

# **Extended Time Verbal Instructions**

## **WorkKeys State Testing**

**Time and a Half—Page 2**

**Double Time—Page 10**

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# **Time and a Half**

**Use these verbal instructions for examinees approved for extended time testing of Time and a Half.**

**These pages replace pages 27-35 in the Administrator's Manual for WorkKeys State Testing.**

**Verbal Instructions  
for Administering  
Reading for Information  
–Time-and-a-Half**

Prior to handing out the assessment booklets, say:

I will now distribute the *Reading for Information* assessment booklets. Do not open them until I tell you to do so. Turn your test booklet so the front cover faces up. There should be no talking.

Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of assessment booklets distributed.**

Look at your answer document. Turn to page 3 and find the first section at the top of the page. In that section, write *Reading for Information* in the space provided for the Test Name.

A five-digit Test Form number is printed in the upper-right corner of the cover of your assessment booklet. Print that number in the five boxes for the Test Form number in this section. Then fill in the corresponding oval in each column. . . .

Leave the Admin. Code column blank. A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column. . . .

Walk around the room to be sure examinees are entering the Form Number and Booklet Number correctly on their answer documents. Then say:

Break the seal of your test booklet now.

Open the cover and read the directions silently as I read them aloud. . . .

There are 33 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

This test measures reading skills related to success in the workplace. Each reading selection will be followed by one or more questions. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. After reading a passage, decide which answer is the best answer for each question. Next, find the row of ovals on the answer document numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. **DO NOT USE A PEN.**

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. Do not use too much time on any one question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Reading for Information* questions you had difficulty with if you have time.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

Ask if anyone has any questions. Set your stopwatch or interval timer to **exactly 68 minutes** and say:



### 68 Minutes

START \_\_\_\_\_

5 minutes remaining \_\_\_\_\_

1 minute remaining \_\_\_\_\_

STOP \_\_\_\_\_

We are now ready to begin the test. *You will have 68 minutes to work on this test.* Do not mark beyond item 33. Leave the rest of the spaces in this section of the answer document blank. I will announce when you have five minutes left to work and when you have one minute left to work. Go to the next page and begin working. . . .

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this assessment in the box above. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each assessment. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. Do NOT post the time remaining.

When your watch or timer indicates **exactly 63 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 67 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 68 minutes** have passed, and you have double-checked the time, say:

Stop please. Put down your pencils, close your test booklets, and look up. . . .

When you have everyone's attention, continue.

I (We) will now collect your test booklets. *Do not put your answer document in your test booklet.* Please remain quietly in your seats.

Collect the *Reading for Information* test booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the booklets to verify that the number of booklets distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

**Verbal Instructions  
for Administering  
*Applied Mathematics*  
–Time-and-a-Half**

Prior to handing out the *Applied Mathematics* test booklets, say:

I will now distribute the *Applied Mathematics* test booklets. Do not open them until I tell you to do so. Turn your test booklet so the front cover faces up. There should be no talking.

Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of assessment booklets distributed.**

Look at your answer document. Turn again to page 3 and find the unused section. In that section, write *Applied Mathematics* in the space provided for the Assessment Name.

There is a five-digit Test Form number printed in the upper-right corner of the cover of your test booklet. Print that number in the five boxes for the Test Form number in this section. Then fill in the corresponding oval in each column. . . .

Leave the Admin. Code column blank. A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column. . . .

Walk around the room to be sure examinees are entering the Form Number and Booklet Number correctly on their answer documents. Then say:

Break the seal of your test booklet now.

Open the cover of and read the directions silently as I read them aloud. . . .

There are 33 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures mathematics skills related to success in the workplace.

Each question in the test is numbered, and the five answer options are lettered. After calculating a solution, decide which answer is the best answer for each question. Next, find the row of ovals on the answer folder numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. **DO NOT USE A PEN.**

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure that you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. Do not use too much time on any one question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Applied Mathematics* questions you had difficulty with if you have time.

You should have a calculator and a formula sheet to use for this test. You may use them for any problems you choose. The formula sheet can be found at the beginning of this test and may be torn out for easier use.

Note: Unless the problem indicates otherwise, you should assume all of the following.

