

Chapter 4

ACT WORKKEYS TEST ADMINISTRATION TRAINING

ACT WorkKeys Test Administration Training

Michigan Merit Exam Spring 2016
Administration
MME Day, November 4, 2015

Topics

1. Overview of ACT WorkKeys
2. What's New
3. Testing Facilities
4. Testing Staff Requirements
5. Planning for Test Administration
6. Test Day Activities
7. Post-Test Activities
8. Success for You and Your Students
9. Resources

Chapter 1

Overview on ACT WorkKeys



Assessments

Applied Mathematics

Locating Information

Reading for Information

Assessments:

Level Scores for Foundational Skills Assessments

Applied Mathematics	<3	3	4	5	6	7
Locating Information	<3	3	4	5	6	
Reading for Information	<3	3	4	5	6	7

Certification *(slide 1 of 3)*



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

Certification *(slide 2 of 3)*



- Applied Mathematics
- Locating Information
- Reading for Information

Certification *(slide 3 of 3)*



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 Paper Testing*

Test Security

- Constant human 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 13, 2016
- Makeup Test Day: Wednesday, April 27, 2016
- Accommodations Test Window: April 13-27, 2016

Chapter 2

What's new?



What's New for 2015-16

- Administration
 - April
- Introduction of PearsonAccess Next
 - PA Next is a web application; it was used for completing establishment
- Reporting
 - Schools will receive reports in July 2016

