



State Testing Administration

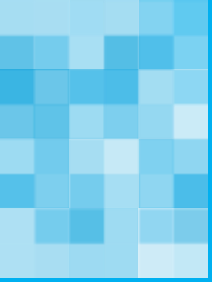
Spring 2022

Michigan



AGENDA

- Overview of WorkKeys
- Getting Started
- Staff Responsibilities
- Pre-test Activities
- Test Day Activities
- Post Test Activities





OVERVIEW OF ACT WORKKEYS



WORKKEYS COMPONENTS

APPLIED
MATH

GRAPHIC
LITERACY

WORKPLACE
DOCUMENTS



ASSESSMENTS AND LEVEL SCORES

| 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 |

National Career Readiness Certificates



Minimum Level Score of 6 on each of three tests



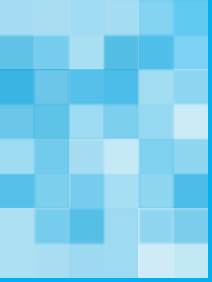
Minimum Level Score of 5 on each of three tests



Minimum Level Score of 4 on each of three tests



Minimum Level Score of 3 on each of three tests

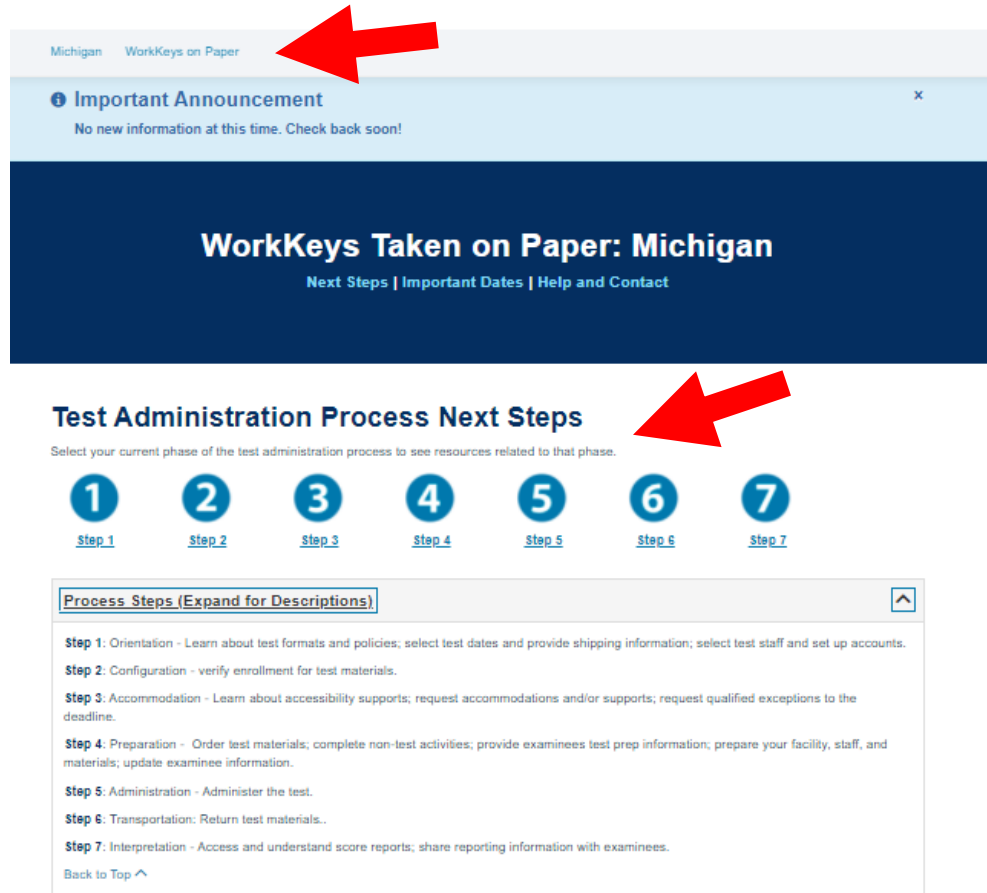




GETTING STARTED

ACT-HOSTED MICHIGAN STATE TESTING WEBSITE

<http://www.act.org/stateanddistrict/Michigan>



Michigan WorkKeys on Paper

Important Announcement
No new information at this time. Check back soon!

WorkKeys Taken on Paper: Michigan

[Next Steps](#) | [Important Dates](#) | [Help and Contact](#)

Test Administration Process Next Steps

Select your current phase of the test administration process to see resources related to that phase.

