# Michigan Department of Education



# Test Administration Training

## *Spring 2020*

# Agenda



1. Overview of ACT WorkKeys
2. What's New in 2020
3. Testing Staff Requirements
4. Testing Facility Requirements
5. Receipt and Check in of Test Materials
6. Test Day Preparation
7. Test Day Activities
8. Post-Test Activities
9. Tips for Success
10. Resources

**ACT®** **WorkKeys®**

# Overview of ACT WorkKeys

# Assessments

| WorkKeys Assessments | Level Scores | | | | | |
|---|---|---|---|---|---|---|
| Workplace Documents | <3 | 3 | 4 | 5 | 6 | 7 |
| Applied Math | <3 | 3 | 4 | 5 | 6 | 7 |
| Graphic Literacy | <3 | 3 | 4 | 5 | 6 | 7 |

# ACT® WorkKeys® National Career Readiness Certificate® (ACT WorkKeys NCRC®)



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

# Certification Levels

**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**

## Test Security

- #1 priority

- ACT WorkKeys tests are high stakes

- Integrity of the system is critical

- Read and understand the *ACT WorkKeys Administration Manual for State Paper Testing*

# Test Security

➢ Constant monitoring is required

➢ Discussion of test items is not allowed

➢ Consequences of poor test security are high

# What's New

# What's New in 2020

**Two new gender options:**
- ❏ **Another Gender**
- ❏ **Prefer Not to Respond**

# What's New in 2020

➢ **ACT WorkKeys Michigan state testing website:** http://www.act.org/stateanddistrict/Michigan



Unless otherwise noted as a PDF, documents are now published as interactive content

# Key Dates and Activities

## Key Dates

**ACT WorkKeys Schedule of Events** posted on the ACT-hosted Michigan state testing website at www.act.org/stateanddistrict/michigan

**MME List of Important Dates** posted on the MME website at  www.Michigan.gov/mme

# Key Dates

| Activity | Dates |
|---|---|
| Verify Pre-id Student Data | January 8 – February 12 |
| Order Accommodations Materials | January 8 – February 12 |

**OEAA Secure Site: www.michigan.gov/oeaa-secure**

## Ordering Test Materials

- Standard time test book quantities are based upon the number of students submitted for pre-identification

- Entering quantities of accommodations forms will automatically reduce the number of standard time test booklets

- Appropriate number of answer documents, administration manuals, and other ancillary materials will automatically be included in the initial shipment of test materials.

**ACT** WorkKeys

Accommodations in English:

- Extended Time test books

- Large Type (18 pt. font)

- Audio USB

- Braille (UEB only)

- Reader Script

**Ordering Test Materials**

Accommodations in Spanish:

- Standard Time

- Extended Time

- Large Type (18 pt. font)

- American Spanish Braille

- Audio USB

- Reader Script

https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf

**Ordering Test Materials**

# Accommodation in Arabic:

- ## Audio USB

# Translated Test Directions (test items are not translated, only the instructions)

| | |
|---|---|
| Arabic | Korean |
| Chinese (Simplified) | Russian |
| Chinese (Traditional) | Somali |
| French | Spanish |
| German | Tagalog |
| Haitian Creole | Vietnamese |

## Key Dates

| Activity | Dates |
|---|---|
| Submit Off-Site Testing Requests | February 10 – May 5 |
| Attend ACT-hosted Training Webinars | February 4 at 10:00 am ET<br><br>March 10 at 3:30 pm ET |
| Receive Test Materials | March 9 - 13          or<br>March  16 - 20 |
| Order Additional Test Materials | March 23 – April 7 |

**OEAA Secure Site: www.michigan.gov/oeaa-secure**

# Key Dates

| Initial Testing | Dates |
|---|---|
| Standard Time Test Day | April 15 |
| Answer Document Receipt Date | April 22 |
| | |
| Accommodations Test Window | April 15 – 28 |
| Answer Document Receipt Date | May 5 |

# Key Dates

| Makeup Testing | Dates |
| --- | --- |
| **Order Makeup Standard Time and Accommodations Test Materials** | **April 15 -16** |
| | |
| **Makeup Standard Time Test Day** | **April 29** |
| **Answer Document Receipt Date** | **May 6** |
| | |
| **Makeup Accommodations Test Window** | **April 29 – May 5** |
| **Answer Document Receipt Date** | **May 12** |

**OEAA Secure Site: www.michigan.gov/oeaa-secure**

# Key Dates

| Activity | Dates |
|---|---|
| Answer Documents Received and Not Tested | Late May/Early June 2020 |
| Score Reporting | August 2020 |

**Testing Staff Requirements**

**Testing Staff Requirements**

➢ WorkKeys Test Coordinator

- Responsible for all assessment activities
- Maintains continuity and administrative uniformity
- Selects and trains room supervisors and proctors

➢ Substitute Test Coordinator

- Assists test coordinator with all assessment activities
- Serves as test coordinator on test day if the test coordinator is unable to serve

➢ Room Supervisor

- One room supervisor must be present in each room

- Responsible for:
    - o Testing conditions
    - o Admitting and seating students
    - o Monitoring the test session
    - o Completing required documentation

**Testing Staff Requirements**

# ➢Proctor

- Assist room supervisor

- Responsible for:
  - Admitting and Seating Students
  - Monitoring Students and Reporting Irregularities
  - Accompanying Students to the Restroom

| Standard Time Students | Accomms. Students | Minimum Staff Required |
|---|---|---|
| 1-30 | 1 - 20 | Room Supervisor |
| 31-60 | 21 - 40 | Room Supervisor + 1 Proctor |
| 61-100 | 41 - 60 | 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

- ➢ Anyone who will take ACT WorkKeys within next 12 months

- ➢ Individuals involved in ACT WorkKeys test preparation for commercial gain

- ➢ Relatives or wards

# Avoiding Conflicts of Interest

If any relative or ward will test at your site or any school on the same test date:

➢ You may not serve as test coordinator or substitute test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified colleague.

➢ You may not have access to the secure test materials prior to test day.

➢ You may serve as a room supervisor or proctor, provided that the student is not assigned to test in a room where you are working.

➢ You must not have access to any of the student's test materials.
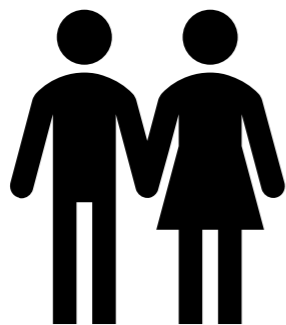
Relatives and wards include children, step-children, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Scores for an examinee will be canceled if any of these policies are violated.

# 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*

- ➢ ## Training videos and Q&A sessions
  - *www.act.org/stateanddistrict/michigan*

**Training Session Outline**

The test coordinator is expected to discuss the following topics with staff during the training session. A separate session may be held with accommodations testing staff to cover topics relevant to accommodations. All training sessions must occur before test day and include information from training conducted by ACT.