Chapter 3

Testing Facility Requirements

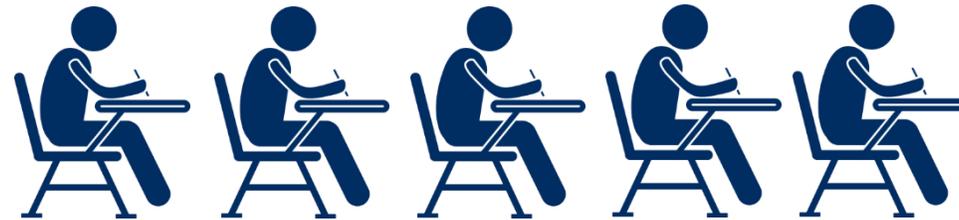


Testing Facility Requirements



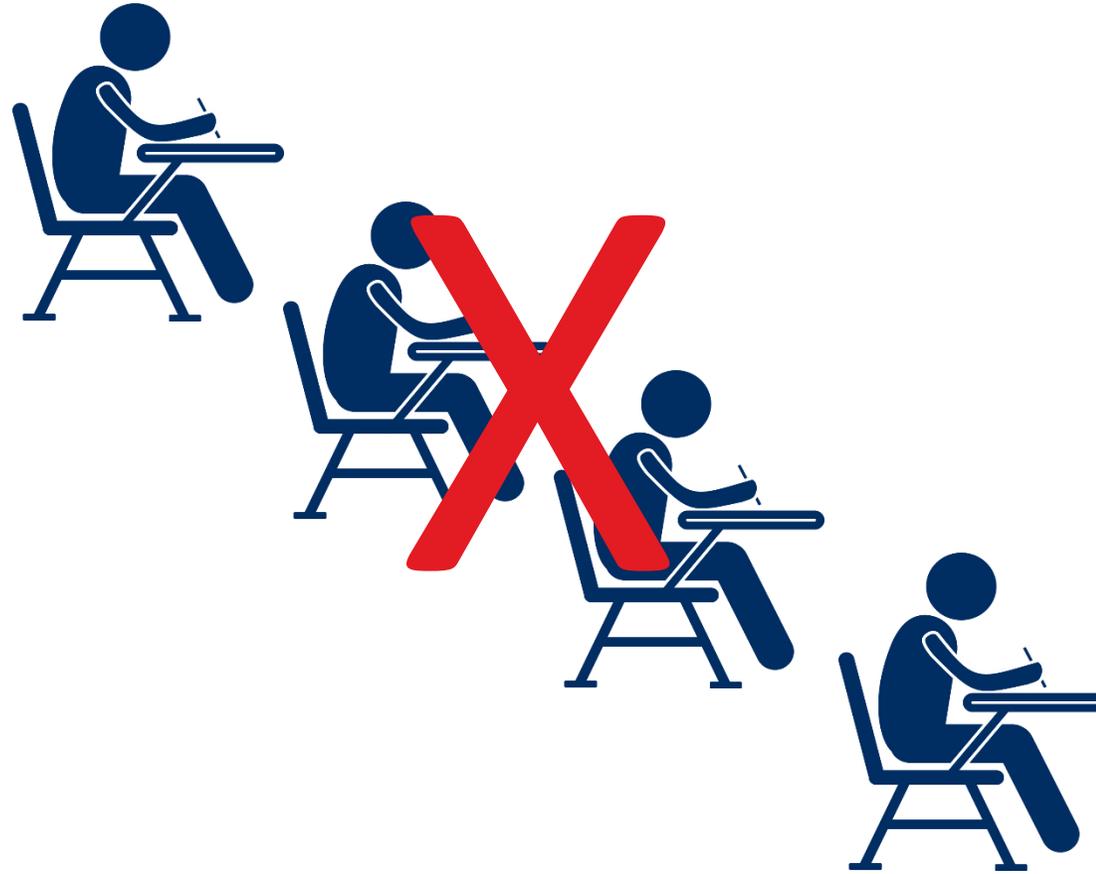
Type and Size of Rooms

Recommended = 15-30 students per room



Maximum Capacity = 100