1. Diagrams are not necessarily drawn to scale.
2. The word *line* indicates a straight line.
3. If a problem calls for pi ( $\pi$ ), use the number 3.14 for that value. If you have a  $\pi$  key on your calculator and you use that key, your answers may not match any of the options given for the problem.
4. The word *average* indicates arithmetic mean. For example, the average of 2, 6, and 7 is calculated as follows:  $(2 + 6 + 7) \div 3$ .

To make sure that your calculator is working properly, please take the time to complete the following brief problems.

$$9 \times 53 = ? \text{ (you should get 477)}$$

$$477 \div 15 = ? \text{ (you should get 31.8)}$$

If you did not get the answers shown in parentheses, please tell the person who is administering the test.

**DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.**

Ask if anyone has any questions. Set your stopwatch or interval timer to **exactly 68 minutes** and say:



We are now ready to begin the test. *You will have 68 minutes to work on this assessment.* Do not mark beyond item 33. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work and when you have one minute left to work. Go to the next page and begin working. . . .

## 68 Minutes

START \_\_\_\_\_

5 minutes remaining \_\_\_\_\_

1 minute remaining \_\_\_\_\_

STOP \_\_\_\_\_

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this test in the box above. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining.

When your watch or timer indicates **exactly 63 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 67 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 68 minutes** have passed, and you have double-checked the time, say:

Stop please. Put down your pencils, close your test booklets, and look up. . .

When you have everyone's attention, continue.

If you tore your formula sheet from the front of your test booklet, please place it inside your booklet.

We will now collect your test booklets. *Do not put your answer document in your test booklet.* Please remain quietly in your seats.

Collect the *Applied Mathematics* test booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the assessment booklets to verify that the number distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

Put your calculators away. You will not be permitted to use them for the remaining test. You will have a 15-minute break. Testing will resume promptly at \_\_\_\_\_. If you return late, you will not be allowed to make up lost testing time. Remember, you may not use phones, pagers, or other electronic devices during the break. **(Remind examinees to be quiet in the halls if testing is in progress in other rooms—and not to bring snacks or drinks back to the test room.)**

Make sure no test materials are taken out of the room, all booklets are closed, and all answer documents are inside the test booklets. **Do not leave the test room unattended during the break.** If any examinees remain in the room during the break, monitor them closely.

Do not delay the start of the last test waiting for examinees to return late from the break. If examinees return late they may be readmitted, but may not make up the lost time. Try to keep conversation with the late arrivals to a minimum.

If an examinee does not return, **do not** mark the answer document void unless the examinee requested you to do so.

### **Verbal Instructions for Administering *Locating Information* –Time-and-a-Half**

At the end of the break, say:

Attention. Please get ready to resume testing.... Remember, if you are wearing a watch with an alarm or have any other alarm device, or if you are carrying a pager, cell phone, or other electronic device, it must remain turned off until after you are dismissed.

Clear your desk of everything except your pencils, erasers, and answer document. Look at your answer document and check the front to be sure your name appears in block A....

When everyone is ready, say:

We will now distribute the *Locating Information* test booklets.

Go to the directions section. Read the instructions to the examinees.

Go to \_\_\_\_\_ of your answer documents.

As if anyone has any questions. Set your stopwatch or timer to **exactly 68 minutes** and say:

There are 38 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures your skill in placing, finding, and applying information taken from various types of graphics including tables, forms, graphs, and diagrams. The first portion of the test has single questions. The remaining questions are in pairs. Each question or pair of questions is followed by one or more graphics. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. Read each question, look at the graphic(s), and then decide which answer is the best answer for each question. You may write on this test booklet to help answer the questions. Next, find the row of ovals on the answer document numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. DO NOT USE A PEN.

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure that you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Locating Information* questions you had difficulty with if you have time.

Some pages in this booklet may be blank. If you find a blank page, ignore it and continue on with the test.

|                     |       |
|---------------------|-------|
| <b>68 Minutes</b>   |       |
| START               | _____ |
| 5 minutes remaining | _____ |
| 1 minute remaining  | _____ |
| STOP                | _____ |

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this test in the box at left. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. Do NOT post the time remaining.

When your watch or timer indicates **exactly 63 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 67 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 67 minutes** have passed, and you have double-checked the time, say:

Stop please. Please put down your pencils, close your test booklets, and look up....

When you have everyone's attention, continue.