- [Step 1](#)
- [Step 2](#)
- [Step 3](#)
- [Step 4](#)
- [Step 5](#)
- [Step 6](#)
- [Step 7](#)

Process Steps (Expand for Descriptions)

Step 1: Orientation - Learn about test formats and policies; select test dates and provide shipping information; select test staff and set up accounts.

Step 2: Configuration - verify enrollment for test materials.

Step 3: Accommodation - Learn about accessibility supports; request accommodations and/or supports; request qualified exceptions to the deadline.

Step 4: Preparation - Order test materials; complete non-test activities; provide examinees test prep information; prepare your facility, staff, and materials; update examinee information.

Step 5: Administration - Administer the test.

Step 6: Transportation: Return test materials.

Step 7: Interpretation - Access and understand score reports; share reporting information with examinees.

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Important Dates

Your **Schedule of Events** (coming soon) contains all dates and deadlines for your test event. Check it frequently to ensure you're on track for a successful administration.

- Test Window 1: April 14, 2022
- Test Accommodations Test Window 1: April 14 - 27, 2022
- Test Window 2: April 28, 2022
- Test Accommodations Test Window 2: April 28, 2022 - May 4, 2022

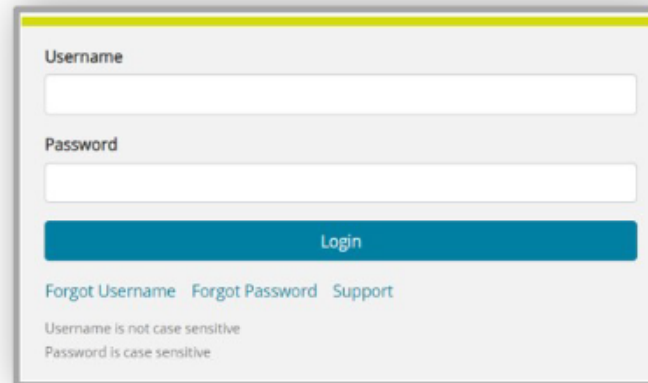


IMPORTANT DATES – MANAGE PARTICIPATION

| Activity | Submission Window |
|----------------------|-------------------------------|
| Manage Participation | November 1 – December 3, 2021 |

MANAGE PARTICIPATION – STEP 1

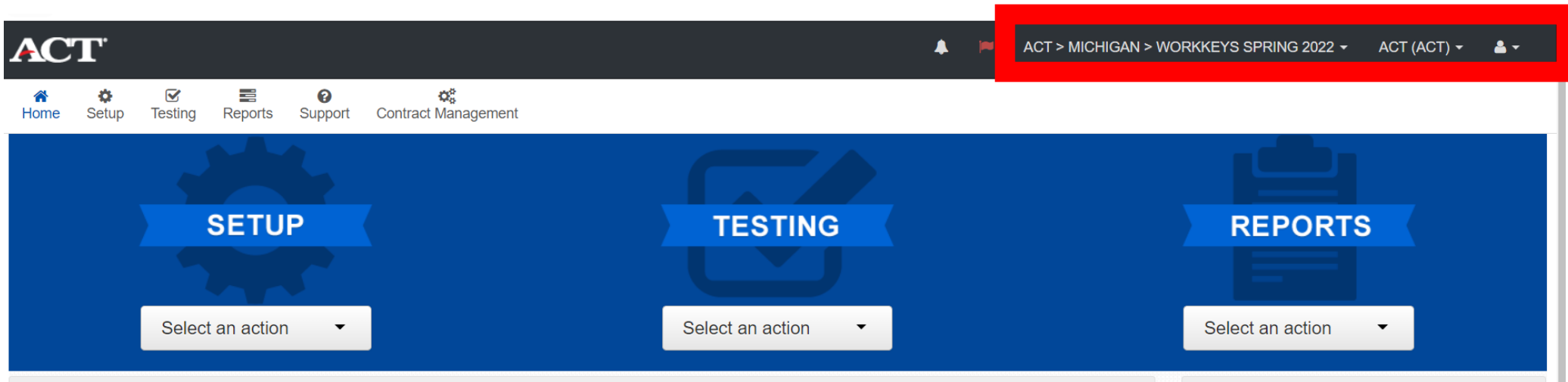
Open your browser and navigate to [PearsonAccessnext](https://testadmin.act.org/) (https://testadmin.act.org/)

A screenshot of the PearsonAccessnext login form. The form has a yellow header bar. It contains two input fields: 'Username' and 'Password'. Below the password field is a blue 'Login' button. At the bottom of the form, there are links for 'Forgot Username', 'Forgot Password', and 'Support'. Below these links, there are two lines of text: 'Username is not case sensitive' and 'Password is case sensitive'.

