

ACT WorkKeys Assessment Preparation

Relevant assessments:

- MME
 - » ACT WorkKeys®

- Who Takes the ACT WorkKeys and Participation
- OEAA Secure Site, and Dates and Deadlines
- Policies and Procedures
- Test Security and Test Directions
- Off-Site Testing
- Preparing Staff and Students
- Accommodated and EL Testing

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised 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 **Assessment Coordinator Quick Reference** readily available for future use.



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Regardless of the test being administered, MDE requires that ALL testing staff read the **Assessment Integrity Guide** and sign the **OEAA Assessment Security Compliance Form**. A signed **Assessment Security Compliance Form**, testing schedules, and training materials should be kept on file for any staff member who participates in the administration of a state assessment or handles secure test materials. A link to the **OEAA Assessment Security Compliance Form** is also provided in the **Assessment Coordinator Quick Reference** chapter of this Training Guide.

Intro

As a new **ACT WorkKeys Assessment Coordinator**, if you have not already done so, make sure that you review the **Quick Start Guide** in the **Overview Module** of this training guide. The **Quick Start Guide** was developed with you in mind and lists several up-front tasks that all test coordinators must complete in order to ensure a smooth test administration, regardless of the assessment(s) you are responsible for.

The Michigan Merit Exam (MME) is administered each spring and has three required components:

- **SAT® with Essay** – College Board’s paper/pencil format college entrance exam, which provides the ELA and mathematics scores for accountability purposes
- **ACT WorkKeys®** – ACT’s paper/pencil format work skills assessments in Applied Math, Graphic Literacy, and Workplace Documents
- Michigan-developed **M-STEP science and social studies** online assessments

This chapter provides an overview of the tasks that need to be completed before administering the ACT WorkKeys assessment, as well as information about where to find the resources and tools necessary to complete each task, by answering the following questions:

- ▶ Who is expected to take the ACT WorkKeys assessment?
- ▶ What do I need to do to ensure ACT knows my school will administer the ACT WorkKeys assessment?
- ▶ What tasks must be done through the OEAA Secure Site for ACT WorkKeys testing?
- ▶ Where can I find important dates and deadlines for WorkKeys assessment-related tasks?
- ▶ Where can I find all the administration policies and procedures for ACT WorkKeys testing?
- ▶ How do I prepare the testing environment for the WorkKeys assessment?
- ▶ What do I need to know about Test Security?
- ▶ Where can I find WorkKeys Test Directions?
- ▶ What do I need to do if my school needs an off-site test location for a student or group of students?
- ▶ How do I identify and train staff for administering the WorkKeys assessment?
- ▶ How do I prepare students to take the WorkKeys assessment?
- ▶ What do I need to know about testing students who need accommodations and English Learners (ELs)?

Who is expected to take the ACT WorkKeys assessment?



All public school 11th grade students are expected to take the entire MME. Private schools may choose to offer the entire MME, including the ACT WorkKeys, to their eligible students.

Due to the many nuances in high school enrollment, the Michigan Department of Education (MDE) has developed a document titled [Who Can/Must Take the MME?](#) to provide additional guidance for Test Coordinators responsible for any of the MME components.

Note: It is permissible for a student who is assessed by the MI-Access FI assessment to also take the ACT WorkKeys work skills assessment, if the student's Individualized Education Program (IEP) team determines that it is appropriate and beneficial to the student to do so. See the [MI-Access: Who Takes an Alternative Assessment?](#) chapter of this training guide for more information.

All students taking the ACT WorkKeys assessment must be pre-identified (and will receive assessment materials) through the [Educational Assessment and Accountability \(OEAA\) Secure Site](#).

What do I need to do to ensure ACT knows my school will administer the ACT WorkKeys assessment?



The process in Michigan for notifying ACT of your school's intent to administer the WorkKeys assessment is called **Manage Participation**. You will need to notify ACT of your school's intent to administer WorkKeys early in the school year.

See the [College Board and ACT Participation Process](#) chapter of this training guide for more details on the **Manage Participation** process.

What tasks must be done through the OEAA Secure Site for ACT WorkKeys testing?



All students in grade 11 and eligible students in grade 12 will be automatically pre-identified through the [OEAA Secure Site](#) for the ACT WorkKeys assessment, if the school has completed the **Manage Participation** process before the published deadline. Any student enrolling after the deadline for pre-identification will have to be manually pre-identified in the OEAA Secure Site in order to receive materials for the spring WorkKeys test administration.

For more information on the **Manage Participation** process, pre-identifying students, and ordering materials (including makeup materials) for the ACT WorkKeys assessments, see the following chapters of the training guide:

- » [College Board and ACT Participation Process](#)
- » [Pre-identification of Students for State Assessments](#)
- » [Initial Material Orders](#)
- » [Additional Material Orders](#)

Where can I find important dates and deadlines for WorkKeys assessment-related tasks?



Each year in the fall, the MDE publishes an [MME List of Important Dates](#) for the Michigan Merit Exam, which includes the ACT WorkKeys assessment. This document is located on the [MME web page](#). The availability of this document, as well as other assessment-specific dates, will be announced in the MDE weekly [Spotlight on Student Assessment and](#)

[Accountability](#) newsletter. Refer to this document early in the school year to be apprised of important dates for the MME in general and dates specific to ACT WorkKeys. ACT also publishes a [Schedule of Events](#) in PDF format on the [ACT Testing: Michigan website](#). Consider keeping this schedule handy to stay informed of ACT-specific dates.

Where can I find all the administration policies and procedures for ACT WorkKeys testing?



