ACT WorkKeys Assessment Administration

Relevant assessments:

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☐ Test Coordinator Duties

☐ Managing the Test Schedule

☐ Checking In Students on Test Day

☐ Testing Irregularities

☐ Accommodated Testing

☐ Makeup Testing

Assessment Coordinator Training Guide

MICHIGAN Department of Education

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide,** which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.

Intro

Provided you have taken all the appropriate steps leading up to test administration, have trained your staff well, and have anticipated and resolved potential issues in testing, the day of testing should go smoothly. This chapter will further prepare you to be ready for a **successful WorkKeys® administration**, by answering the following questions:

▶ As the WorkKeys Test Coordinator, what are my duties during test administration?

▶ How do I manage the test schedule?

▶ How do I check in students on test day?

▶ What do I do if there is a testing irregularity?

▶ How is the WorkKeys test administered for extended time and other student accommodations?

▶ How do I handle makeup testing for students who were not able to test on the initial test day?

As the WorkKeys Test Coordinator, what are my duties during test administration?

Once testing day arrives, the Test Coordinator's main responsibility is to ensure that the WorkKeys test administration is standardized and secure. Many of the administration tasks will be handled by the Room Supervisors; however, the Test Coordinator will conduct the pre-test briefing session for testing staff, deliver test materials to the testing rooms, monitor the testing rooms, complete and sign irregularity reports, and collect test materials from the Room Supervisors after testing.

■ **Briefing Session:** This session will be held on the morning of every test day with all testing personnel, even those who have administered the WorkKeys test for many years. Remind testing staff of cell phone and electronic device usage policies, food and beverages policies, calculator policies, and bathroom breaks. Discuss acceptable forms of identification and how to mark the room rosters. Discuss prohibited behaviors.

■ **Distribution of test materials:** Test Coordinators should have already organized each room packet and stored them in a secure, locked storage area. On the day of testing, the Test Coordinator will hand the test booklets directly to the Room Supervisors and record on the **ACT WorkKeys Test Room Report** the quantity and serial numbers of test booklets received by each Room Supervisor. The Test Coordinator will make sure that every Room Supervisor has a complete **ACT WorkKeys Standard Time Administration Manual** for reference. This manual can be found on the MME web page in the ACT WorkKeys section, and on the ACT Testing: Michigan website.

■ **Monitor the test rooms:** The Test Coordinator is to be available to verify acceptable identification (see the **ACT WorkKeys Standard Time Administration Manual** for acceptable forms of identification); admit late arrivals (**Note:** no student may be admitted to the testing room once test booklets have been distributed); deny admission when appropriate; determine whether a student marked absent is eligible for makeup testing; and ensure that administration is irregularity-free.

- **Check and sign Irregularity Reports:** If an irregularity occurs, the Test Coordinator and the Room Supervisor must work together to document what happened, the time of the irregularity, the form code and test booklet number, the student or students impacted by the irregularity, actions taken by the test site personnel, and whether the answer document was voided.

How do I manage the test schedule?

To ensure the test is administered in a nondiscriminatory manner and under standardized conditions in all testing environments, verbal instructions for the WorkKeys test should start no later than 9:00 a.m. in all test rooms and locations. To see a sample schedule, see the Test Day Activities section in the **ACT WorkKeys Standard Time Administration Manual**, found on the MME web page under the ACT WorkKeys header, and on the ACT Testing: Michigan website. Testing must conclude before students break for lunch on all testing days.

How do I check in students on test day?

WorkKeys Test Coordinators are advised to hold an informational session for all students in a central location, if possible, before sending students to their test rooms to be formally checked in. During this session, Test Coordinators should make an announcement regarding permissible calculators and the use of cell phones, smart devices, or other electronic devices. A sample script is provided in the Test Day Activities section of each of the manuals, both of which are found on the MME web page in the ACT WorkKeys section, and on the ACT Testing: Michigan website:

- **ACT WorkKeys Standard Time Administration Manual**

- **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**

Be prepared to make this announcement more than once for late arrivals.

Note: Once test booklets have been distributed, students may not be admitted to the test room. Students who arrive after the test booklets are distributed must be scheduled for makeup testing.

Room Supervisors are responsible for admitting students to the test room. However, the Test Coordinator must be available to help verify student identification on the student roster, and to mark students who were not present, were denied admittance due to being late, have unacceptable identification, or are in possession of a prohibited calculator. These students must be scheduled for makeup testing.

What do I do if there is a testing irregularity?

ACT WorkKeys requires an **Irregularity Report** to be filed for each testing room in which an observed individual or group irregularity occurs. Information on what to do if an individual or group irregularity occurs is provided in:

» the **Incident Reporting** chapter of this training guide

» the Irregularities section of the **ACT WorkKeys Standard Time Administration Manual**, found on the MME web page in the ACT WorkKeys section,

and on the ACT Testing: Michigan website

For more information on test security, refer to:

» the **Overview of Test Security** chapter of this training guide

» the **Appropriate Practices for Test Security** chapter of this training guide

» the Test Security Requirements section of the **ACT WorkKeys Standard Time Administration Manual**

How is the WorkKeys test administered for extended time and other student accommodations?

It is critical that guidelines for extended time and accommodated testing be followed closely, as failure to document the extended time and/or accommodated administration may affect a student's eligibility for WorkKeys scores and the National Career Readiness Certificate (NCRC).

Students needing extended time and/or other supports and accommodations while testing must test in separate rooms from the students testing with standard time materials; students with supports/accommodations will use materials specific to the accommodation(s) needed.

The **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**, found on the MME web page in the ACT WorkKeys section and on the ACT Testing: Michigan website, provides detailed instructions regarding WorkKeys administration to students using accommodated test materials and for following accommodated administration procedures.

For more information on accommodated WorkKeys test administration see the **Student Supports and Accommodations Overview** and the **Selecting and Assigning Universal Tools, Designated Supports, and Accommodations** chapters of this training guide.

How do I handle makeup testing for students who were not able to test on the initial test day?

WorkKeys makeup testing may occur only on the dates specified each year by ACT and the Michigan Department of Education. Test dates, including makeup dates, can be found in the following documents, which are updated each fall:

■ **Guide to State Assessments** – located on the MME web page

■ **ACT WorkKeys List of Important Dates** – located on the MME web page

■ **Schedule of Events** – located on the ACT Testing: Michigan website

Most students who did not complete testing or were not present for testing on the initial test day are eligible for makeup testing. Refer to the section on Makeup Testing in the **ACT Test Coordinator Information Manual**, found on the MME web page under the ACT WorkKeys header and on the ACT Testing: Michigan website, to determine whether a student is eligible for makeup testing and to learn what to do with partially completed answer documents.

Test Coordinators will need to order makeup WorkKeys test materials from the Additional Material Order page of the Office of Educational Assessment and Accountability (OEAA) Secure Site. The window for ordering makeup materials is very short, so it is important to familiarize yourself with the dates in the **ACT WorkKeys List of Important Dates** and ACT's **Schedule of Events**. For information on ordering makeup and/or additional material orders, refer to the **Additional Material Orders** chapter of this training guide.