Sign into PearsonAccess^{next} using your Username and Password.

MANAGE PARTICIPATION – STEP 2

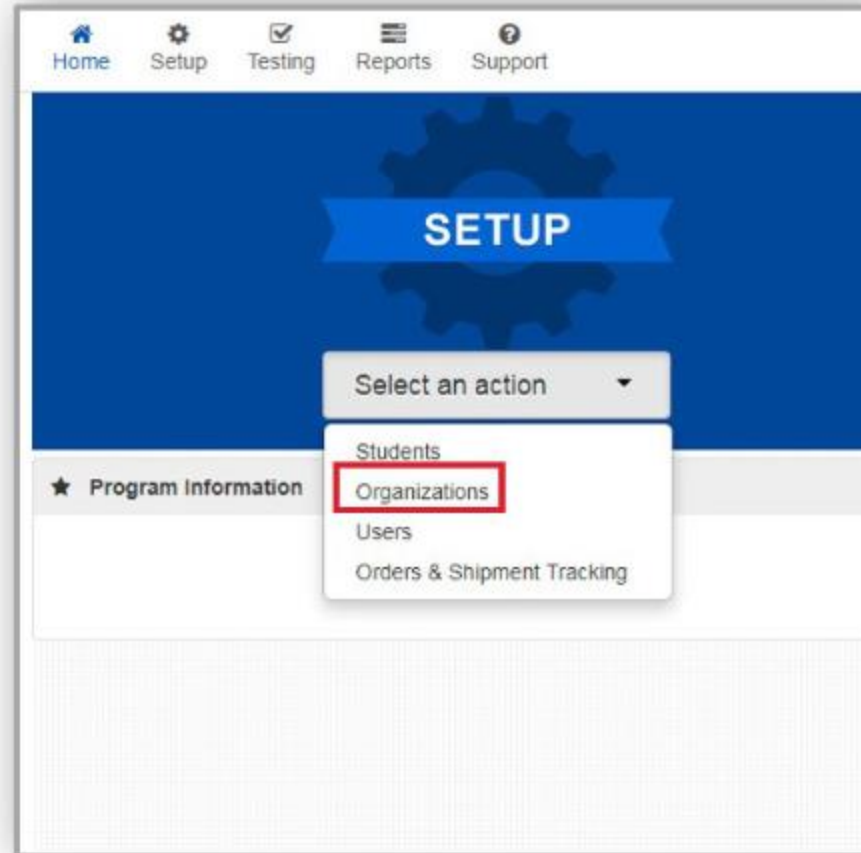
Verify that WorkKeys Spring 2022 and your school's name are showing in the top right corner.



The screenshot displays the ACT WorkKeys Management System interface. The top navigation bar is dark gray and contains the ACT logo on the left, a notification bell icon, a flag icon, and a breadcrumb trail: "ACT > MICHIGAN > WORKKEYS SPRING 2022". To the right of the breadcrumb trail are two dropdown menus: "ACT (ACT)" and a user profile icon. Below the navigation bar is a horizontal menu with icons and labels for "Home", "Setup", "Testing", "Reports", "Support", and "Contract Management". The main content area has a blue background and features three large, prominent buttons: "SETUP" (with a gear icon), "TESTING" (with a checkmark icon), and "REPORTS" (with a clipboard icon). Each button has a "Select an action" dropdown menu below it.

MANAGE PARTICIPATION – STEP 3

Select Organizations from the dropdown menu under Setup.