Always refer to the following manuals for guidance on the planning for, administration of, and the return of materials for the WorkKeys assessment. The following manuals can be 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 Test Coordinator Information Manual**
- **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**

In addition to the test administration manuals, the [MME web page](#) (see the [ACT WorkKeys](#) header) and the [ACT Testing: Michigan website](#) both offer several other resources for the WorkKeys assessment.

How do I prepare the testing environment for the WorkKeys assessment?



The WorkKeys Test Coordinator is responsible for selecting the test site, and for reserving and preparing the testing rooms. For a specific list of requirements for facilities and standard testing rooms, see the [Test Facility Requirements](#) section in the [ACT Test Coordinator Information Manual](#), and the [ACT WorkKeys Standard Time Administration Manual](#) both of which can be found on the [MME web page](#), under the [ACT WorkKeys](#) header, and on the [ACT Testing: Michigan website](#).

The manuals listed above include additional information regarding the test environment, such as:

- » seating arrangement guidelines
- » required testing staff-to-student ratios
- » considerations for quiet, distraction-free testing
- » creation and maintenance of Test Rosters

In order to avoid a test irregularity, it is critical that the guidelines in these manuals are followed closely.

What do I need to know about Test Security?



The MDE requires that ALL testing staff read the OEAA [Assessment Integrity Guide](#) and sign the [OEAA Assessment Security Compliance Form](#). A signed [Assessment Security Compliance](#) form should be kept on file (along with seating charts and training materials) for three years for any staff member who participates in the administration of a state assessment or handles secure test materials.

For more information on test security, refer to the [Overview of Test Security](#) and the [Appropriate Practices for Test Security](#) chapters of this training guide. As an additional supplemental resource, MDE, along with Michigan Virtual (MV), has developed an online training course on test security, available through [MV's Online Learning Portal](#).

Where can I find WorkKeys Test Directions?



Verbal Test Directions for both the completion of student demographics on the Answer Document and for administration of the WorkKeys assessments are provided in the appropriate [Test Administration Manual \(TAM\)](#). To ensure standardized testing conditions, these verbal instructions must be read aloud exactly as written in the following manuals, both of which can be 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](#)

Ensure Room Supervisors are provided with the appropriate verbal instructions for each student who needs extended and /or accommodated time prior to test administration. They should read and review the verbal instructions for standard time and extended time testing in advance to ensure an irregularity-free test administration.

What do I need to do if my school needs an off-site test location for a student or group of students?



Any time students test in a place other than where they receive their instruction, an [Off-Site Test Administration Request](#) must be submitted to the OEAA. You can find the Off-Site Test Administration Request form on the MME web page.

Once the request is granted, the school must ensure the security of the assessment during all phases of testing. Test Tickets, Test Booklets, Answer

Documents, scratch paper, and any other secure materials should be securely transported to and from the remote location.

Scores must be reported to each examinee's official home high school. If you have an examinee who tests at a school other than his or her home high school, then staff at the test site must complete block D of the blank site header and grid the home high school code in block 18 of the Answer Document.

How do I identify and train staff for administering the WorkKeys assessment?



Test Coordinators are responsible for selecting and training the testing staff. Testing staff roles will need to be filled well in advance of test day. There are specific rules for who may and may not act as testing staff. See the **Staffing: Roles and Responsibility** section of the **ACT Test Coordinator Information Manual**, found on the [MME web page](#) in the **ACT WorkKeys** section and on the [ACT Testing: Michigan website](#), to review the rules for selecting testing staff. Be sure to list all testing staff, for both standard time and accommodated testing, on the **ACT WorkKeys Staff List** forms. These forms will be returned with the test materials after testing, and a copy kept on file by the school for one year.

Once each role in the testing staff has been identified, all testing staff must read the sections in the **ACT WorkKeys Standard Time Administration Manual** and/or the **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**

pertinent to their role prior to subsequent training. Both manuals can be found on the [MME web page](#), under the **ACT WorkKeys** header, and on the [ACT Testing: Michigan website](#).

The Test Coordinator must schedule a training session to prepare the testing staff in advance of test day, and all testing staff must attend regardless of their role or years of experience. Refer to the **ACT WorkKeys Standard Time Administration Manual** and/or the **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports** for a detailed list of topics to cover during the training session.

In addition, ACT provides supplemental training resources on the [ACT Testing: Michigan website](#), via email, or in material shipments. These resources should be reviewed by all staff to supplement training. Preparation and training will help ensure a successful testing experience.

How do I prepare students to take the WorkKeys assessment?



The ACT WorkKeys Test Coordinator will need to inform students about test day activities. Students may want to practice test questions in advance. Consider holding a test preparation session a few days prior to test day, so that students can fill out demographic information on the answer documents, be informed of test day

activities and guidelines, and learn where to go for ACT WorkKeys practice questions. See the **Prepare Your Examinees** section on the [ACT Testing: Michigan website](#). Here you will find sample questions for each WorkKeys assessment as well as access to a free online practice test.

What do I need to know about testing students who need accommodations and English Learners?



ACT WorkKeys offers two types of allowable accommodations. The use of some accommodations allows students to receive a National Career Readiness Certificate while others do not. The [Supports and Accommodations Guidance Document](#) provides information on these distinct types of accommodations.

In the **Accessibility Support** section of the **ACT WorkKeys Standard Time Administration Manual** and the **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**, both available on the [MME web page](#) in the **ACT WorkKeys** section and on the [ACT Testing: Michigan website](#), you will find additional resources for determining allowable supports and accommodations for the ACT WorkKeys administration.

Keep in mind that while ACT does not require a pre-approval request for an allowable accommodation prior to test administration, ACT does require that students for whom accommodations are requested have current Individualized Education Programs (IEPs), Section 504 Plans, or English Learner plans. Educators should see the **Written Documentation** section of the **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports** for more information about the required documentation needed for the use of accommodations.