**Facilities Requirements and Setup:**

- Demonstrate proper seating arrangements and test room preparation, including:
  - ~ Ease of staff observation and movement
  - ~ Seating left-handed examinees
  - ~ Timepieces
  - ~ Any items in the room that need to be covered/removed for testing

**Test Materials:**

- Discuss the difference between secure and non-secure materials
- Discuss the difference between standard time and accommodations materials and highlight that using the wrong test materials can result in the cancellation of scores
- Explain materials that will be supplied by:
  - ~ ACT
  - ~ The test site
  - ~ Examinees
- Describe the process for how materials will be distributed to and from room supervisors on test day and how room supervisors will distribute materials to examinees in the test room
- Outline the importance of:
  - ~ Never leaving materials unattended
  - ~ Verifying counts of secure materials before and after testing
  - ~ Not allowing unauthorized individuals access to test rooms or materials

**Non-Test Activities:**

- Discuss when and where all examinees, including those testing with accommodations and/or supports, will complete the non-test portions
- Discuss the sections that must be completed and the importance these sections play in score reporting

**Test Administration:**

- Discuss when and where staff members are to report on test day
- Explain how to use the Roster
- Review acceptable forms of identification
- Explain the process for seating examinees and the rules to follow when choosing where to seat an examinee
- Discuss start times and when to stop admitting examinees to the test room
- Discuss the policy for cell phones and other electronic devices

Testing Facility Requirements

# Recommend 15–30 students per room, maximum of 100 students
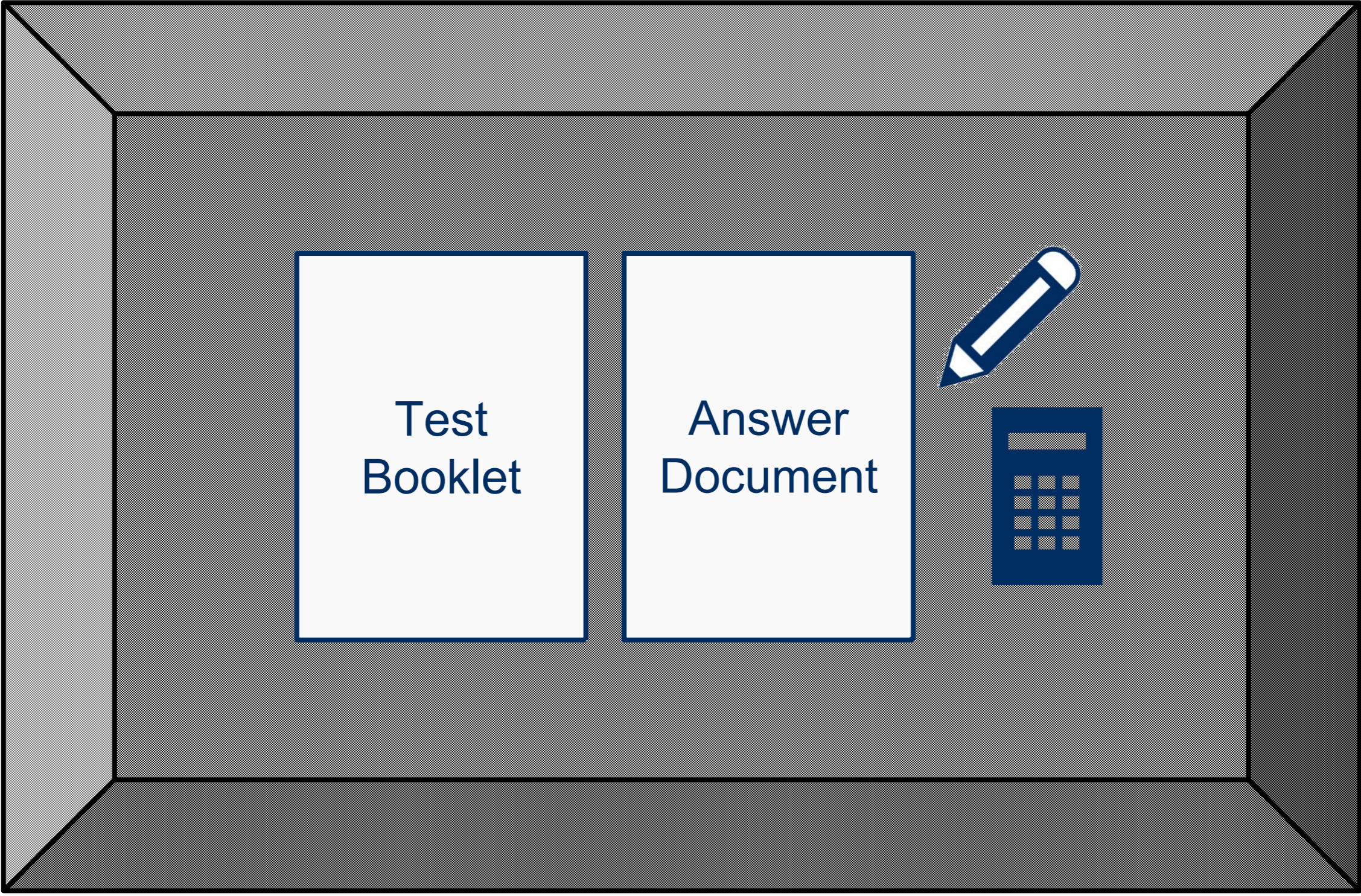


3 ft.