MANAGE PARTICIPATION – STEP 4

Organizations

Tasks 0 Selected

Select Tasks Start

Find Organizations Participating in WORKKEYS SPRING 2021

act Search

Filters Clear Hide

Parent Organization

Select one or more

Organization Name

Starts with

Organization Code

Starts with

Toggle secondary filters

Organization Type

Select one or more

Local Site Code

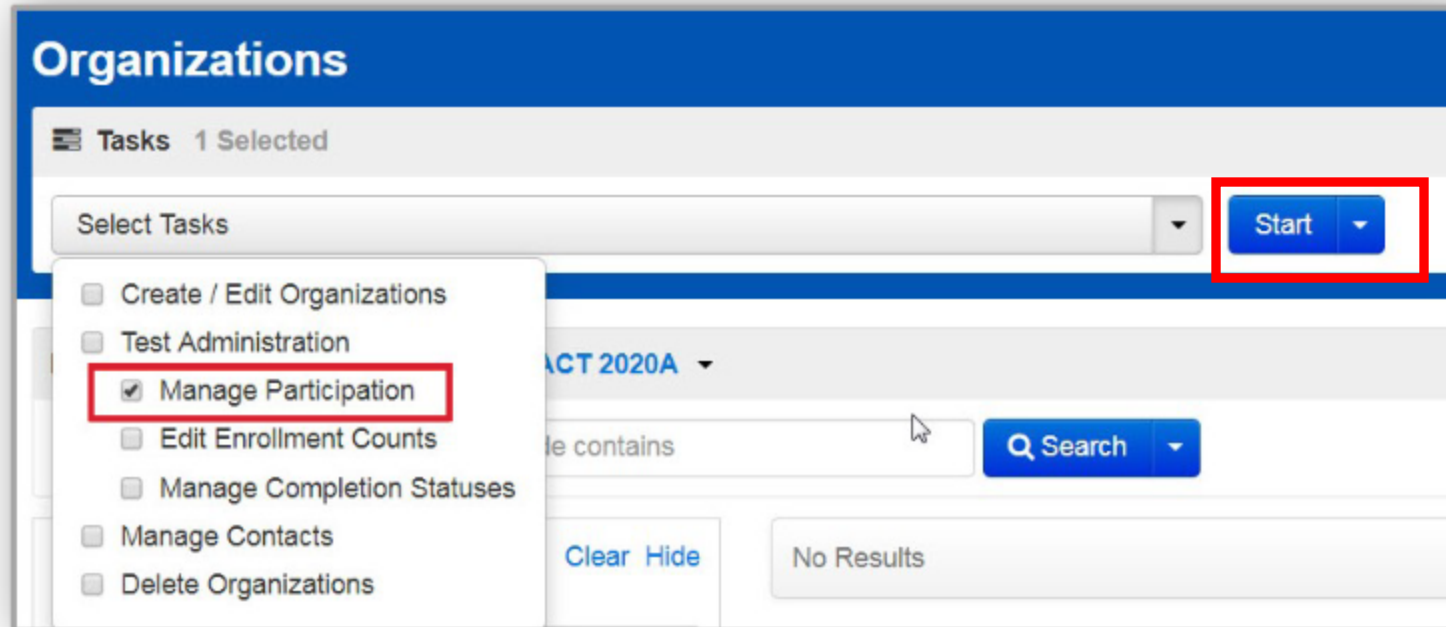
Starts with

1 Result

| | Organization Name* | Organization |
|-------------------------------------|-----------------------|--------------|
| <input checked="" type="checkbox"/> | ACT i | ACT |

MANAGE PARTICIPATION – STEP 5

In the Task menu check the box next to Manage Participation and click **Start**.



MANAGE PARTICIPATION – STEP 6A

Test Date & Materials Receipt Selection

If your school is NOT testing, scroll down and complete the Not Testing section.

Paper Standard Time Test Date

April 14, 2022 ▼

Paper Accommodations Test Window Start Date

April 14, 2022 ▼

Materials Receipt Week

March 21, 2022 ▼

Click Save to submit

**Complete all 3 fields if
you are testing**

MANAGE PARTICIPATION – STEP 6B

Not Testing

If you complete this section you will NOT receive any testing materials.

Reason for Not Testing

Other

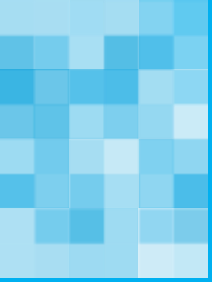


Note: If your reason is not in the dropdown, select 'Other' and provide a reason below.

Other Reason for Not Testing

Free form text box for reason that is not included in the drop down list above

Click Save to submit





STAFF RESPONSIBILITIES



STAFF RESPONSIBILITIES – TEST COORDINATORS



➤ WorkKeys Test Coordinator

- Must be listed in the Educational Entity Master (EEM) (www.michigan.gov/em).
- 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



STAFF RESPONSIBILITIES – ROOM SUPERVISORS

➤ Room Supervisor

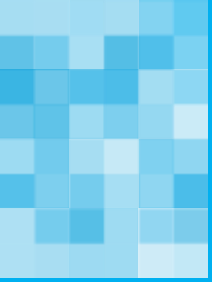
- One room supervisor must be present in each room
- Responsible for:
 - Testing conditions
 - Admitting and seating students
 - Monitoring the test session
 - Completing required documentation

STAFF RESPONSIBILITIES - PROCTORS

➤ 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 |





PRE-TEST ACTIVITIES

IMPORTANT DATES – PRE-ID & MATERIALS ORDERS

| Activity | Submission Window |
|---|-------------------------------|
| Verify Pre-id Student Data and Order Accommodations Materials | January 5 – February 16, 2022 |

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.

