Chapter 1

Overview of ACT WorkKeys
Assessments

Applied Mathematics
Locating Information
Reading for Information

<table>
<thead>
<tr>
<th>Level Scores for Foundational Skills Assessments</th>
<th>&lt;3</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<tbody>
<tr>
<td>Applied Mathematics</td>
<td>&lt;3</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Locating Information</td>
<td>&lt;3</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Reading for Information</td>
<td>&lt;3</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Certification

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

- Applied Mathematics
- Locating Information
- Reading for Information

ACT WorkKeys

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
- Tests can be used to get a job, keep a job, or earn a promotion
- Integrity of the system is critical
- Read and understand the ACT WorkKeys Administration Manual for State and District Paper Testing
Test Security

- Constant monitoring is required
- Discussion of test items is not allowed
- Consequences of poor test security are high
  - Fairness
  - Expense

Authorized Dates for Testing

- Initial Test Day: Wednesday, April 12, 2017
- Makeup Test Day: Wednesday, April 26, 2017
- Accommodations Test Window: April 12 – 26, 2017

Chapter 2

What’s new?
What's New for 2016-17

- PearsonAccess<sup>next™</sup> Manage Participation
  - Establishment name change to Manage Participation
- Offsite Testing
  - Request and approval no longer required
  - Must meet facility requirements
- Manuals
  - Test Coordinator Information

What's New for 2016-17

- Combined Shipments
  - Non-secure and initial secure
- Test Administration Forms Folder
  - Separate from manual
- Additional Orders
  - Answer documents

Chapter 3

Testing Facility Requirements
Testing Facility Requirements

Type and Size of Rooms

Recommended = 15–30 students per room

Maximum Capacity = 100
Room Setup and Seating Arrangements

Distractions

Quiet, Please!
Testing in Progress!
Writing Surfaces

Bulletin Boards

Timepieces

9:00
Testing Staff Requirements

- **Test Coordinator**
  - Responsible for all assessment activities
  - Maintains continuity and administrative uniformity

- **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

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Testing Staff Requirements

- **Test Coordinator**
  - Each individual’s name must be on file with ACT
  - Responsible for selecting and training staff to assist during testing (e.g., room supervisors and proctors)

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Testing Staff Requirements

- **Room Supervisor**
  - One room supervisor must be present in each room
  - Responsible for the following:
    - Testing conditions
    - Admission and seating of students
    - Monitoring students
    - Completing required documentation
Testing Staff Requirements

• Proctor
  – Assist room supervisor
  – Responsible for:
    • Admission and seating of students
    • Monitoring students
    • Reporting irregularities
    • Accompanying students to the restroom

Testing Staff Requirements

<table>
<thead>
<tr>
<th>Students</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>1-25</td>
<td>Room Supervisor</td>
</tr>
<tr>
<td>26-50</td>
<td>Room Supervisor + 1 Proctor</td>
</tr>
<tr>
<td>51-100</td>
<td>Room Supervisor + 2 Proctors</td>
</tr>
</tbody>
</table>

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
- Relatives or wards
- Anyone who will take ACT WorkKeys within next 12 months
- Individuals involved in ACT WorkKeys test preparation for commercial gain

Avoiding Conflicts of Interest

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

<table>
<thead>
<tr>
<th>If any relative or ward is testing...</th>
<th>You may not serve as...</th>
<th>And you may not...</th>
</tr>
</thead>
<tbody>
<tr>
<td>with standardized time at any school in your state or on the initial or makeup test date</td>
<td>test coordinator</td>
<td>have access to the secure standard time test materials at any time.</td>
</tr>
<tr>
<td>with accommodations at any school in your state during your accommodations testing window</td>
<td>test coordinator</td>
<td>have access to the secure accommodations test materials at any time.</td>
</tr>
<tr>
<td>with standardized time or with accommodations</td>
<td>room supervisor or proctor in the room where the examinee is testing</td>
<td>have access to your relative’s or ward’s answer document or test materials at any time.</td>
</tr>
</tbody>
</table>