I (We) will now collect the *Locating Information* booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

Collect the *Locating Information* booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the booklets to verify that the number distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

When you have everyone's attention, continue....

We will now collect your answer documents. Please remain quietly in your seats.

Collect the answer documents individually. **Do not allow them to be passed to the front, side, or back of the row.** Do not dismiss the examinees before you have again counted the assessment booklets and answer documents to verify that the number of booklets and answer documents distributed matches the number collected. Assembling the assessment booklets in numerical order will assist you in determining if all are accounted for. Make certain that examinees do not have access to the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the assessment booklets or answer documents after they have been returned to the proctor or administrator.

After the assessment booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today's testing.

Return the assessment materials to secure storage. Be sure to maintain security of the assessment materials until they are prepared for return to ACT.

# **Double Time**

**Use these verbal instructions for examinees approved for extended time testing of Double Time.**

**These pages replace pages 27-35 in the Administrator's Manual for WorkKeys State Testing.**

**Verbal Instructions  
for Administering  
Reading for Information  
– Double Time**

Prior to handing out the assessment booklets, say:

I will now distribute the *Reading for Information* assessment booklets. Do not open them until I tell you to do so. Turn your test booklet so the front cover faces up. There should be no talking.

Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of assessment booklets distributed.**

Look at your answer document. Turn to page 3 and find the first section at the top of the page. In that section, write *Reading for Information* in the space provided for the Test Name.

A five-digit Test Form number is printed in the upper-right corner of the cover of your assessment booklet. Print that number in the five boxes for the Test Form number in this section. Then fill in the corresponding oval in each column. . . .

Leave the Admin. Code column blank. A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column. . . .

Walk around the room to be sure examinees are entering the Form Number and Booklet Number correctly on their answer documents. Then say:

Break the seal of your test booklet now.

Open the cover and read the directions silently as I read them aloud. . . .

There are 33 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

This test measures reading skills related to success in the workplace. Each reading selection will be followed by one or more questions. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. After reading a passage, decide which answer is the best answer for each question. Next, find the row of ovals on the answer document numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. **DO NOT USE A PEN.**

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. Do not use too much time on any one question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Reading for Information* questions you had difficulty with if you have time.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

Ask if anyone has any questions. Set your stopwatch or interval timer to **exactly 90 minutes** and say:



### 90 Minutes

START \_\_\_\_\_

5 minutes remaining \_\_\_\_\_

1 minute remaining \_\_\_\_\_

STOP \_\_\_\_\_

We are now ready to begin the test. *You will have 90 minutes to work on this test.* Do not mark beyond item 33. Leave the rest of the spaces in this section of the answer document blank. I will announce when you have five minutes left to work and when you have one minute left to work. Go to the next page and begin working. . . .

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this assessment in the box above. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each assessment. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. Do NOT post the time remaining.

When your watch or timer indicates **exactly 85 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 89 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 90 minutes** have passed, and you have double-checked the time, say:

Stop please. Put down your pencils, close your test booklets, and look up. . . .

When you have everyone's attention, continue.

I (We) will now collect your test booklets. *Do not put your answer document in your test booklet.* Please remain quietly in your seats.

Collect the *Reading for Information* test booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the booklets to verify that the number of booklets distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

**Verbal Instructions  
for Administering  
*Applied Mathematics*  
– Double Time**

Prior to handing out the *Applied Mathematics* test booklets, say:

I will now distribute the *Applied Mathematics* test booklets. Do not open them until I tell you to do so. Turn your test booklet so the front cover faces up. There should be no talking.

Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of assessment booklets distributed.**

Look at your answer document. Turn again to page 3 and find the unused section. In that section, write *Applied Mathematics* in the space provided for the Assessment Name.

There is a five-digit Test Form number printed in the upper-right corner of the cover of your test booklet. Print that number in the five boxes for the Test Form number in this section. Then fill in the corresponding oval in each column. . . .

Leave the Admin. Code column blank. A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column. . . .

Walk around the room to be sure examinees are entering the Form Number and Booklet Number correctly on their answer documents. Then say:

Break the seal of your test booklet now.

Open the cover of and read the directions silently as I read them aloud. . . .

There are 33 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures mathematics skills related to success in the workplace.