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



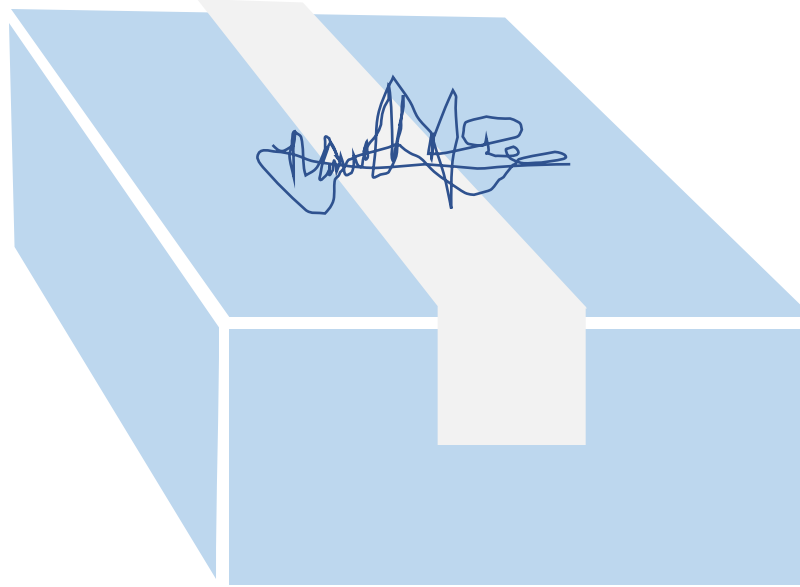
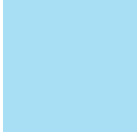
IMPORTANT DATES – PRETEST ACTIVITIES

| Activity | Dates |
|-------------------------------------|--|
| Attend ACT-hosted Training Webinars | February 9 at 10:00 am ET or March 8 at 3:30 pm ET |
| Receive Test Materials | March 21 – 25 or March 28 – April 1 |
| Order Additional Test Materials | March 22 – April 5 |

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

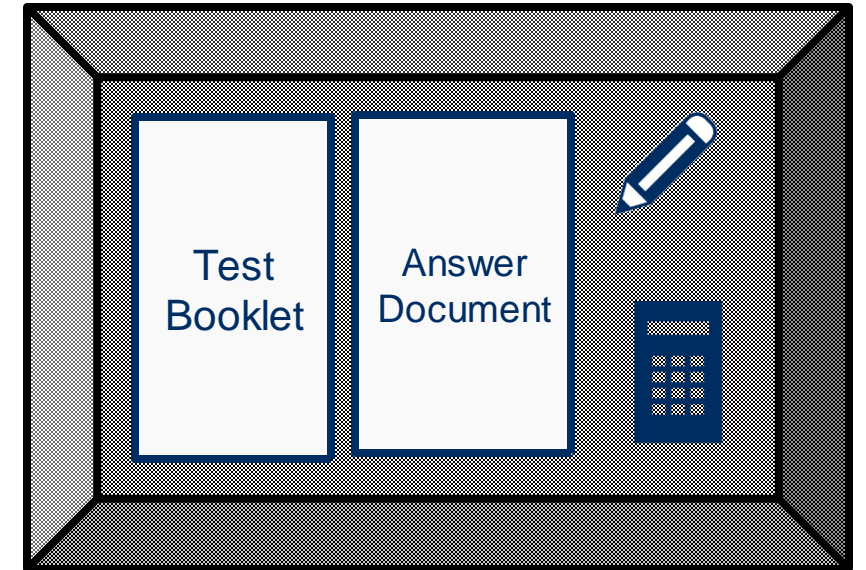
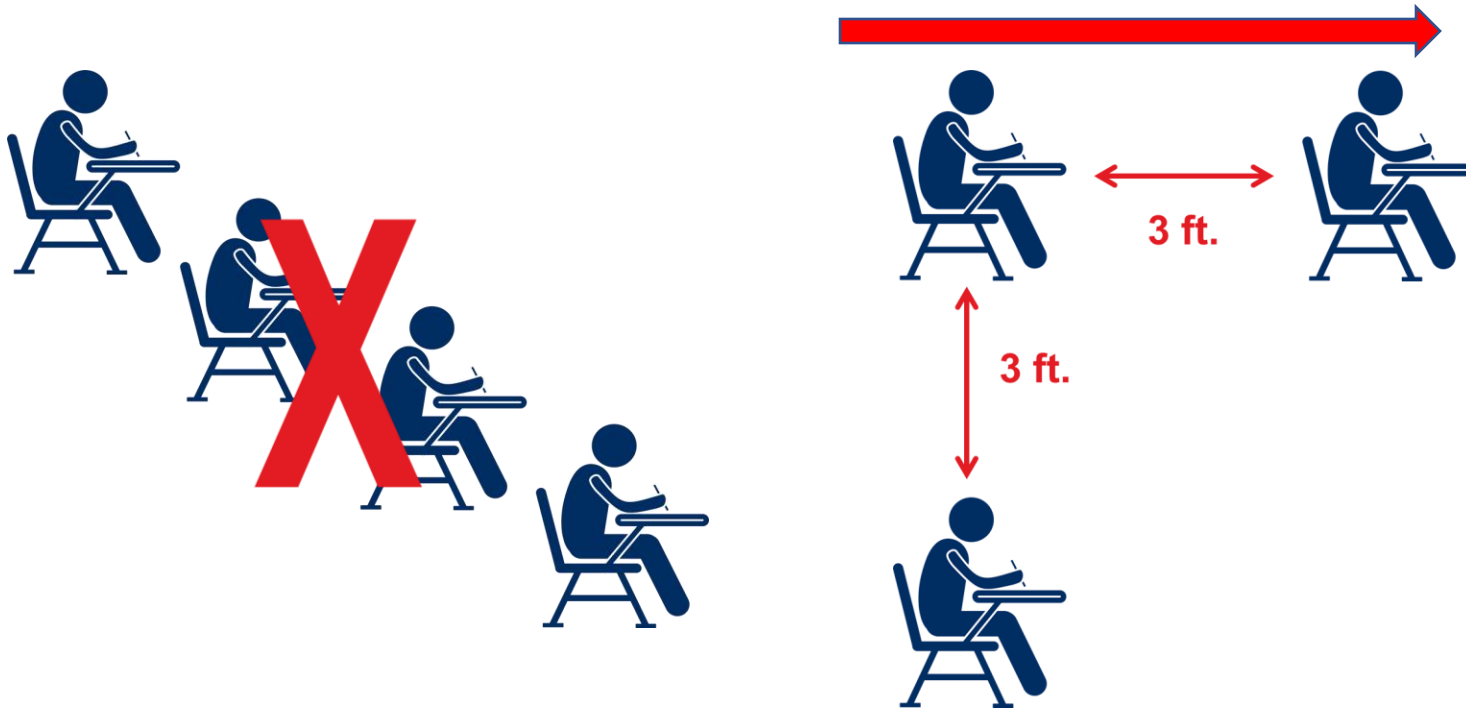