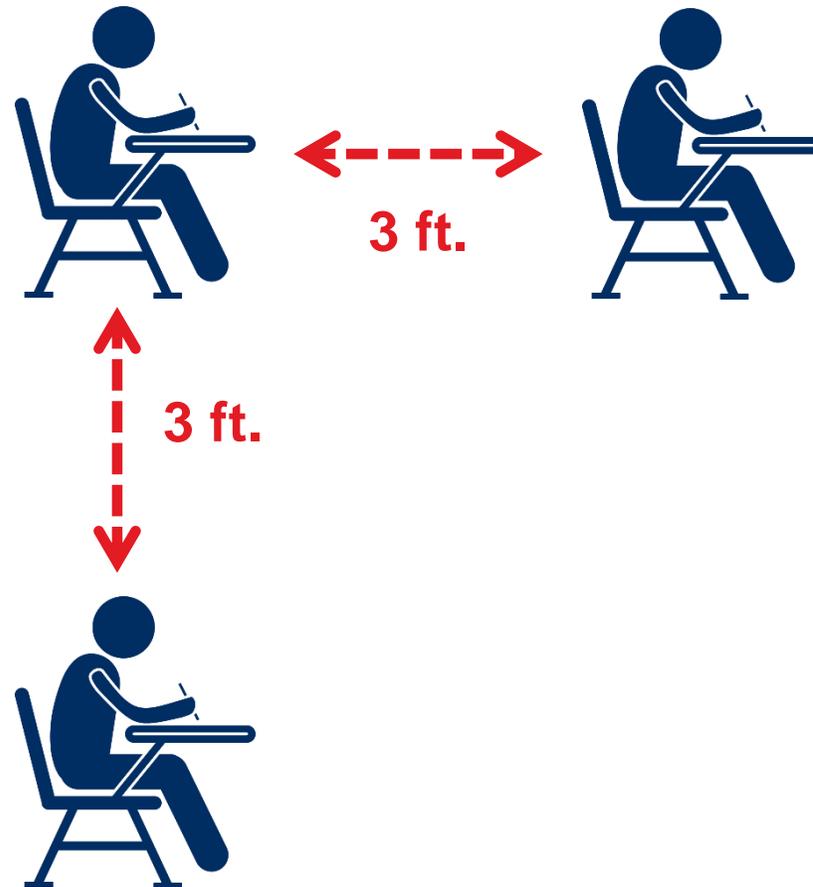
Type and Size of Rooms



Room Setup and Seating Arrangements



Room Setup and Seating Arrangements



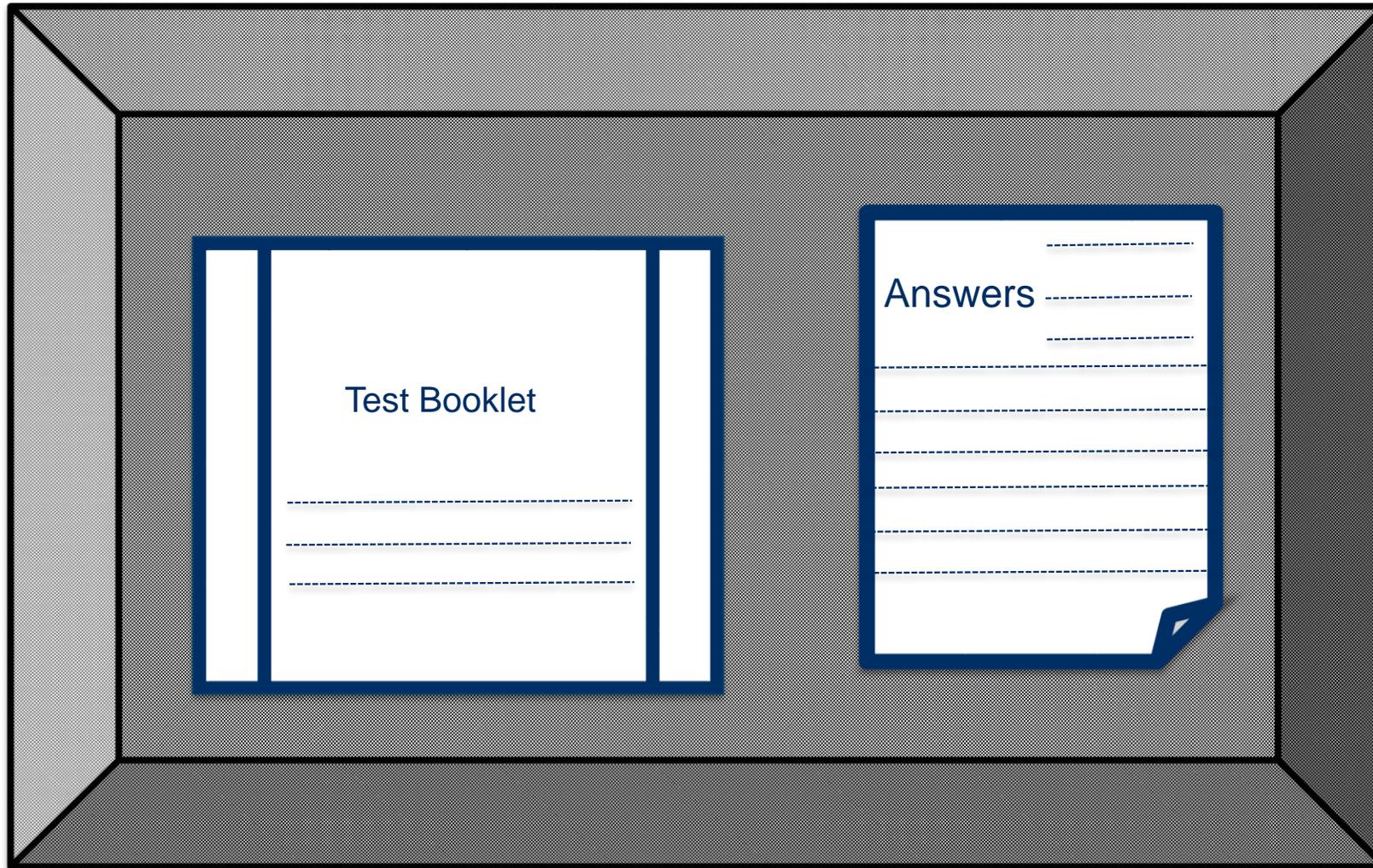
Distractions

**Quiet,
Please!**

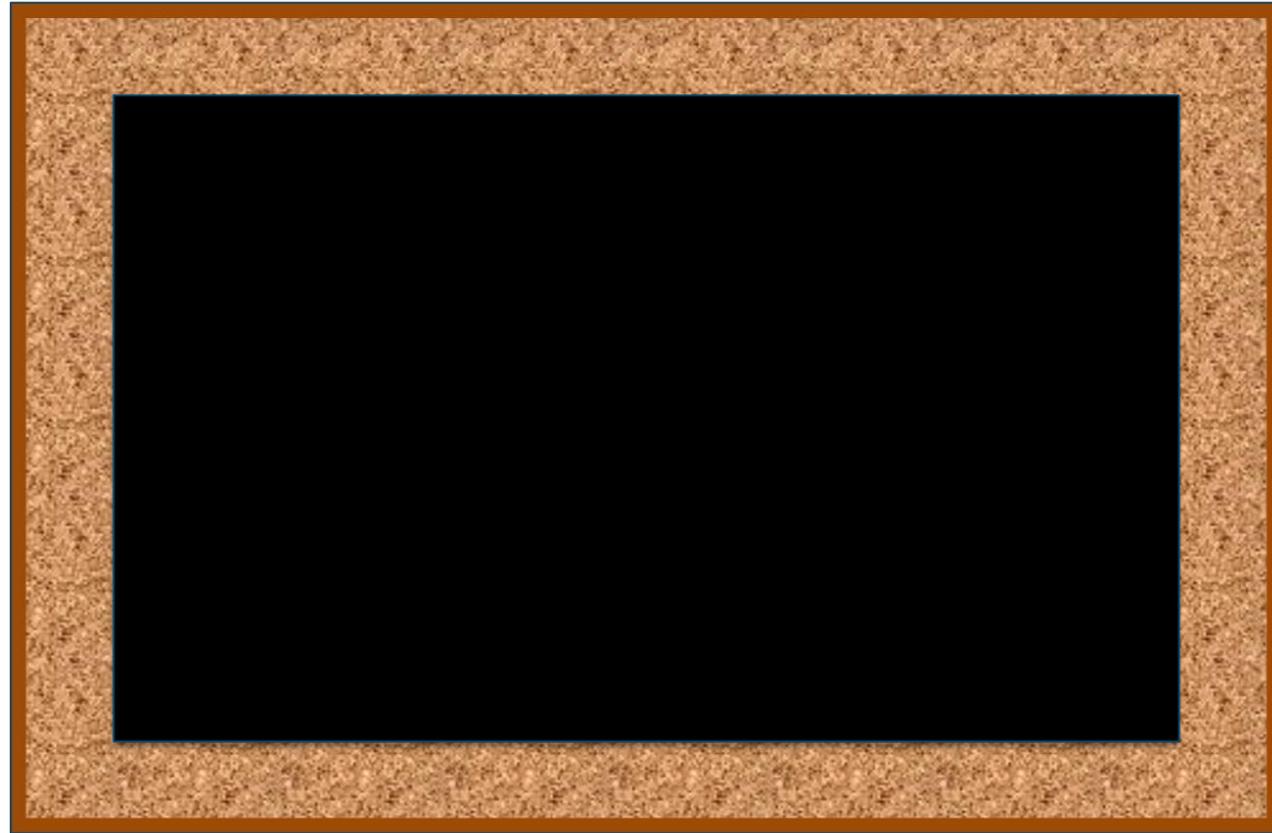
Testing in
Progress!