Each question in the test is numbered, and the five answer options are lettered. After calculating a solution, decide which answer is the best answer for each question. Next, find the row of ovals on the answer folder numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. **DO NOT USE A PEN.**

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure that you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. Do not use too much time on any one question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Applied Mathematics* questions you had difficulty with if you have time.

You should have a calculator and a formula sheet to use for this test. You may use them for any problems you choose. The formula sheet can be found at the beginning of this test and may be torn out for easier use.

Note: Unless the problem indicates otherwise, you should assume all of the following.

1. Diagrams are not necessarily drawn to scale.
2. The word *line* indicates a straight line.
3. If a problem calls for pi ( $\pi$ ), use the number 3.14 for that value. If you have a  $\pi$  key on your calculator and you use that key, your answers may not match any of the options given for the problem.
4. The word *average* indicates arithmetic mean. For example, the average of 2, 6, and 7 is calculated as follows:  $(2 + 6 + 7) \div 3$ .

To make sure that your calculator is working properly, please take the time to complete the following brief problems.

$$9 \times 53 = ? \text{ (you should get 477)}$$

$$477 \div 15 = ? \text{ (you should get 31.8)}$$

If you did not get the answers shown in parentheses, please tell the person who is administering the test.

**DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.**

Ask if anyone has any questions. Set your stopwatch or interval timer to **exactly 90 minutes** and say:



We are now ready to begin the test. *You will have 90 minutes to work on this assessment.* Do not mark beyond item 33. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work and when you have one minute left to work. Go to the next page and begin working. . . .

## 90 Minutes

START \_\_\_\_\_

5 minutes remaining \_\_\_\_\_

1 minute remaining \_\_\_\_\_

STOP \_\_\_\_\_

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this test in the box above. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining.

When your watch or timer indicates **exactly 85 minutes** have passed, and you have checked the time, say:

When your watch or timer indicates **exactly 89 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 90 minutes** have passed, and you have double-checked the time, say:

Stop please. Put down your pencils, close your test booklets, and look up. . .

When you have everyone's attention, continue.

If you tore your formula sheet from the front of your test booklet, please place it inside your booklet.

We will now collect your test booklets. *Do not put your answer document in your test booklet.* Please remain quietly in your seats.

Collect the *Applied Mathematics* test booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the assessment booklets to verify that the number distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

Put your calculators away. You will not be permitted to use them for the remaining test. You will have a 15-minute break. Testing will resume promptly at \_\_\_\_\_. If you return late, you will not be allowed to make up lost testing time. Remember, you may not use phones, pagers, or other electronic devices during the break. **(Remind examinees to be quiet in the halls if testing is in progress in other rooms—and not to bring snacks or drinks back to the test room.)**

Make sure no test materials are taken out of the room, all booklets are closed, and all answer documents are inside the test booklets. **Do not leave the test room unattended during the break.** If any examinees remain in the room during the break, monitor them closely.

Do not delay the start of the last test waiting for examinees to return late from the break. If examinees return late they may be readmitted, but may not make up the lost time. Try to keep conversation with the late arrivals to a minimum.

If an examinee does not return, **do not** mark the answer document void unless the examinee requested you to do so.

### **Verbal Instructions for Administering Locating Information – Double Time**

At the end of the break, say:

Attention. Please get ready to resume testing.... Remember, if you are wearing a watch with an alarm or have any other alarm device, or if you are carrying a pager, cell phone, or other electronic device, it must remain turned off until after you are dismissed.

Clear your desk of everything except your pencils, erasers, and answer document. Look at your answer document and check the front to be sure your name appears in block A....

When everyone is ready, say:

We will now distribute the *Locating Information* test booklets.

Go to the directions section. Read the instructions to the examinees.

Go to block \_\_\_ on page\_\_\_ of your answer folder.

As if anyone has any questions. Set your stopwatch or timer to **exactly 60 minutes** and say:

There are 38 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures your skill in placing, finding, and applying information taken from various types of graphics including tables, forms, graphs, and diagrams. The first portion of the test has single questions. The remaining questions are in pairs. Each question or pair of questions is followed by one or more graphics. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. Read each question, look at the graphic(s), and then decide which answer is the best answer for each question. You may write on this test booklet to help answer the questions. Next, find the row of ovals on the answer document numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. DO NOT USE A PEN.

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure that you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Locating Information* questions you had difficulty with if you have time.