3 ft.
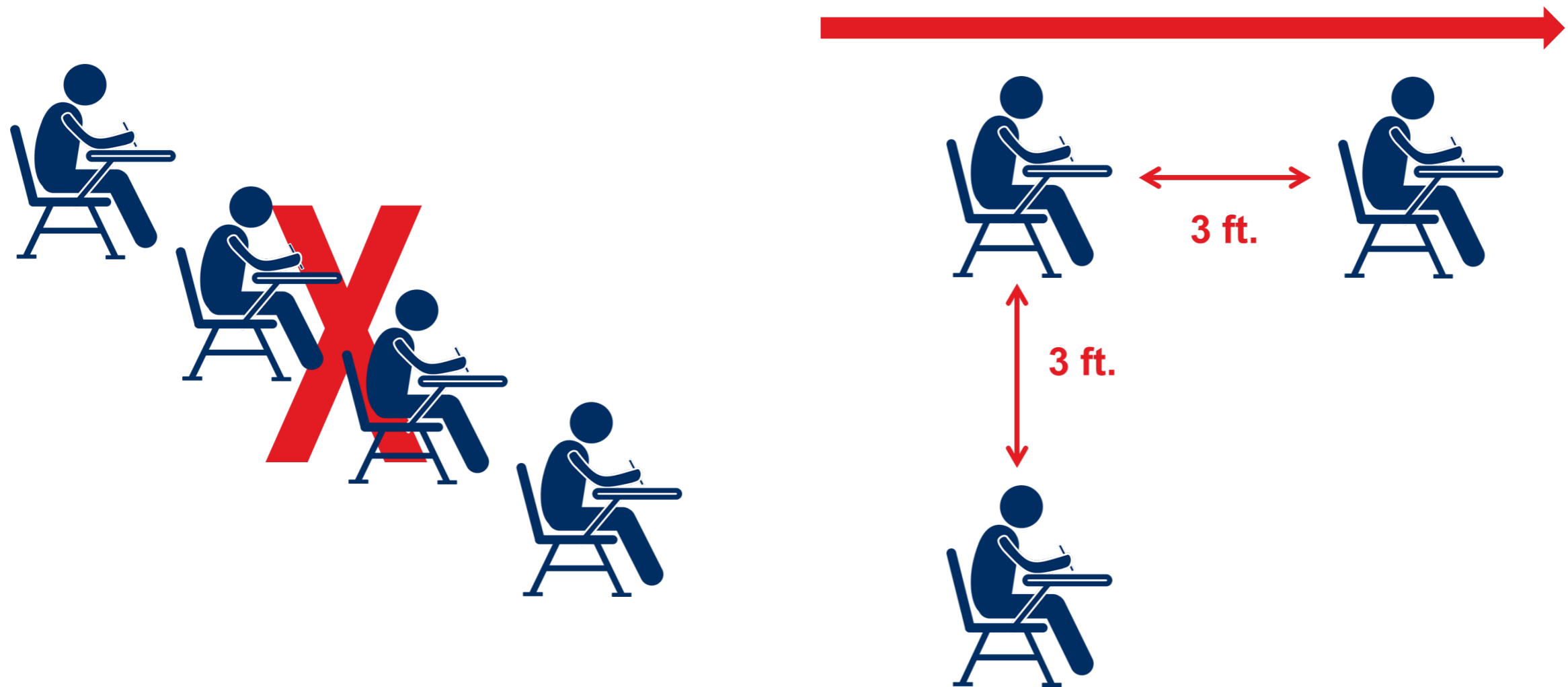
# Distractions



**Quiet, Please!**
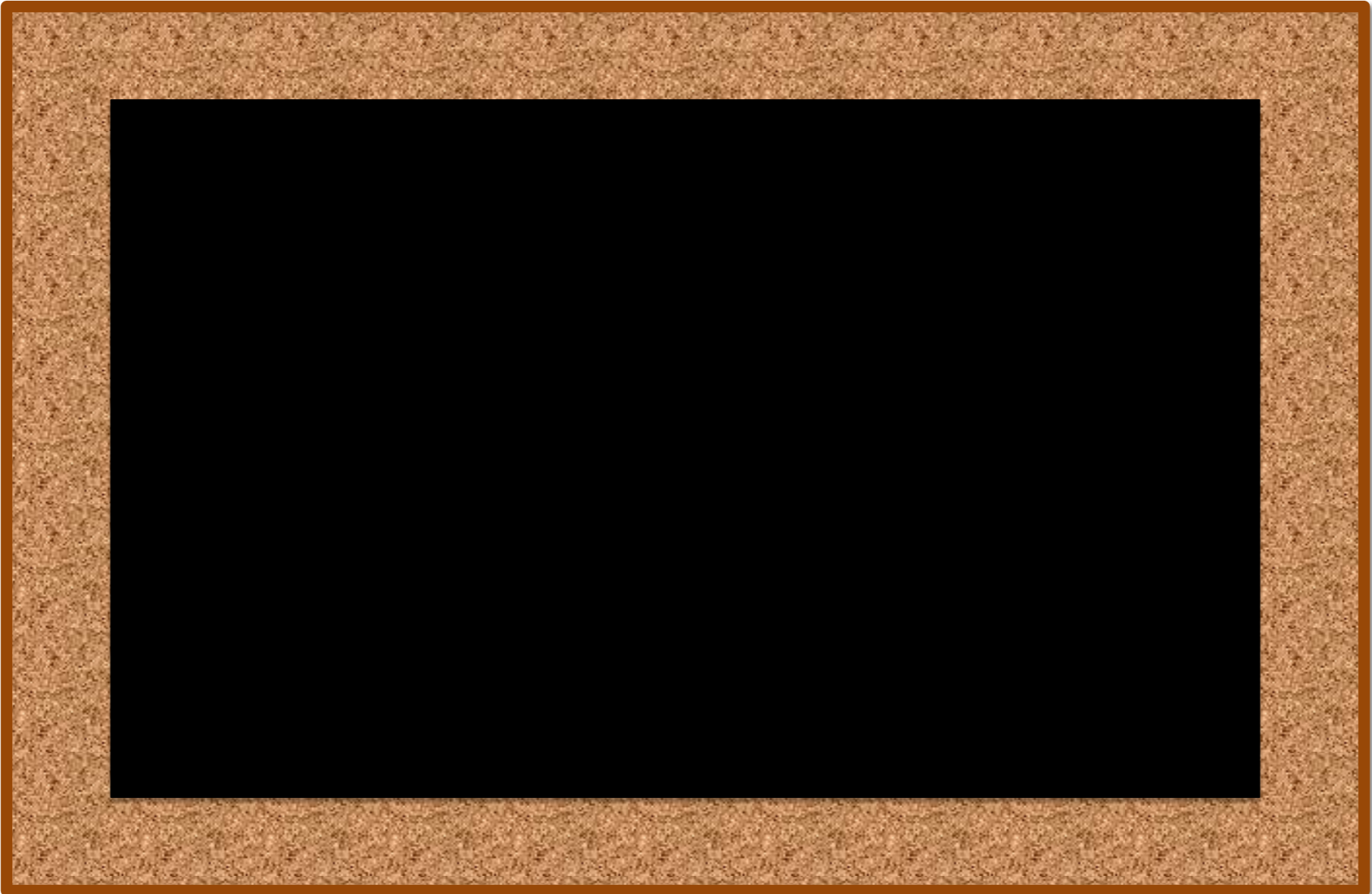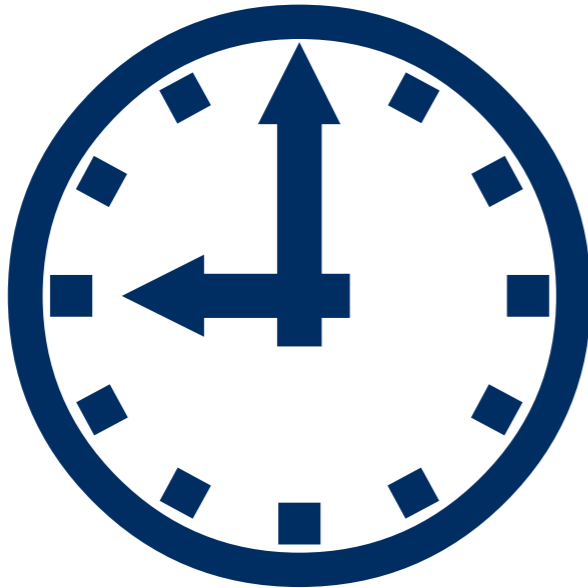
Testing in Progress!

# Writing Surfaces

# Bulletin Boards

# Timepieces



**9:00**

# Room Conditions

# Administration Manuals



Spring 2020

Test Date(s): _____
Test Room: _____
Room Supervisor: _____
High School Name: _____

**ACT® WorkKeys®**
**Administration Manual**

**State Testing**
Standard Time
Paper Testing

**ACT** WorkKeys·

www.act.org/workkeys



Spring 2020

Test Date(s): _____
Test Room: _____
Room Supervisor: _____
High School Name: _____

**ACT® WorkKeys®**
**Administration Manual**

**State Testing**
Accommodations and English Learner Supports
Paper Testing

**ACT** WorkKeys·

www.act.org/workkeys

# Student Roster



**ACT** WorkKeys®

## Test Administration Forms
### Standard Time, Paper
#### Test Room Report

**S**

ACT High School Code ___ ___ ___ ___ ___    State _____

School Name _____    Test Date _____

Room Supervisor _____    Room _____

☐ Testing at school    ☐ Testing off-site—provide off-site location name and address:

Location Name _____

Address/City _____

Number of Examinees Seated in This Room _____    Number of Staff in This Room _____