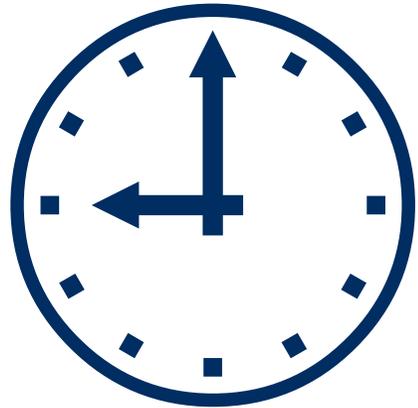
Writing Surfaces



Bulletin Boards

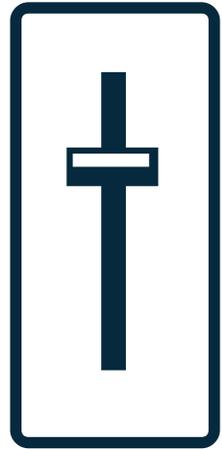


Timepieces

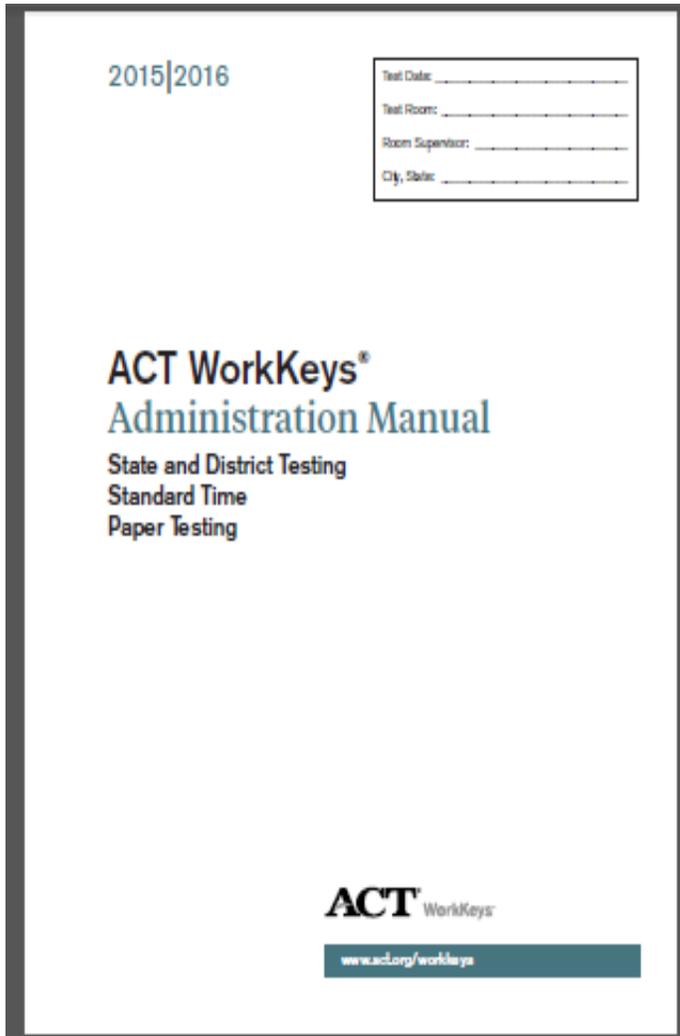


9:00

Room Conditions



Administration Manual



Chapter 4

Testing Staff Requirements



Testing Staff Requirements

- Test Coordinator
 - Responsible for all assessment activities
 - Maintains continuity and administrative uniformity
- Back-up Test Coordinator
 - Assists test coordinator with all assessment activities
 - Serves as test coordinator on test day if the test coordinator is unable to serve

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)

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

Students	Staff
1-25	Room Supervisor
26-50	Room Supervisor + 1 Proctor
51-100	Room Supervisor + 2 Proctors

Who May Act as Staff?

- Current or retired faculty members
- School employees
- Substitute teachers
- Student teachers
- Teachers' aides

Who May Not Act as Staff?

