shown on this form.

Testing Site Name _____ Institution/Site Code _____
(for testing site)

City/State _____

Test Date _____

Room Supervisor _____

Room Name/Number _____

Type of ID

P = Photo ID

R and initials = Recognized

L = Letter

= = Absent

D = Denied

Examinee's Name (please print or type)	Type of ID
1. _____	_____
2. _____	_____



Pre-planning

- Provide information to students
 - Bring #2 pencils
 - Bring permitted calculator
 - Bring required ID
 - Don't bring a cell phone
 - When and where to report



Pre-planning



Permitted Calculators

Applied Mathematics test only



Can I use a calculator?

The ACT Calculator Policy (effective September 1, 2014)

The ACT calculator policy is designed to ensure fairness for all examinees, avoid distractions in the testing room, and protect the security of the test materials.

- A permitted calculator may be used on the ACT Mathematics Test only.
- It is the examinee's responsibility to know whether their calculator is permitted.
- Accessible calculators (such as audio/talking or Braille calculators) may be allowed under the accessibility policies for the ACT.

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality
- Prohibited calculators in this category include:



Testing Accommodations



- Reader / DVD
- Large-print testing materials
- Sign Language Interpreter
- Braille
- Extended Time
- Word-to-word foreign language glossary

mme

ACT WorkKeys

Ineligible Accommodations



mme

ACT WorkKeys

Testing Accommodations

- Local Arrangements
 - Standard time limits with normal breaks
 - × Regular type
 - × No special test format
 - Examples:
 - × Wheelchair access
 - × Front of room
 - × Separate room

mme

ACT WorkKeys

Receipt and Check-in of Materials

24 hours



- Check content within 24 hours
 - Check against packing list
 - Count test booklets individually
 - Follow instructions in the *Administration Manual*
- Lock up cartons in a secure place



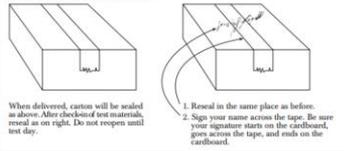
Missing Materials

- IMMEDIATELY report shortages or evidence of tampering
- Contact ACT
 - Phone: 800.553.6244 ext. 1788



Security of Materials

Diagram for Resealing Cartons



Chapter 6

Test Day Activities



ACT Test Security Principles

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are "secure by design."
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Detect and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker's own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.



Briefing Session



- Arrival of proctors
 - At least 30 minutes prior to check-in
- Review procedures
 - Test security
 - Checking in students
- Make last-minute adjustments



Observers



- Authorized observers
 - ACT ID
 - ACT Authorization Letter
- Unauthorized observers
 - Media
 - Test prep companies
 - Parents
 - Employers

mme

ACT WorkKeys

Identifying Students



- Personal recognition by staff
- Current official photo ID

mme

ACT WorkKeys

Admitting Students



- Check students in at the door
- Mark students' names on roster
- Direct students to seats

mme

ACT WorkKeys

Admitting Students



- No late admittance
- No cell phones

mme

ACT WorkKeys

ACT WorkKeys Schedule

- The ACT WorkKeys System is designed to be a flexible system of assessments administered on a schedule determined by the test coordinator
 - > *Applied Mathematics* 45 minutes
 - > *Locating Information* 45 minutes
 - > *Reading for Information* 45 minutes
- Must give full time for testing

mme

ACT WorkKeys

ACT WorkKeys Schedule

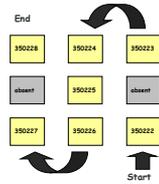


mme

ACT WorkKeys

Distributing Test Booklets

- After students are seated
- Only when prompted in verbal instructions
- Individually, one to each student
- Unbroken, sequential order



Exact Timing of Tests

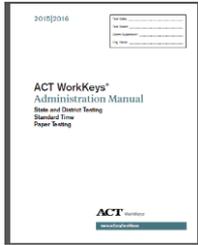
- Use more than one timepiece
 - Do NOT use a cell phone
 - An accurate wall clock is allowable
- Time each room separately
- Record times in the *ACT WorkKeys Administration Manual*
- Remember to give 5-minute warning



Staff Attentiveness



Staff Attentiveness



Group Irregularities

- Document and call ACT if:
 - Missing test materials
 - Mistiming
 - Inclement weather
 - Emergency evacuations
 - Power failure
 - Disturbances/distractions
- Phone: 800.553.6244 ext. 2800
- File an Irregularity Report



Individual Irregularities

- Include, but are not limited to:
 - Defective test materials
 - Duplicating test materials
 - Student illness
 - Irrational or prohibited behavior
- Document everything



Prohibited Behavior

- Prohibited behaviors include:
 - Creating a disturbance
 - Giving/receiving help
 - Possessing a cell phone
 - Violating calculator rules
- File an Irregularity Report
- If there's been a security breach, call ACT at 800.553.6244 ext 2800
- Document everything



Anonymous Security Hotline

(877)777-7296

Anonymous Security Hotline

Test center staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report or calling 800.553.6244, ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of ACT WorkKeys State and District testing.

In exceptional situations, test center staff may wish to file an anonymous report about concerns that ACT WorkKeys tests may have been compromised. If you wish to report such concerns anonymously, you may do so at www.act.ethicspoint.com.



Chapter 7

Post Test Activities



Before Dismissing Staff

- Account for all test booklets and answer documents
 - Documented on Test Tracking Log
 - All signatures present
- Verify rosters are marked
 - No blanks – mark if absent
 - "R" with staff initials
 - Notarized Letter collected for every "L"
- Review Irregularity Reports
 - Attach voided answer documents



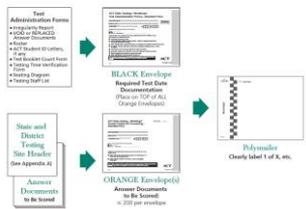
Documentation

- Retain documentation for 1 year
 - Rosters: Include students absent from testing
 - Record of students dismissed for prohibited behavior
 - Irregularity Reports
 - "ACT WorkKeys Report of Accommodated Tests"
 - "Test Site Staff WorkKeys Manual Verification" form



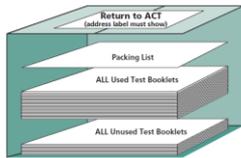
Return to ACT Scoring Services

1 Polymailer



Return to ACT Distribution Center

2 Carton



mme

ACT WorkKeys

Score Reports

- Standard ACT WorkKeys Reports
 - All reports are sent to testing site – July
 - Memo to Examinee
 - Summary Report for examinee
 - Examinee Roster Report

mme

ACT WorkKeys

Chapter 8

Success for You
and Your
Students



mme

ACT WorkKeys

Success for You and Your Students

- Avoiding the Pitfalls
 - No cell phones or other electronic devices
 - Administer tests in proper sequence
 - No extra breaks or extended breaks
 - Do NOT throw away shipping cartons; you need to use these to return test materials
 - Be ready for the arranged pickup of testing materials



Success for You and Your Students

- Avoiding the Pitfalls
 - Answer documents will not be scored:
 - × Late return
 - Improper return packaging – no guarantee of scoring



Chapter 9



For Information...

- [ACT hosted Michigan Website:](http://www.act.org/aap/michigan/)
(www.act.org/aap/michigan/)
- [ACT WorkKeys Website:](http://www.act.org/workkeys/)
(www.act.org/workkeys/)



For Help...

- ACT Customer Service:
 - Standard time:
 - (800) 553-6244 ext. 2800
 - Accommodations:
 - (800) 553-6244 ext. 1788