**BEFORE TESTING: Complete A through B to record and account for ALL TEST BOOKLETS provided to this room.**

**A. Test Booklets**     First Serial Number     Last Serial Number     **Total # Booklets**

___ ___ ___ ___ ___    to    ___ ___ ___ ___ ___     **A**

*Additional serial numbers not within the sequence above, if any:*     ___ ___ ___

**B.** Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.

Room Supervisor Signature_____    Test Coordinator Initials_____

**AFTER TESTING: Complete C through F to record and account for ALL MATERIALS returned to the test coordinator.**

**C. Test Booklets**     # Used     # Unused     **Total # Booklets**

___ ___ ___    +    ___ ___ ___    =    ___ ___ ___
*Must equal 'A' above*

**D. Answer Documents** (used only)     # To Score     # Voided     # Replaced

___ ___ ___     ___ ___ ___     ___ ___ ___
*Attach AD to Irregularity Report*     *Attach AD to Irregularity Report*

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**ACT** WorkKeys®

### Roster

Page ____ of ____

*Attach extra pages as required.*

*Note: You may attach your own roster to this form instead of writing the information below, only if it includes the type of ID.*

**Type of ID**

**P** = Photo ID
**F** = ACT Student Identification Form
**R** and Staff Initials = Recognized
**—** = Absent

| Examinee's Name (please print) <br> List all examinees scheduled to test in this room. | Mark attendance by noting type of ID. | | | |
|---|---|---|---|---|
| | **P** | **F** | **R and Initials** | **—** |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

# Receipt and Check-in
# of
# Test Materials

# Receipt and Check-in of Test Materials

➢ Shipped to Test Coordinator

- Test forms
- Answer documents
- Student Pre-id Barcode Labels
- ACT WorkKeys administration manuals
- Administration Supplement
- Test Administration Forms
- Processing Envelopes and return polymailers

**Receipt and Check-in of Materials**

**24 hours**

➤ Check contents within 24 hours

- Check against packing list
- Count test booklets individually
- Follow instructions in the *Test Coordinator Information Manual*
- Refer to Test Date Flyer for the valid test day(s) of the enclosed test forms

➤ IMMEDIATELY report shortages or evidence of tampering to ACT

- Phone: 800.553.6244 ext. 2800

# Security of Materials



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.
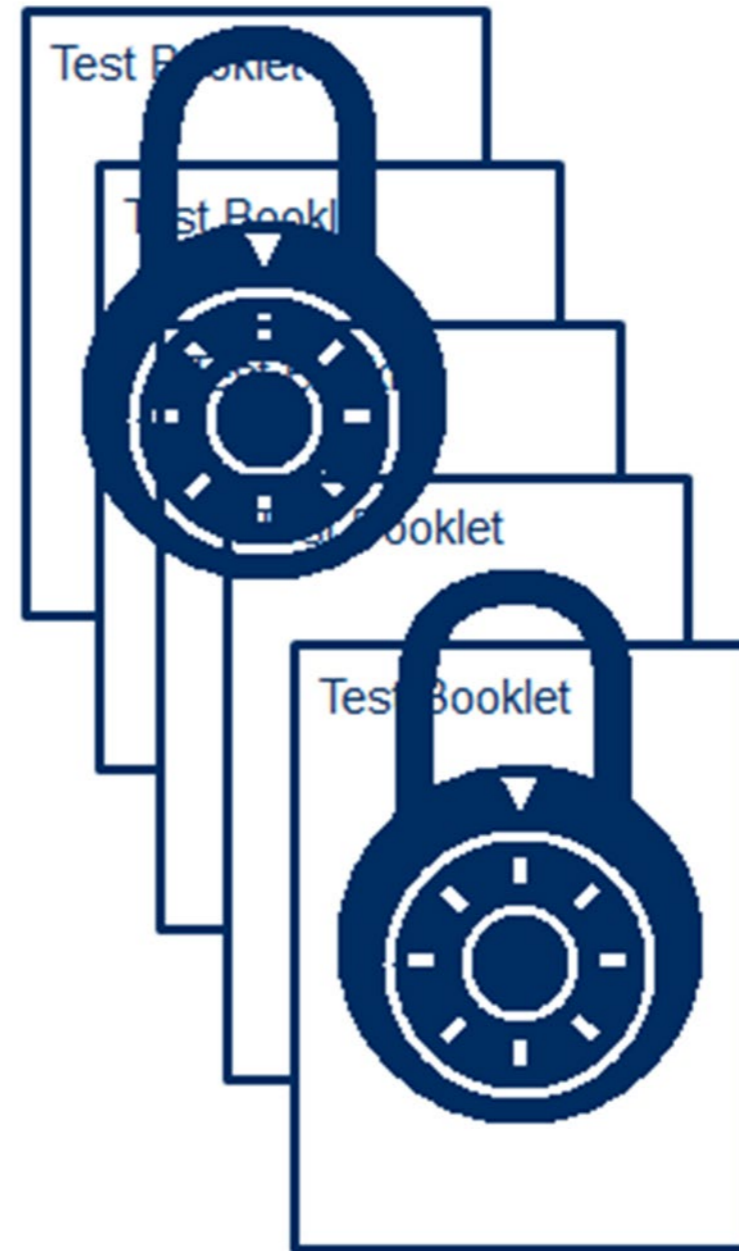
# Test Day Preparation

# Answer Document Preparation by Testing Staff

# Answer Document Preparation by Students
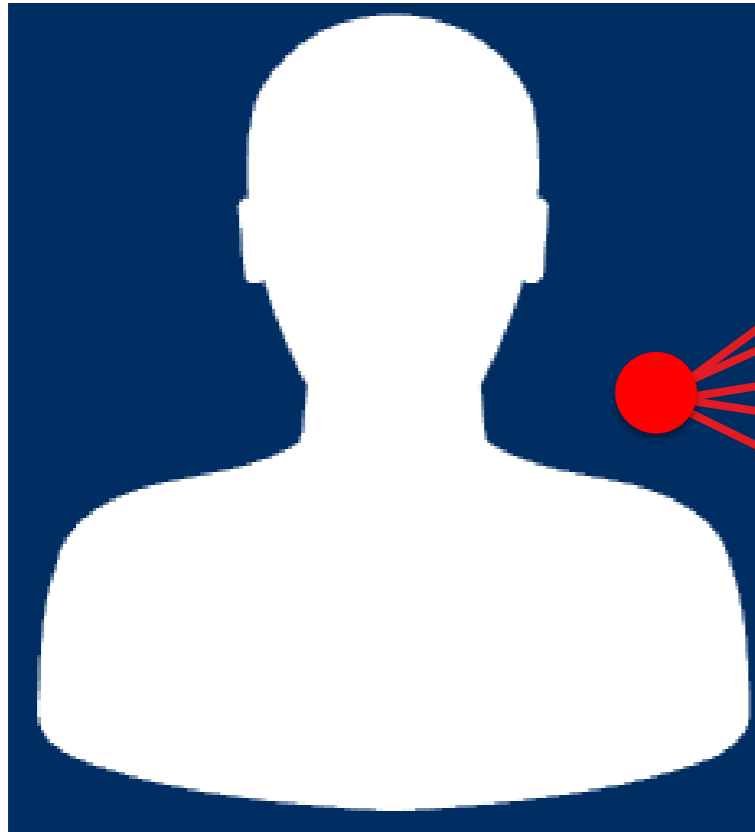
First name (Required)

Last name (Required)

