Chapter 4

ACT WORKKEYS
TEST ADMINISTRATION TRAINING

ACT WorkKeys Test Administration Training

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

<table>
<thead>
<tr>
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<th>1</th>
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<tr>
<td>Locating Information</td>
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<td>Reading for Information</td>
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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?

Chapter 3

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

Testing Facility Requirements
Testing Facility Requirements

Type and Size of Rooms

Recommended = 15-30 students per room

Maximum Capacity = 100
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

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

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

- You may not serve as a test coordinator.
- You may not serve as a test examiner.
- You may not have access to the test materials at any time.
- You may not communicate with anyone other than the test coordinator.

Following Standardized Procedures

ACT WorkKeys Administration Manual

Instructions for Test Administration

Test Scoring

Test Administration
Local Training

- Discuss before test day
  - Policies and requirements
  - Security of test materials
  - Preparation
  - Test administration activities
  - Attentional during testing

- Review forms and required documentation

- Resources
  - ACT WorkKeys Administration Manual
  - Test administration training www.act.org/aap/michigan

Chapter 5

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

- **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

Pre-planning

Permitted Calculators

Applied Mathematics test only

Can I use a calculator?

The ACT Calculation Policy (effective September 1, 1986)

The ACT calculator policy is designed to ensure that calculators, social calculators, and test-taking calculators do not impact the security of the test answer.

- A social calculator, such as the TI-83 calculator, or a calculator that has a graphing function, may not be used.
- A scientific calculator, such as the TI-30, may be used.
- A calculator that can perform only basic arithmetic functions, such as addition, subtraction, multiplication, and division, may be used.
- A calculator that can perform advanced functions, such as trigonometric functions, logarithms, and exponents, may not be used.
- A calculator that can perform only basic arithmetic functions, such as addition, subtraction, multiplication, and division, may be used.

The following types of calculators are recommended:
- Scientific calculators, such as the TI-30, may be used.
- Calculators that can perform only basic arithmetic functions, such as addition, subtraction, multiplication, and division, may be used.
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

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]

1. Seal carton at the seam as before.
2. Sign your name on the tape. Be sure your signature lines up for future identification.
3. Close the top, seal with tape, and initial the seal.
Chapter 6

Test Day Activities

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 pools and the information and insights ACT provides throughout the usual test practices, tests, tests centers, and test scores, the information and insights ACT provides, and the ACT brand.
3. Ensure that our test scores and associated information are accurate and valid indicators of the test taker’s true achievement, abilities, and,/or goals.
4. Foster effective communication that enables prompt reporting and resolution of test security incidents.
5. Build a sense of community, collaboration, and tool that engages and encourages 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
**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

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

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
Return to ACT Distribution Center

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:**
  (www.act.org/aap/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