Following Standardized Procedures

ACT WorkKeys Administration Manual

ACT WorkKeys Yearly Review

ACT WorkKeys Participation Manual

ACT WorkKeys Preparation Manual

ACT WorkKeys Secure Test Materials
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
  – Test administration training [www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)

Chapter 5

Planning for Test Administration

Pre-planning

• Order test materials
  – Ordering window for initial testing: January 9 – February 14, 2017
  – Ordering window for makeup testing: April 12 – 13, 2016
  – You will use the DAS Secure Site to order materials
  – Order the number of test booklets and manuals needed
Pre-planning

- Train and assign testing staff
  - Follow required staffing ratios
  - Direct staff to *ACT WorkKeys Test Administration Manual for State and District Testing* on website

Pre-planning

- Select and prepare rooms
  - Students testing with standard time
  - Students testing with accommodations
  - Follow requirements under "Testing Facility Requirements" section
Pre-planning

• Provide information to students
  – Bring #2 pencils
  – Bring permitted calculator
  – Bring required ID
  – Don’t bring a cell phone
  – When and where to report

Permitted Calculators

Applied Mathematics test only

Can I use a calculator?

The ACT Calculators Policy (effective September 1, 2018)
The ACT calculator policy is designed to ensure fairness for all test-takers, avoid distractions in the testing room, and protect the security of the test materials.

• A permitted calculator may be used on the ACT Mathematics Test only.
• It is the examinee’s responsibility to know whether a calculator is permitted.
• A permitted calculator that has ‘ON’ or ‘On’ in the display is not permitted.
• A calculator with algebraic entry (e.g., ‘2 + 3’ = ‘5’) or ‘natural’ mode (e.g., ‘2 + 3’ = ‘2 + 3’) in the display may be allowed under the accessibility options on the ACT.

The following types of calculators are prohibited:

• Calculators with floating or drop-down windows, digital screens functionally
  incorporating calculators in this category include
Testing Accommodations

- Reader / DVD
- Large-print testing materials
- Sign Language Interpreter
- Braille
- Extended time
- Word-to-word foreign language glossary

Ineligible Accommodations

- Local Arrangements
  - Standard time limits with normal breaks
    - Regular type
    - No special test format
  - Examples:
    - Wheelchair access
    - Front of room
    - Separate room
**Documentation Needed**

- Must be written by the diagnosing professional
- 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

**Administration Codes**

<table>
<thead>
<tr>
<th>Administration Code</th>
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</table>

**Receipt and Check-in of Materials**

- Shipped to Test Coordinator
  - Test booklets
  - Answer documents
  - *ACT WorkKeys Administration Manual*
  - Administration Supplement
  - Test Administration Forms Folder
  - Return envelopes
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 Administration Manual
- Lock up cartons in a secure place

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Missing Materials

- IMMEDIATELY report shortages or evidence of tampering
- Contact ACT
  - Phone: 800.553.6244 ext. 2800

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Security of Materials
Security of Materials

• NEVER leave test booklets unattended when out of secure storage
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. Detect and deter 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 in, and supported in their role. Avoid placing individuals or organizations in situations that may prove in appearance to pose a conflict of interest or a liability 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 check-in
- Review procedures
  - Test security
  - Checking in students
- Make last-minute adjustments

Observers

- Authorized observers
  - ACT ID
  - State DOE or District official ID
- Unauthorized observers
  - Media
  - Test prep companies
  - Parents
  - Employers
Identifying Students

- Personal recognition by staff
- Current official photo ID

Admitting Students

- Check students in at the door
- Mark students’ names on roster
- Direct students to seats

Admitting Students

- No late admittance
- No cell phones
The ACT WorkKeys testing must only occur on the designated test days
Testing to begin no later than 9:00 a.m.
Must allow full time for testing
- Applied Mathematics 45 minutes
- Locating Information 45 minutes
- Reading for Information 45 minutes

Tests must be administered in order

Distributing Test Booklets

- After students are seated
- Only when prompted in verbal instructions
- Individually, one to each student
- Unbroken, sequential order
Exact Timing of Tests