Month of birth (Required)

Day of birth (Required)

ID number from the barcode label
(Highly Recommended)

######### LAST FIRST

88888 - 00000 FIRST HIGH SCHOOL

DOB: mm/dd/yyyy
GENDER: F GRD: 11

WorkKeys 2018

333333333

**Provide Information to Students**

➢ Provide information to students

- Bring #2 pencils

- Bring permitted calculator

- Provide acceptable ID

- Do not bring a cell phone

- When and where to report for testing

John Doe

3245 0557 5106 5406 5465 7065 76799
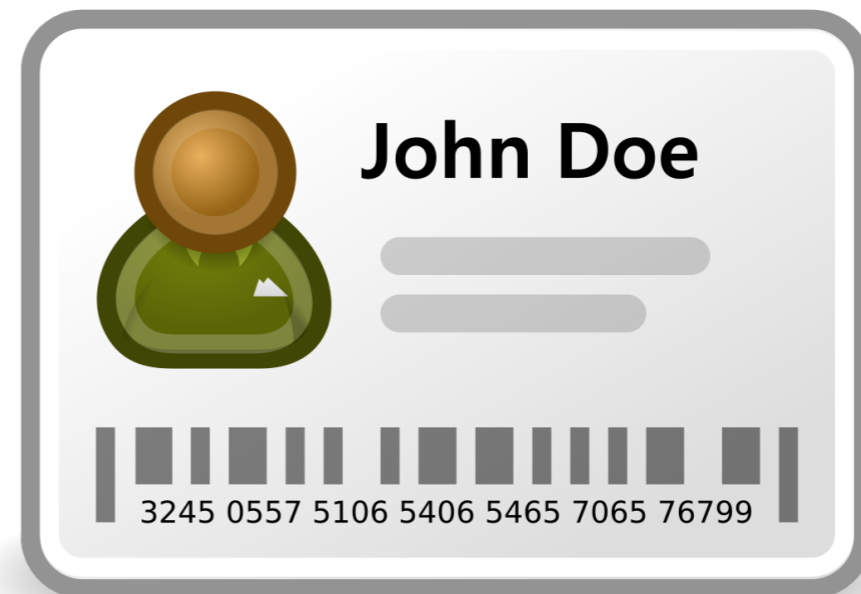
# Permitted Calculators

**ACT® Calculator Policy**

➢ **Calculators may only be used on the Applied Math test.**

➢ **Examinees may use any 4-function, scientific, or graphing calculator not on the prohibited list.**
  - Examinees are responsible for knowing if their calculator is permitted.

➢ **Calculators cannot be shared during the test.**

➢ **Entire calculator policy is posted on the ACT hosted Michigan state testing website in the Administration stage.**

# Testing Accommodations
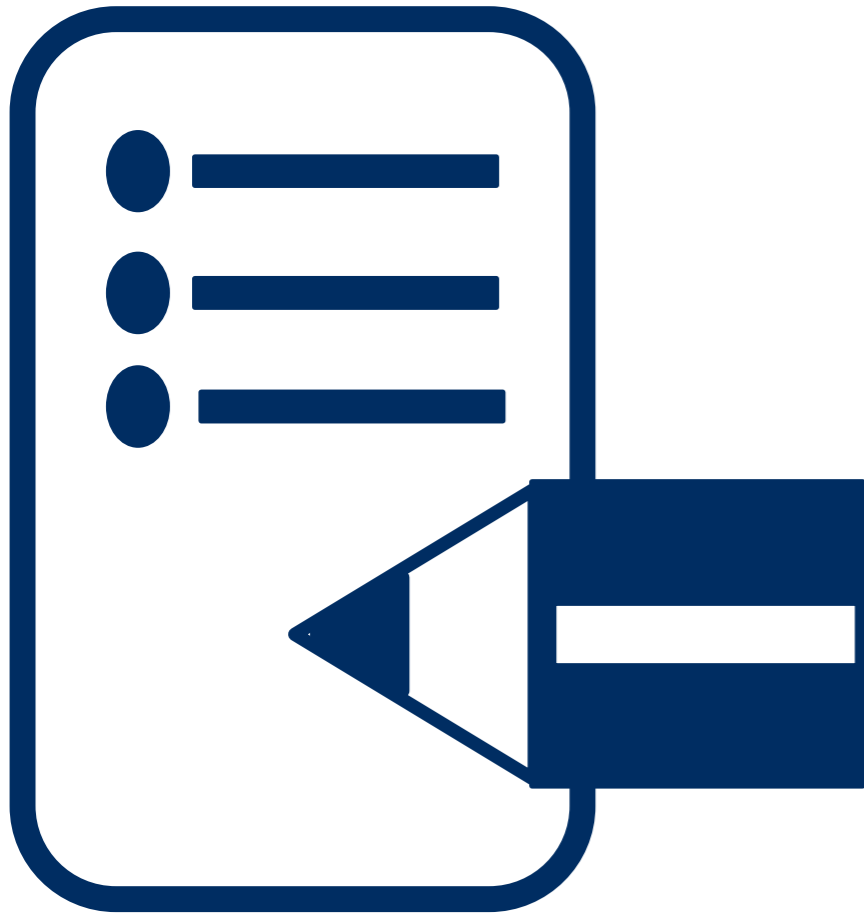
- Reader / Audio USB
- Large-print testing materials
- Sign Language Interpreter
- Braille (UEB only)
- Extended time
- ACT-approved word-to-word bilingual dictionary without definitions, list is available at: http://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf
- Translated Test Directions

# Ineligible Accommodations

➢Local Arrangements

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

# Documentation Needed for Accommodations

- ➢ Must meet the following guidelines:
  - States the specific disability
  - Is current (no older than 3 years)
  - Describes the present problem(s) and developmental history
  - Describes the comprehensive assessments
  - Describes the functional limitations or impairment
  - Describes specific recommended accommodations
  - Establishes the professional credentials of the evaluator
- ➢ Collect, review, and keep on file for 1 year
- ➢ Questions?  Call 1.800.553.6244  ext 1788

# Administration Codes

| Accommodation— Single Day Testing | Admin. Code to Grid— Standard Time | Admin. Code to Grid—Time- and-a-Half | Admin. Code to Grid— Double Time | Admin. Code to Grid—Three Hour |
|---|---|---|---|---|
| Regular print | 400 | 150 | 200 | 300 |
| Large print | 400 | 130 | 235 | 291 |
| Pre-Recorded Audio | N/A | N/A | N/A | 294 |
| Reader Script | N/A | N/A | N/A | 293 |
| EBAE Braille or American Spanish Braille | N/A | N/A | N/A | 292 |
| UEB Braille with Nemeth | N/A | N/A | N/A | 296 |
| UEB Braille without Nemeth | N/A | N/A | N/A | 297 |
| Translated Instructions (not test items) | 600 | 610 | 620 | 630 |

# Test Day Activities

# 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. Deter 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 student check-in

➢ Review procedures

- Test security
- Checking in students

➢ Make last-minute adjustments

NEVER leave test booklets unattended when out of secure storage

# Identifying and Admitting Students



- ➢ Check students' identification at the door
- ➢ Mark students' names on roster
- ➢ Direct students to their seats
- ➢ No late admittance
- ➢ No cell phones

