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 Directions

☐ Off-Site Testing

☐ Preparing Staff and Students

☐ Accommodated and EL 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.

MICHIGAN Department of **Education**

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 English language arts (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?

▶ How do I 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?

▶ 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 are English Learners (ELs) or who need accommodations?

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 Must/Can 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 Functional Independence (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 for 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 Office of 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 Processes** 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 this training guide:

- **College Board and ACT Participation Processes**

- **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?

Every year in the fall, MDE publishes the **ACT WorkKeys List of Important Dates** which includes important dates and deadlines for the ACT WorkKeys assessment. This document is located on the MME web page.

MDE has provided an Excel data file, found on the Assessment Calendars web page. This spreadsheet allows users to filter the Important Dates for all Michigan assessment programs according to individual needs. Users may filter by start date, end date, task/activity, test mode, and/or by testing window. Instructions on using this Excel file are included on the spreadsheet.

Google calendars are available for each of the assessments on the Assessment Calendars web page. Google calendars provide views of the

important dates, such as weekly, monthly, or by agenda. Calendar events also provide additional details and links related to the important date task or activity.

The availability of the **Important Dates** documents, 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 State of Michigan ACT WorkKeys State Testing 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, administration, and return of materials for the WorkKeys assessment. The following manuals can be found on the MME web page (under the ACT WorkKeys header) and on the Michigan ACT WorkKeys State Testing 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, both the MME web page (under the ACT WorkKeys header) and the Michigan ACT WorkKeys State Testing website 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 WorkKeys Standard Time Manual** and the **Accommodations and English Learner Supports Administration Manual**, both of which can be found on the MME web

page (under the ACT WorkKeys header) and on the Michigan ACT WorkKeys State Testing website.

These manuals 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.

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. 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 (under the ACT WorkKeys header) and on the Michigan ACT WorkKeys State Testing website:

- **ACT WorkKeys Standard Time Administration Manual**

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

Make sure Room Supervisors are provided with the appropriate verbal instructions for each student who needs extended and/or accommodated time prior to test administration. Room Supervisors 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 on the OEAA Secure Site. Under the Assessment Registration tab, select Off-Site Test Administration Request.

Once the request is granted, the school must ensure the security of the assessment during all phases of testing. 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 have to be filled well in advance of test day. There are specific rules for who may and may not act as testing staff. To review the rules for selecting testing staff, refer to the Staffing: Roles and Responsibility section of the **ACT Test Coordinator Information Manual**, found on the MME web page (under the ACT WorkKeys header) and on the Michigan ACT WorkKeys State Testing website. 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, Test Coordinators must ensure that all testing staff read the sections in the ACT WorkKeys standard time and accommodations and/or English learner supports administration manuals 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 Michigan ACT WorkKeys State Testing 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 and accommodations and/or English learner supports administration manuals for a detailed list of topics to cover during the training session.

ACT also provides supplemental training resources on the Michigan ACT WorkKeys State Testing 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.

In addition to ACT supplemental training, all staff members who participate in a state assessment must be fully trained in assessment security. Assessment security training requirements can be found in the **Assessment Integrity Guide** available on the MDE MME web page and in the **Overview of Test Security** chapter of this training guide.

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 might 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 Michigan ACT WorkKeys State Testing website. There 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 are English Learners (ELs) or who need accommodations?

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.

You will find additional resources for determining allowable supports and accommodations for the ACT WorkKeys administration in the Accommodations and Supports Testing section of the **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**, available on the ACT WorkKeys Michigan web page in the WorkKeys on Paper Resources section.

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 refer to the Accommodations and Supports Testing 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.