• Use more than one timepiece
  – Do NOT use a cell phone
  – An accurate wall clock is allowed
• Time each room separately
• Record times on the Test Administration Form
• Remember to give 5-minute warning

Staff Attentiveness

Staff Attentiveness

ACT WorkKeys

ACT WorkKeys

ACT WorkKeys

ACT WorkKeys
Group Irregularities

- Document and call ACT if:
  - Missing test materials
  - Mistiming
  - Inclement weather
  - Emergency evacuations
  - Power failure
  - Disturbances/distractions
- Phone: 800.553.6244 ext. 2800
- File an Irregularity Report

Individual Irregularities

- Include, but are not limited to:
  - Defective test materials
  - Duplicating test materials
  - Student illness
  - Irrational or prohibited behavior
- Document everything

Prohibited Behavior

- Prohibited behaviors include:
  - Creating a disturbance
  - Giving/receiving help
  - Possessing 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 everything
Anonymous Security Hotline

877.777.7296

Anonymous Security Hotline
Test center staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report or calling 800.553.6244, ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of ACT WorkKeys State and District testing.
In exceptional situations, test center staff may wish to file an anonymous report about concerns that ACT WorkKeys tests may have been compromised. If you wish to report such concerns anonymously, you may do so at www.act.ethicspoint.com.

Chapter 7

Post-Test Activities

Before Dismissing Staff

• Account for all test booklets and answer documents
  – Documented on Test Booklet Count Form
  – All signatures present
• Verify rosters are marked
  – No blanks – mark if absent
  – “R” with staff initials
  – Notarized Letter collected for every “L”
• Review Irregularity Reports
  – Attach voided answer documents
Documentation

- Retain documentation for 1 year
  - Rosters: Include students absent from testing
  - Record of students dismissed for prohibited behavior
  - Irregularity Reports
  - ACT WorkKeys Report of Accommodated Tests

Return to ACT Scoring Services

1. Polymailer

Return to ACT Distribution Center

2. Carton
Score Reports

- Standard ACT WorkKeys Reports
  - All reports are sent to testing site – July
  - Memo to Examinee
  - Summary Report for examinee
  - Examinee Roster Report

Chapter 8

Success for You and Your Students

- Avoiding the Pitfalls
  - No cell phones or other electronic devices
  - Administer tests in proper sequence
  - No extra breaks or extended breaks
  - Do NOT throw away shipping cartons; you need to use these to return test materials
  - Be ready for the arranged pickup of testing materials
### Success for You and Your Students

- **Avoiding the Pitfalls**
  - Answer documents will not be scored:
    - Late return
  - Improper return packaging – no guarantee of scoring

### Milestone Key Dates

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-id students, order standard time and accommodations test materials</td>
<td>Jan 9 – Feb 14, 2017</td>
</tr>
<tr>
<td>Q&amp;A Session #1</td>
<td>Jan 24, 2017 10:00 am</td>
</tr>
<tr>
<td>Receipt of test materials*</td>
<td>Mar 20 – 24, 2017</td>
</tr>
<tr>
<td>Q&amp;A Session #2</td>
<td>Mar 21, 2017 3:30 pm</td>
</tr>
<tr>
<td>Initial Test Date</td>
<td>April 12, 2017</td>
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<tr>
<td>Makeup ordering Window</td>
<td>April 12 – 13, 2017</td>
</tr>
<tr>
<td>Accommodations Test Window</td>
<td>April 12 – 26, 2017</td>
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<tr>
<td>Makeup Test Date</td>
<td>April 26, 2017</td>
</tr>
<tr>
<td>Deadline for ACT to receive answer documents</td>
<td>May 5, 2017</td>
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*Schools were able to indicate the alternative arrival of Mar 27-31, 2017 during manage participation
For Information...

- ACT-hosted Michigan Website: www.act.org/stateanddistrict/michigan
- ACT WorkKeys Website: www.act.org/workkeys/

For Help...

- ACT Customer Service:
  - Standard time:
    - 800.553.6244 ext. 2800
  - Accommodations:
    - 800.553.6244 ext. 1788
  - Contact Form:
    - www.act.org/stateanddistrict/contactus