RECEIPT AND CHECK-IN OF MATERIALS



SEATING ARRANGEMENTS

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



AVOID DISTRACTIONS

**Quiet,
Please!**

Testing in
Progress!



ANSWER DOCUMENT PREPARATION BY STAFF

ACT WorkKeys
State and District Testing Answer Document
ACT, Inc.—Confidential Restricted when data present.

1 SITE NAME AND ADDRESS
School/Company _____
District/Institution _____
City _____ State _____ ZIP Code _____

2 NAME
Last Name _____ First Name _____ MI _____

3 ID NUMBER
Start here.

4 DATE OF BIRTH
Month _____ Day _____ Year _____

5 GENDER
Female ☐ Male ☐

6 RACE/ETHNICITY BACKGROUND
6a. Indicate if you are of Hispanic or Latino background.
☐ Yes ☐ No
6b. Indicate your race. Mark all that apply. (Leave blank if none of these apply to you.)
☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ Prefer not to respond

7 What is your current or highest level of education? (Mark ONE only)
☐ 9th Grade ☐ 10th Grade ☐ 11th Grade ☐ 12th Grade ☐ Other

8 How would you describe your program of study during high school?
☐ College Preparatory ☐ Tech Prep ☐ General ☐ Vocational/Technical

9 What is your current educational status?
☐ In school/training full time ☐ In school/training part time ☐ Not currently attending school/training

10 Is English the language in which you communicate best?
☐ Yes ☐ No

11 What other educational program or training are you currently attending? (Mark ALL that apply.)
☐ Tech Prep ☐ Apprenticeship ☐ On-the-Job Training ☐ Job Corps ☐ Career Education ☐ Adult Education ☐ Career Training ☐ Corporate Training

OFFICE USE ONLY (DO NOT MARK.)
1 () () () () () 2 () () () () () 3 () () () () () 4 () () () () () 5 () () () () () 6 () () () () () 7 () () () () () 8 () () () () () 9 () () () () () 10 () () () () ()

DO NOT WRITE IN THIS SHADED AREA.