## Test Day Schedule

➢ Testing must occur only on the designated test dates and should begin no later than 9:00 a.m.

| Test Administration | Test Dates |
|---|---|
| Initial Standard Time Test Day | April 15 |
| Initial Accommodations Test Window | April 15 – 28 |
| | |
| Makeup Standard Time Test Day | April 29 |
| Makeup Accommodations Test Window | April 29 – May 5 |

**Test Day Schedule**

➢ Tests must be administered in order
➢ Must allow full time for Standard Time testing

| Assessment | English | Spanish |
|---|---|---|
| Workplace Documents | 55 minutes | 70 minutes |
| Applied Math | 55 minutes | 70 minutes |
| 15 minute break | | |
| Graphic Literacy | 55 minutes | 70 minutes |

➢ **Accommodations students testing Time-and-a-Half, Double Time, and Three Hours may move ahead only when all students in the room have finished testing**

# Test booklet symbols:

- Standard time booklets
- Accommodations booklets

➢ After students are seated

➢ Only when prompted in verbal instructions

➢ Individually, one to each student

➢ Unbroken, sequential order

| 003 | 004 | empty seat | 010 |
| empty seat | 005 | 009 | 011 |
| 002 | 006 | empty seat | 012 |
| 001 | 007 | 008 | empty seat |
| **Start** | | | **End** |
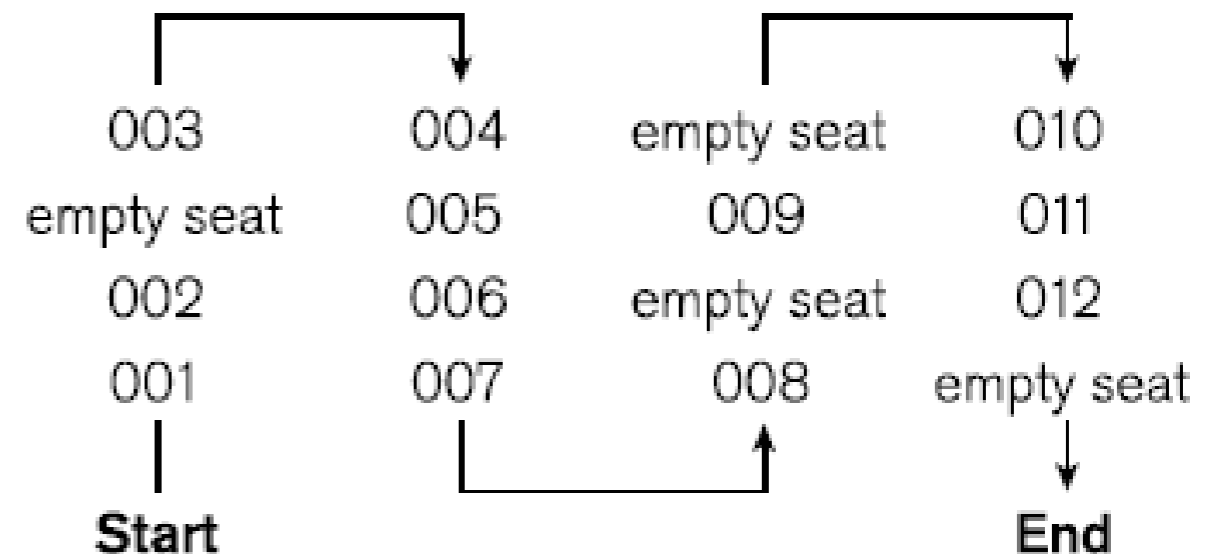
**Exact Timing of Tests**

- ➢ Use more than one timepiece
  - • Do NOT use a cell phone
- ➢ Time each room separately
- ➢ Record times on the Test Administration Form
- ➢ Remember to give a 5-minute warning



**WorkKeys**

**Timing Report**

| Record the actual time of day (e.g., 8:52 a.m.) these announcements are made for each test. | | | | |
|---|---|---|---|---|
| | Duration | Start | 5 Minutes Remaining | Stop |
| Example | | 8:52 a.m. | 9:42 a.m. | 9:47 a.m. |
| Test 1 Workplace Documents | 55 | | | |
| Test 2 Applied Math | 55 | | | |
| Test 3 Graphic Literacy | 55 | | | |

Is there an Irregularity Report regarding timing?  ☐ Yes  ☐ No

**Timing Chart**

| All Tests—55 Minutes | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Start | Stop | Start | Stop | Start | Stop | Start | Stop | Start | Stop |
| 0:00 | 0:55 | 0:12 | 0:07 | 0:24 | 0:19 | 0:36 | 0:31 | 0:48 | 0:43 |
| 0:01 | 0:56 | 0:13 | 0:08 | 0:25 | 0:20 | 0:37 | 0:32 | 0:49 | 0:44 |
| 0:02 | 0:57 | 0:14 | 0:09 | 0:26 | 0:21 | 0:38 | 0:33 | 0:50 | 0:45 |
| 0:03 | 0:58 | 0:15 | 0:10 | 0:27 | 0:22 | 0:39 | 0:34 | 0:51 | 0:46 |
| 0:04 | 0:59 | 0:16 | 0:11 | 0:28 | 0:23 | 0:40 | 0:35 | 0:52 | 0:47 |
| 0:05 | 0:00 | 0:17 | 0:12 | 0:29 | 0:24 | 0:41 | 0:36 | 0:53 | 0:48 |
| 0:06 | 0:01 | 0:18 | 0:13 | 0:30 | 0:25 | 0:42 | 0:37 | 0:54 | 0:49 |
| 0:07 | 0:02 | 0:19 | 0:14 | 0:31 | 0:26 | 0:43 | 0:38 | 0:55 | 0:50 |
| 0:08 | 0:03 | 0:20 | 0:15 | 0:32 | 0:27 | 0:44 | 0:39 | 0:56 | 0:51 |
| 0:09 | 0:04 | 0:21 | 0:16 | 0:33 | 0:28 | 0:45 | 0:40 | 0:57 | 0:52 |
| 0:10 | 0:05 | 0:22 | 0:17 | 0:34 | 0:29 | 0:46 | 0:41 | 0:58 | 0:53 |
| 0:11 | 0:06 | 0:23 | 0:18 | 0:35 | 0:30 | 0:47 | 0:42 | 0:59 | 0:54 |

# Staff Attentiveness

# Irregularities

## ACT WorkKeys Testing Irregularity Report

**Individual and Group Irregularities** (See *Irregularities* section of *Administration Manual* for complete information about irregularities. Copy this form as needed.)

**Purpose of this form:** This form is used by room supervisors to report any irregularities that occur in their test rooms on test day.

**Instructions for the test coordinator:** If you receive an Irregularity Report from a room supervisor, ensure that the appropriate procedures for reporting the irregularity were followed: Check the form for completeness; be sure that voided answer documents, if applicable, are attached; for group irregularities, be sure that a list or roster of examinees in that room is attached. Make a copy of the completed forms for your records and return the originals to ACT.

**Instructions for room supervisors:** If an irregularity occurs in your test room, complete all appropriate fields on this form and return the completed form to the test coordinator.

Test Site _____  Room #/Location _____  ACT High School Code ___ ___ ___ ___ ___ ___

City, State _____  Test Date _____

Staple any voided answer documents or defective test materials to this form. Return in envelope with other test administration forms.