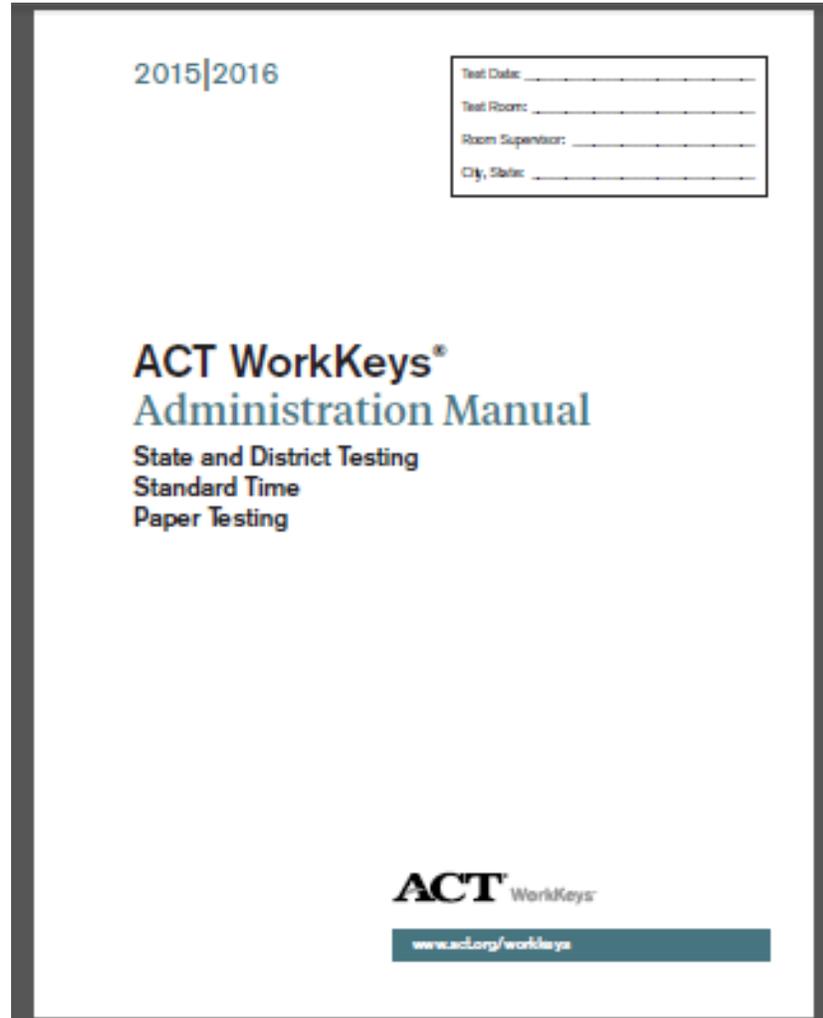
- High school students
- Volunteers
- Lower-division undergraduates
- Relatives or wards
- Anyone who will take ACT WorkKeys within next 12 months
- Individuals involved in ACT WorkKeys test preparation for commercial gain

Avoiding Conflicts of Interest

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

If any relative or ward is testing ...	You may not serve as ...	And you may not ...
with standard time at any school in your state on the initial or makeup test dates	test coordinator	have access to the secure standard time test materials at any time.
with accommodations at any school in your state during your accommodations testing window	test coordinator	have access to the secure accommodations test materials at any time.
with standard time or with accommodations	room supervisor or proctor in the room where that examinee is testing	have access to your relative's answer document or test materials at any time.

Following Standardized Procedures



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/aap/michigan/

Chapter 5

Planning for Test Administration



Pre-planning

- Order test materials
 - Ordering window for initial testing:
January 11 – February 16, 2016
 - Ordering window for makeup testing:
April 13-14, 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
 - Provide *ACT WorkKeys Administration Manual* to all staff

Pre-planning

- Select and prepare rooms
 - Students testing with standard time
 - Students testing with accommodations
 - Follow requirements under “Testing Facility Requirements” section

Pre-planning

ACT WorkKeys Roster

(This document may be photocopied.)

Page ____ of ____

You may provide your own roster instead of this form IF it has **all** the information shown on this form.

Testing Site Name _____ Institution/Site Code _____
(for testing site)

City, State _____

Test Date _____

Room Supervisor _____

Room Name/Number _____

Type of ID
P = Photo ID
R and initials = Recognized
L = ID Letter
- = Absent
D = Denied

Examinee's Name (please print or type)	Type of ID
1.	
2.	

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

Pre-planning



Permitted Calculators

Applied Mathematics test only



Can I use a calculator?

The ACT Calculator Policy (effective September 1, 2014)

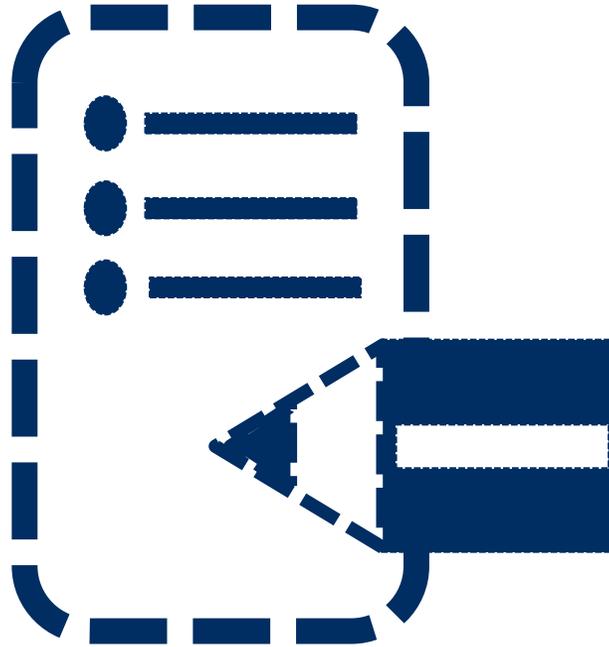
The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing room, and protect the security of the test materials.

- A permitted calculator may be used on the ACT Mathematics Test only.
- It is the examinee's responsibility to know whether their calculator is permitted.
- Accessible calculators (such as audio/"talking," or Braille calculators) may be allowed under the [accessibility policies](#) for the ACT.