PAGE 1

LAST FIRST
88888 - 00000 FIRST HIGH SCHOOL
WorkKeys 2018

DOB: mm/dd/yyyy
GENDER GRD: 11
333333333

If a pre-identification barcode is not present, carefully affix the label provided inside the four corner brackets.

All answer documents **MUST** have a valid pre-id barcode label to ensure scoring

26 LOCAL ITEMS

1 (1) (2) (3) (4) (5) 11 (1) (2) (3) (4) (5)
2 (1) (2) (3) (4) (5) 12 (1) (2) (3) (4) (5)
3 (1) (2) (3) (4) (5) 13 (1) (2) (3) (4) (5)
4 (1) (2) (3) (4) (5) 14 (1) (2) (3) (4) (5)
5 (1) (2) (3) (4) (5) 15 (1) (2) (3) (4) (5)

6 (1) (2) (3) (4) (5) 16 (1) (2) (3) (4) (5)
7 (1) (2) (3) (4) (5) 17 (1) (2) (3) (4) (5)
8 (1) (2) (3) (4) (5) 18 (1) (2) (3) (4) (5)
9 (1) (2) (3) (4) (5) 19 (1) (2) (3) (4) (5)
10 (1) (2) (3) (4) (5) 20 (1) (2) (3) (4) (5)

Use the Administration Supplement to answer State Use Questions about accommodations usage

ANSWER DOCUMENT PREPARATION BY STUDENTS




- First name (Required)
- Last name (Required)
- Month of birth (Required)
- Day of birth (Required)
- UIC number from the barcode label (Highly Recommended)



PREPARE TEST ADMINISTRATION FORMS

ACT[®] WorkKeys[®]

Test Administration Forms
Standard Time, Paper
Test Room Report



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 _____ | | <div>A</div> |
| 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 |
|------------------|--------|----------|------------------|
|------------------|--------|----------|------------------|

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.

| Examinee's Name (please print) List all examinees scheduled to test in this room. | Type of ID | | | |
|---|------------|---|----------------|---|
| | P | F | R and Initials | — |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |

Type of ID

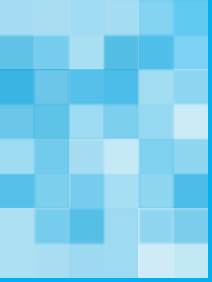
P = Photo ID

F = ACT Student Identification Form

R and Staff Initials = Recognized

— = Absent

Mark attendance by noting type of ID.





TEST DAY ACTIVITIES



IMPORTANT DATES – TEST ADMINISTRATIONS

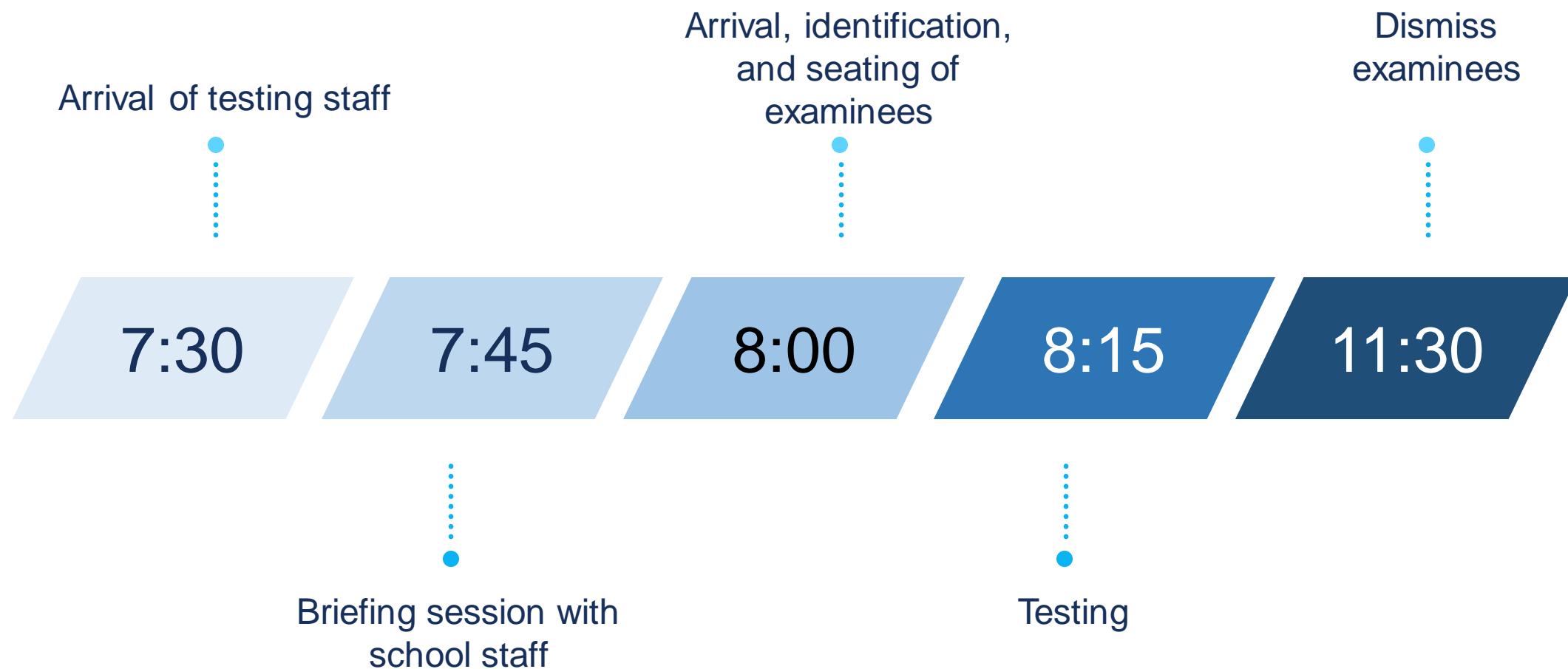
| | Standard Time | Accommodations Testing Window |
|--|-----------------------------|----------------------------------|
| Test Window 1 Initial Testing | Thursday, April 14, 2022 | April 14 – 27, 2022 |
| Test Window 2 Makeup Testing | Thursday, April 28, 2022 | April 28 – May 4, 2022 |