### Individual Irregularities

Examples of individual irregularities include: • defective materials/equipment • failure to follow directions • illness • prohibited behavior (e.g., giving/receiving assistance; unauthorized calculator use; marking previous/future test sections) • challenged item/time (*See complete explanation of irregularities in manual.*)

| Examinee Name and ID Number | Form Code/ Test Booklet Number | Description of Irregularity (include time the irregularity occurred) | Action Taken by Test Site Personnel (including any notification given to examinees) | Answer Document Voided? (Y/N) |
|---|---|---|---|---|
| Name: ID Number: | Form Code: Booklet Number: | | | |
| Name: ID Number: | Form Code: Booklet Number: | | | |
| Name: ID Number: | Form Code: Booklet Number: | | | |

### Group Irregularities (attach names of examinees in room)

Examples of group irregularities include: • mistiming • disturbances/distractions • emergency evacuation • power failure • missing/stolen test materials • inclement weather (*See complete explanation of irregularities in manual.*) **Call ACT immediately if there has been a mistiming.**

| Number of Examinees Affected | Test Title | TIme of Irregularity | Description of Irregularity | Action Taken by Test Site Personnel |
|---|---|---|---|---|
| | | | | |
| | | | | |

Room Supervisor's Name (print) _____  Test Coordinator's Name (print) _____

Room Supervisor's Signature _____  Test Coordinator's Signature _____

61

**Irregularities**

➢ Document <u>and</u> call ACT if:

- Missing or defective secure test materials
- Duplicating test materials
- Mistiming
- Inclement weather
- Emergency evacuations
- Power failure
- Disturbances/distractions
- Student illness
- Irrational or prohibited behavior

➢ Phone: 800.553.6244 ext. 2800

➢ Complete an Irregularity Report

## Prohibited Behavior

➢ Prohibited behaviors include:

- Creating a disturbance
- Giving or receiving help
- Accessing 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 <u>everything</u>

# Reporting Security Issues

Testing staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing an Irregularity Report or calling **800.553.6244 ext. 2800**. Immediate reporting to ACT Test Administration is critical to the standardized administration of the tests.

Testing staff who wish to file an anonymous report about concerns that tests may have been compromised may do so at **www.act.ethicspoint.com.**

# Post-Test Activities

# ➢ Test Room Report

- Account for all test booklets and signatures

# Check Test Administration Forms folders

## ➢ Seating Diagram

- Student names, test book serial numbers, unfinished ovals

# Check Test Administration Forms folders

➢ ## Timing Report

- Accurate timing was kept



➢ ## Administration Report

- Accurate timing was kept

- Administration codes documented

# Check Test Administration Forms folders

## ➢ Roster

- All students marked with ID type
- Mark absent students with a dash
- Personal Recognition ("R") must include staff initials
- Student Identification Form collected and attached to roster for every "F"



**ACT** WorkKeys®

**Test Administration Forms
Standard Time, Paper**

Roster

Page _____ of _____

*Attach extra pages as required.*

*Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.*

**Type of ID**
**P** = Photo ID
**F** = ACT Student Identification Form
**R** and Staff Initials = Recognized
**–** = Absent

| Examinee's Name (please print) List all examinees **scheduled** to test in this room. | Mark attendance by noting type of ID. | | | |
|---|---|---|---|---|
| | P | F | R and Initials | – |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |

# Check Test Administration Forms folders

- ➢ Verify answer documents received
- ➢ Review Irregularity Reports
  - Attach voided answer documents

## Documentation

➢ Retain documentation for 1 year

- Rosters that include
  - Students that tested
  - Students absent from testing
  - Students dismissed for prohibited behavior
- Irregularity Reports
- Accommodations paperwork

**Return Materials to ACT - Scorables**

# Packing the Processing Envelope

➢ **Required Items:**

- Testing Staff List
- Test Administration Forms folder
- Site Header
- Answer documents to be scored

➢ **If Applicable, also include:**

- Student Identification Forms
- Large Type Answer Documents
- Reader, Interpreter, and Transcriber Agreements
- Irregularity Report
- Voided or Replaced Answer Documents

➢ **Place all these items in the polymailer for return to ACT.**



TOP
Required

1 Testing Staff List

2 Test Administration Forms

3 Site Header

Answer Documents to Be Scored

If Applicable

4 ACT Student Identification Forms

5 Large Type Worksheets

6 Reader's Agreement

Interpreter's Agreement

Transcriber Agreement

7 Irregularity Report

Voided or Replaced Answer Documents

BOTTOM
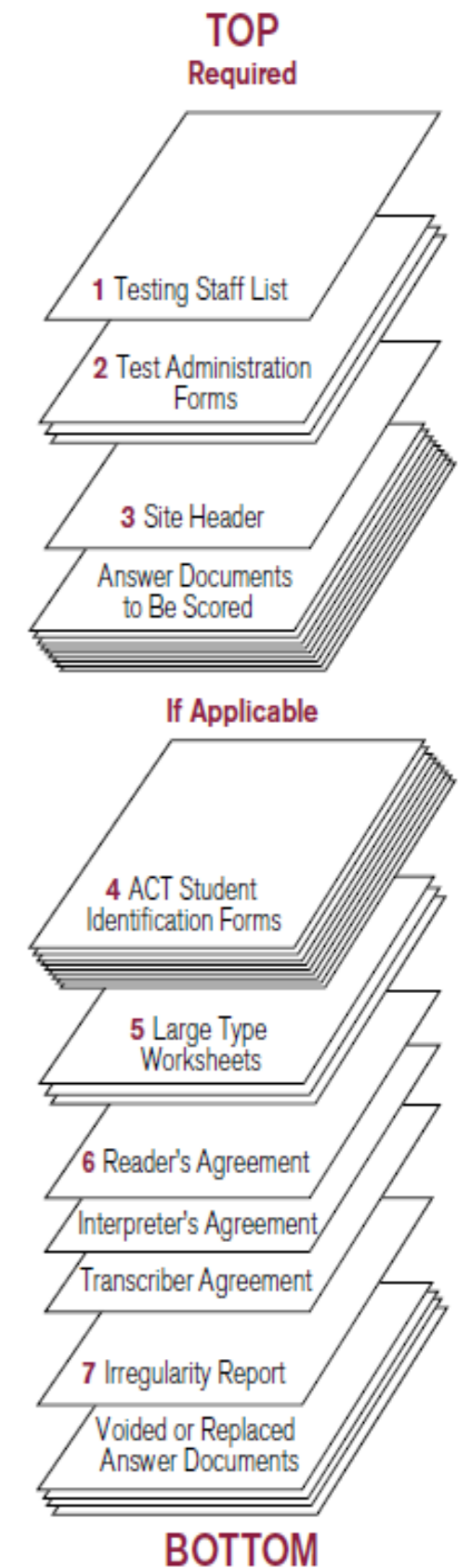
**Return Materials to ACT – Test Forms**

➢ **Packing the carton**

- **Used and Unused Test Booklets**
- **All Alternate Test Forms**
  - ○ Braille, USBs, etc.
- **Translated Test Directions**