The following types of calculators are prohibited:

- Calculators with built-in or downloaded [computer algebra system](#) functionality
- Prohibited 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



Testing 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

Accommodation	Administration Codes				
	Regular Time (45 mins)	Time-and-a-half (68 mins)	Double Time (90 mins)	Three Hours	Stop-the-clock Breaks
Single-day Testing					
Regular Print Materials (Including extended time)	400	150	200	300	450
Large Print	400	130	235	291	451
Audio DVDs or English Video DVDs	--	--	--	294	454
Reader Script	--	--	--	293	453
Braille	--	--	--	292	452
Instructions Translated ONLY (Includes ACT-provided DVD translation of <i>Reading for Information</i>)	600	610	620	630	640
ACT-provided DVD Translation of <i>Applied Mathematics</i> or <i>Locating Information</i>	--	--	--	941*	942*
ACT WorkKeys-Ineligible Accommodation	900*	910*	920*	930*	940*
Testing Over Multiple Days					
Regular Print Materials (Including extended time)	500	510	520	530	--
Large Print	501	511	521	531	--
Audio DVDs or English Video DVDs	--	--	--	534	--
Reader Script	--	--	--	533	--
Braille	--	--	--	532	--
Instructions Translated ONLY (Includes ACT-provided DVD translation of <i>Reading for Information</i>)	550	551	552	553	--
ACT-provided DVD Translation of <i>Applied Mathematics</i> or <i>Locating Information</i>	--	--	--	954*	--
ACT WorkKeys-Ineligible Accommodation	950*	951*	952*	953*	--

* Ineligible for ACT WorkKeys scores and the National Career Readiness Certificate

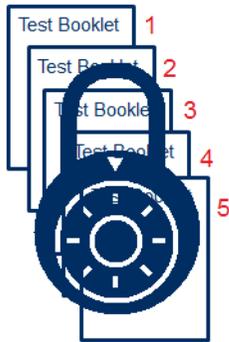
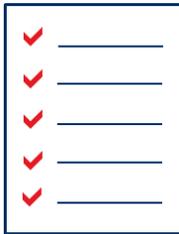
Receipt and Check-in of Materials



- Shipped to Test Coordinator
 - Test booklets
 - Answer documents
 - *ACT WorkKeys Administration Manual*
 - Supporting materials

Receipt and Check-in of Materials

24 hours



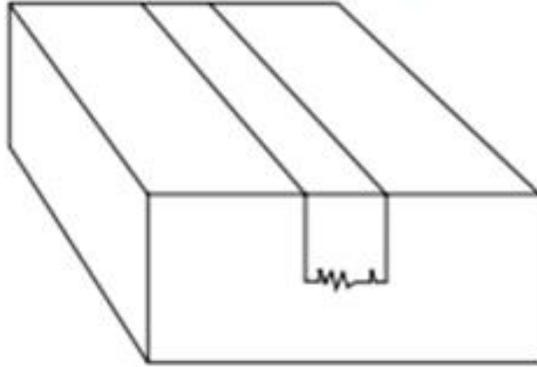
- Check content within 24 hours
 - Check against packing list
 - Count test booklets individually
 - Follow instructions in the *Administration Manual*
- Lock up cartons in a secure place

Missing Materials

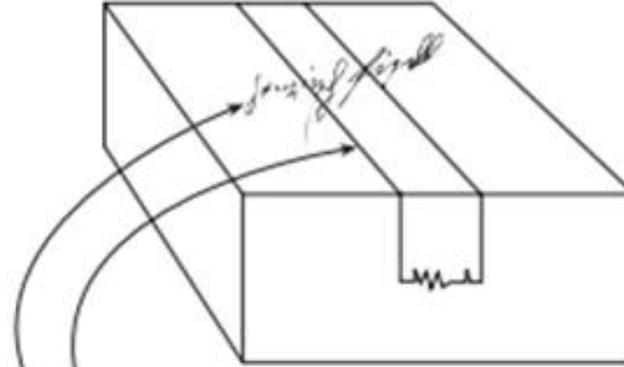
- IMMEDIATELY report shortages or evidence of tampering
- Contact ACT
 - Phone: 800.553.6244 ext. 1788

Security of Materials

Diagram for Resealing Cartons



When delivered, carton will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

Chapter 6

Test Day Activities



ACT Test Security Principles

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. Deter and detect 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 for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

Briefing Session



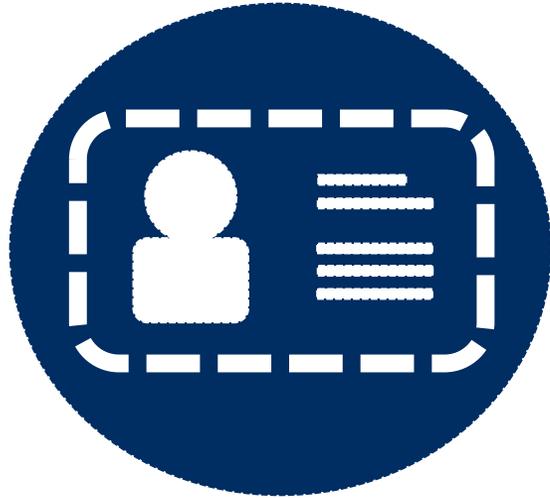
- Arrival of proctors
 - At least 30 minutes prior to check-in
- Review procedures
 - Test security
 - Checking in students
- Make last-minute adjustments

Observers



- Authorized observers
 - ACT ID
 - ACT Authorization Letter
- 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