Testing must occur only on these designated test dates.



SAMPLE TEST DAY SCHEDULE

- STANDARD TIME TESTING

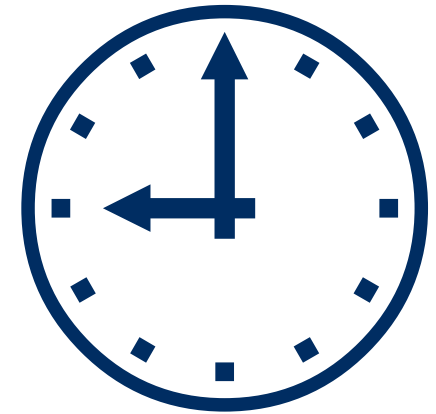


TEST DAY SCHEDULE

- 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 Triple Time may move ahead only when all students in the room have finished testing



COMPLETE TEST ADMINISTRATION FORMS

Test Administration Forms
Standard Time, Paper
Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- Enter test booklet serial numbers during the first test.
- If using tables, show which examinees are at the same table.
- Draw your own diagram and attach it to this form if this diagram doesn't fit your room.

Each box represents one seat.

Write test booklet number here

1
2
3

You may use scratch paper or the numbered spaces (1, 2, 3) to track unfinished ovals at the end of each test.

See the *Administration Manual* for acceptable seating arrangements and a sample completed form.

1 Room Type
☐ Single Level OR ☐ Multiple Level

2 Writing Surfaces
☐ Desks: ____ in. by ____ in.
☐ Tables: ____ in. by ____ in., # ____ per table

3 Distance between Examinees
Shoulder-to-Shoulder: ____ ft. Head-to-Head: ____ ft.

Minimum 3 ft.

Minimum 3 ft. (single level)
5 ft. (multiple level)

4

BACK

BACK

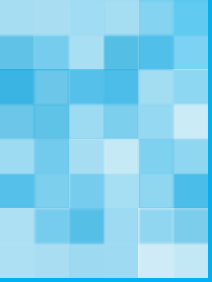
| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

Test Administration Forms
Standard Time, Paper
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 |
|---------------------------------------|----------|-----------|---------------------|-----------|
| <i>Example</i> | | 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





POST-TEST ACTIVITIES



IMPORTANT DATES – POST TEST ACTIVITIES

| Activity | Dates |
|-------------------------------|---|
| Order Makeup Test Materials | April 14 - 15 |
| Return Test Materials to ACT | Standard Time - April 15 Accommodations – April 28 |
| Receive Makeup Test Materials | April 18 - 22 |
| Makeup Testing | Standard time – April 28 Accommodations – April 28 – May 4 |

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



ACT CONTACT INFORMATION

ACT-hosted State Testing Website:
www.act.org/stateanddistrict/michigan

Department

Phone

Email

General Questions

800-553-6244 ext **2800**

www.act.org/stateanddistrict/contactus

Accommodations
Questions

800-553-6244 ext **1788**

ACTStateAccoms@act.org