1 Used and Unused Test Booklets

2 All Alternate Test Forms (braille, pre-recorded audio, etc)

3 Translated Test Directions
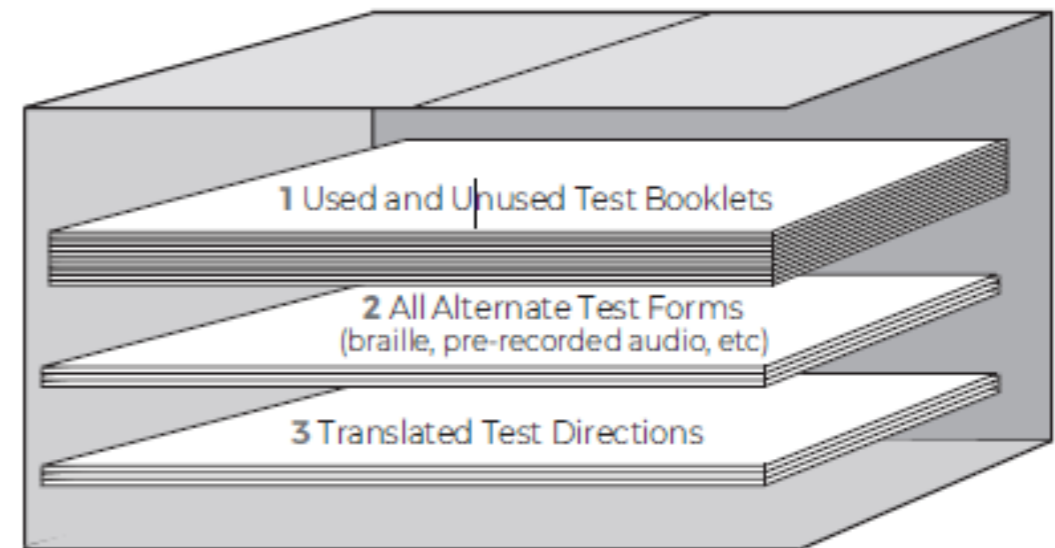
➢ **Mark the cartons 1 of x, 2 of x, etc.**

➢ **Detailed instructions are in the *Administration Manual***



1 of X
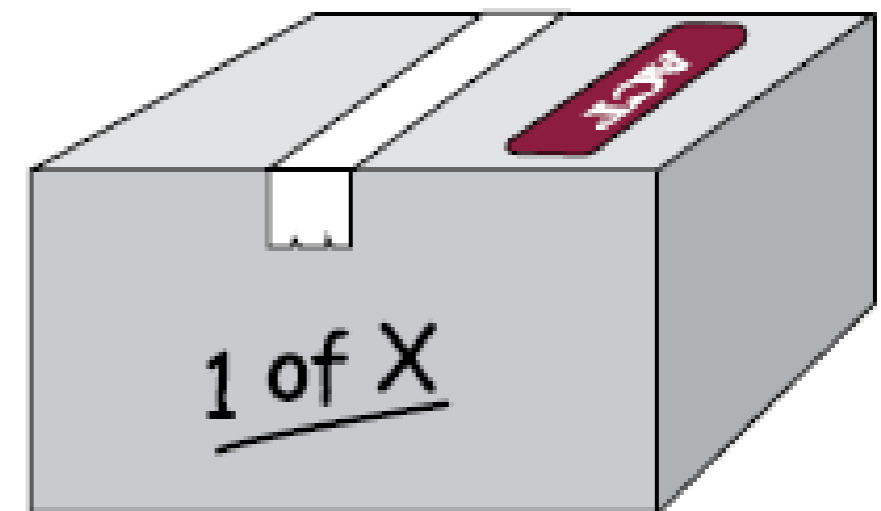
## Score Reports

➢ Standard ACT WorkKeys Reports in August

- Individual Summary Score Report

- Summary Score Report

- Roster Score Report

**myworkkeys.com**

➢ Students can print their own ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC) from **myworkkeys.com** for **FREE**

- Create their own account using these matching criteria:
  - First Name
  - Last Name
  - Month of Birth
  - Day of Birth
  - Examinee ID (state assigned UIC)
- Go to Certificate Management
- Under Actions, select Create Certificate
- Quick Start Guide is available on the login page

**ACT** WorkKeys

Tips
for
Success

**Success for You and Your Students**

# ➢ Avoiding the Pitfalls

- Ensure every answer document has a barcode label!
- No cell phones or other electronic devices
- Administer tests in proper sequence
- No extra or extended breaks
- Do NOT throw away shipping cartons; use them to return test materials to ACT
- Use the preprinted site header
- Be ready for pickup of testing materials
- Answer documents received after May 12 will not be scored
- Ensure proper return packing

# Resources

# Spotlight on Student Assessment and Accountability
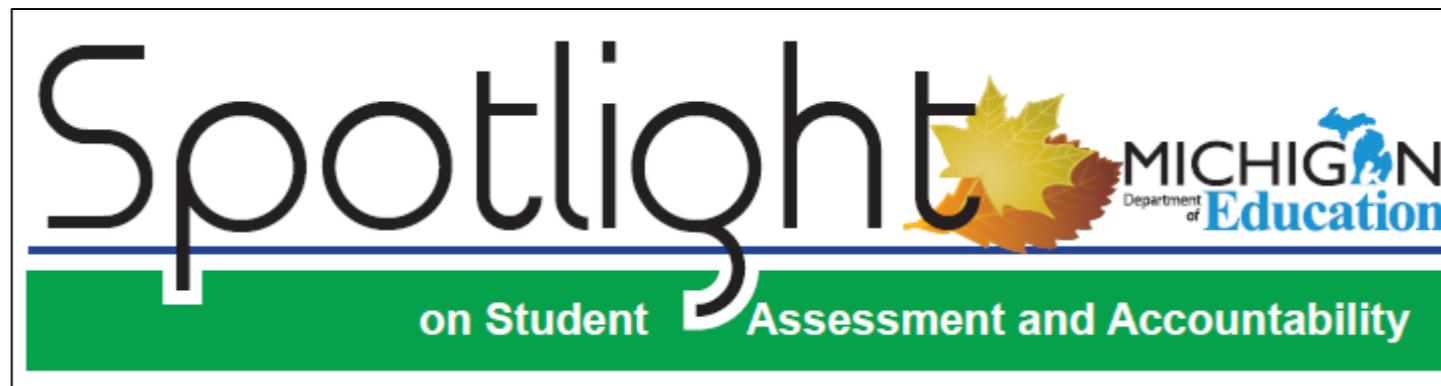


- [www.michigan.gov/mde-spotlight](www.michigan.gov/mde-spotlight)

- Weekly newsletter highlighting upcoming events and important information

# State Contact Information

**For state policy and student eligibility inquiries contact…**

Michigan Department of Education

Office of Educational Assessment and Accountability (OEAA)

phone: 1.877.560.8378, option 3

email: MDE-OEAA@michigan.gov

website: www.michigan.gov/mme

**ACT WorkKeys Information**

➢ ACT-hosted Michigan State Testing Website:

www.act.org/stateanddistrict/michigan

➢ ACT WorkKeys Website:

www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html

## ACT Contact Information

# Thank you for joining us today!

➢ ACT Customer Care:

- Standard time:
  - o 800.553.6244 ext. 2800

- Accommodations:
  - o 800.553.6244 ext. 1788

- Contact Form:
  - o [www.act.org/stateanddistrict/contactus](www.act.org/stateanddistrict/contactus)