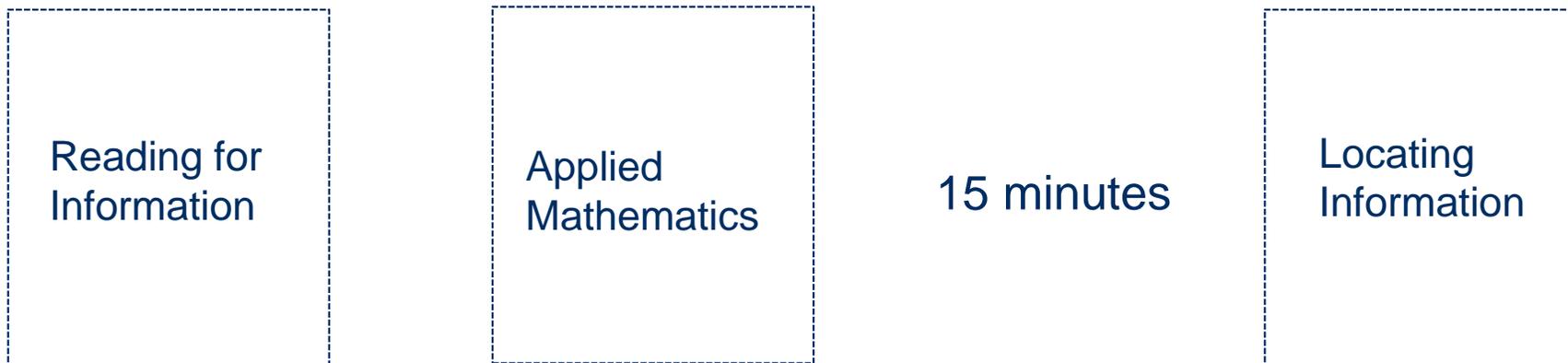


- No late admittance
- No cell phones

ACT WorkKeys Schedule

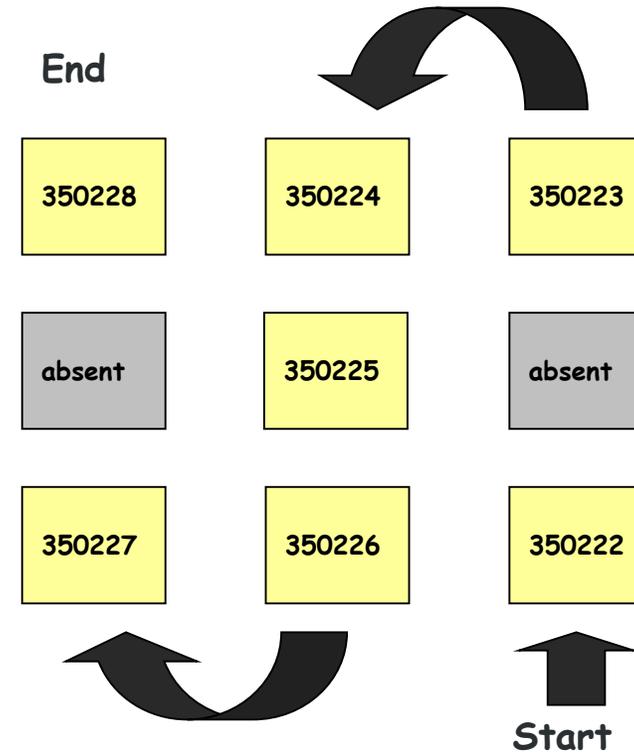
- The ACT WorkKeys System is designed to be a flexible system of assessments administered on a schedule determined by the test coordinator
 - *Applied Mathematics* 45 minutes
 - *Locating Information* 45 minutes
 - *Reading for Information* 45 minutes
- Must give full time for testing

ACT WorkKeys Schedule



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 allowable
- Time each room separately
- Record times in the *ACT WorkKeys Administration Manual*
- Remember to give 5-minute warning

Staff Attentiveness



Staff Attentiveness

2015|2016

Test Date: _____
Test Room: _____
Room Supervisor: _____
City, State: _____

ACT WorkKeys®
Administration Manual
State and District Testing
Standard Time
Paper Testing

ACT WorkKeys®
www.act.org/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

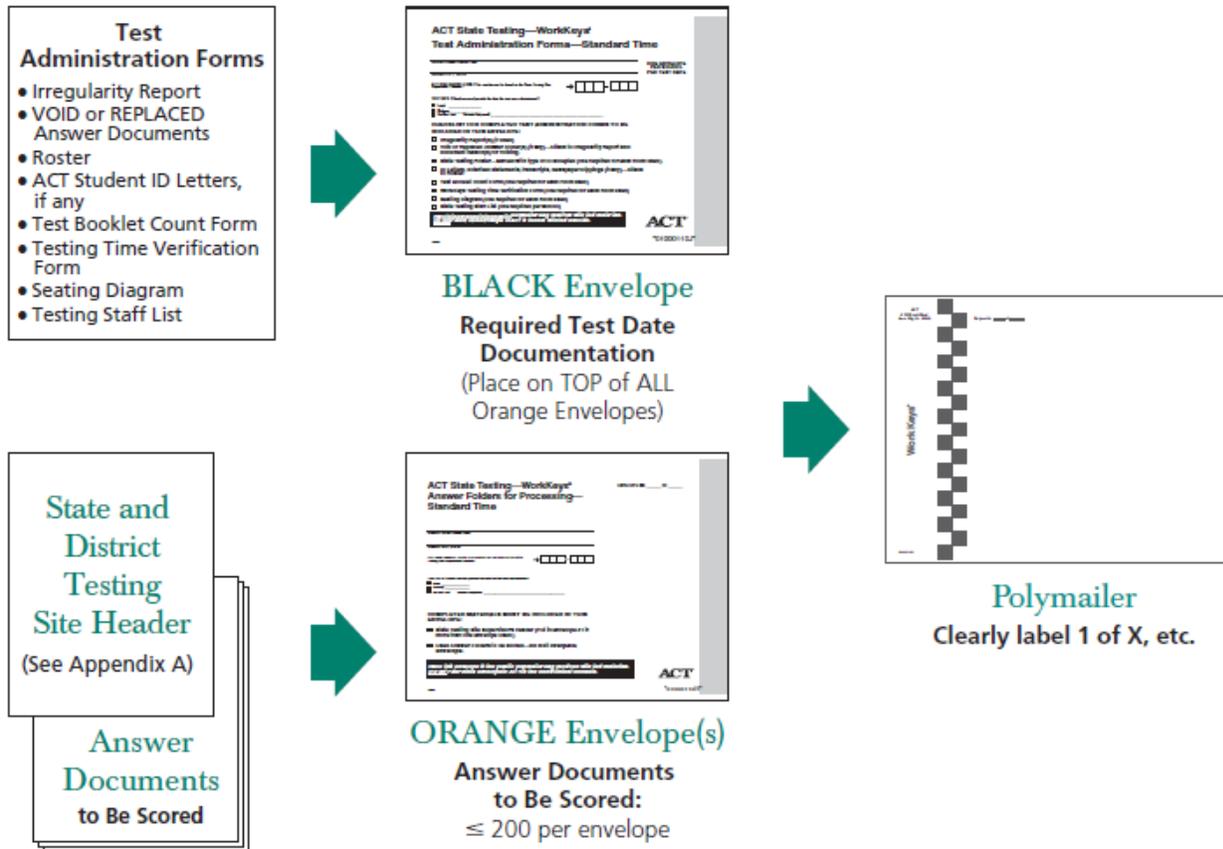
- Account for all test booklets and answer documents
 - Documented on Test Tracking Log
 - All signatures present
- Verify rosters are marked
 - No blanks – mark if absent
 - “R” with staff initials
 - Notarized Letter collected for every “L”
- Review Irregularity Reports
 - Attach voided answer documents

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”
 - “Test Site Staff WorkKeys Manual Verification” form

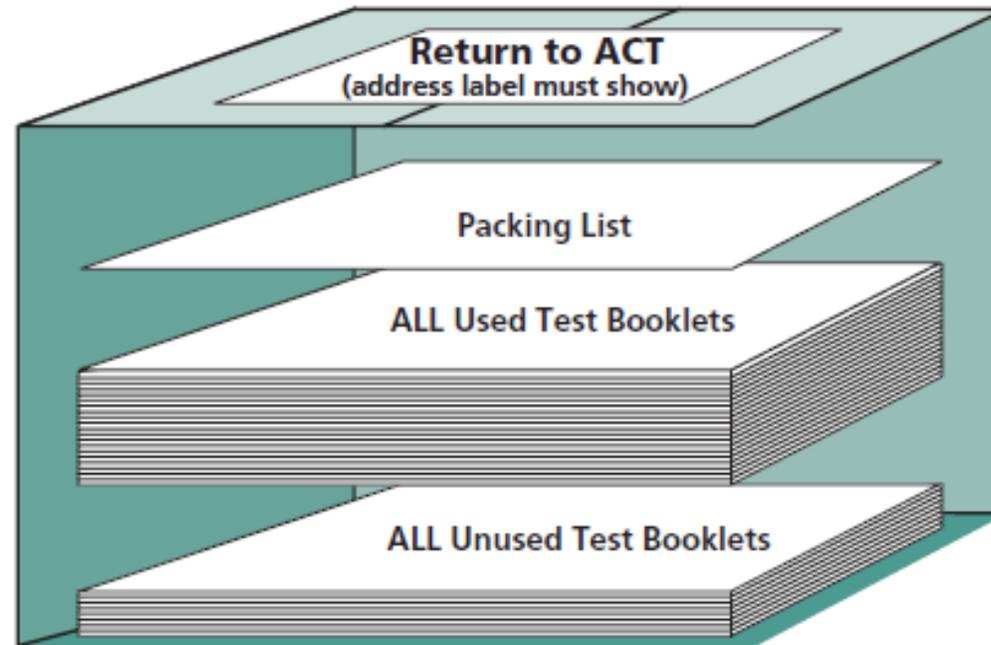
Return to ACT Scoring Services

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



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

Chapter 9

Resources



For Information...

- [ACT hosted Michigan Website:](http://www.act.org/aap/michigan/)
(www.act.org/aap/michigan/)
- [ACT WorkKeys Website:](http://www.act.org/workkeys/)
(www.act.org/workkeys/)

For Help...

- ACT Customer Service:
 - Standard time:
 - ✦ 800-553-6244 ext. 2800
 - Accommodations:
 - ✦ 800-553-6244 ext. 1788