Some pages in this booklet may be blank. If you find a blank page, ignore it and continue on with the test.

|                     |       |
|---------------------|-------|
| <b>90 Minutes</b>   |       |
| START               | _____ |
| 5 minutes remaining | _____ |
| 1 minute remaining  | _____ |
| STOP                | _____ |

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this test in the box at left. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. Do NOT post the time remaining.

When your watch or timer indicates **exactly 85 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 89 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 90 minutes** have passed, and you have double-checked the time, say:

Stop please. Please put down your pencils, close your test booklets, and look up....

When you have everyone's attention, continue.

I (We) will now collect the *Locating Information* booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

Collect the *Locating Information* booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the booklets to verify that the number distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

When you have everyone's attention, continue....

We will now collect your answer documents. Please remain quietly in your seats.

Collect the answer documents individually. **Do not allow them to be passed to the front, side, or back of the row.** Do not dismiss the examinees before you have again counted the assessment booklets and answer documents to verify that the number of booklets and answer documents distributed matches the number collected. Assembling the assessment booklets in numerical order will assist you in determining if all are accounted for. Make certain that examinees do not have access to the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the assessment booklets or answer documents after they have been returned to the proctor or administrator.

After the assessment booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today's testing.

Return the assessment materials to secure storage. Be sure to maintain security of the assessment materials until they are prepared for return to ACT.

# **Triple Time**

**Use these verbal instructions for examinees approved for extended time testing of Triple Time.**

**These pages replace pages 27-35 in the Administrator's Manual for WorkKeys State Testing.**

**Verbal Instructions  
for Administering  
Reading for Information  
– Triple Time**

Prior to handing out the assessment booklets, say:

I will now distribute the *Reading for Information* assessment booklets. Do not open them until I tell you to do so. Turn your test booklet so the front cover faces up. There should be no talking.

Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of assessment booklets distributed.**

Look at your answer document. Turn to page 3 and find the first section at the top of the page. In that section, write *Reading for Information* in the space provided for the Test Name.

A five-digit Test Form number is printed in the upper-right corner of the cover of your assessment booklet. Print that number in the five boxes for the Test Form number in this section. Then fill in the corresponding oval in each column. . . .

Leave the Admin. Code column blank. A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column. . . .

Walk around the room to be sure examinees are entering the Form Number and Booklet Number correctly on their answer documents. Then say:

Break the seal of your test booklet now.

Open the cover and read the directions silently as I read them aloud. . . .

There are 33 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

This test measures reading skills related to success in the workplace. Each reading selection will be followed by one or more questions. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. After reading a passage, decide which answer is the best answer for each question. Next, find the row of ovals on the answer document numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. **DO NOT USE A PEN.**

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. Do not use too much time on any one question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Reading for Information* questions you had difficulty with if you have time.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.

Ask if anyone has any questions. Set your stopwatch or interval timer to **exactly 135 minutes** and say:



### 135 Minutes

START \_\_\_\_\_

5 minutes remaining \_\_\_\_\_

1 minute remaining \_\_\_\_\_

STOP \_\_\_\_\_

We are now ready to begin the test. *You will have 135 minutes to work on this test.* Do not mark beyond item 33. Leave the rest of the spaces in this section of the answer document blank. I will announce when you have five minutes left to work and when you have one minute left to work. Go to the next page and begin working. . . .

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this assessment in the box above. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each assessment. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. Do NOT post the time remaining.

When your watch or timer indicates **exactly 130 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 134 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 135 minutes** have passed, and you have double-checked the time, say:

Stop please. Put down your pencils, close your test booklets, and look up. . . .

When you have everyone's attention, continue.

I (We) will now collect your test booklets. *Do not put your answer document in your test booklet.* Please remain quietly in your seats.

Collect the *Reading for Information* test booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the booklets to verify that the number of booklets distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

**Verbal Instructions  
for Administering  
*Applied Mathematics*  
– Triple Time**

Prior to handing out the *Applied Mathematics* test booklets, say:

I will now distribute the *Applied Mathematics* test booklets. Do not open them until I tell you to do so. Turn your test booklet so the front cover faces up. There should be no talking.

Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of assessment booklets distributed.**

Look at your answer document. Turn again to page 3 and find the unused section. In that section, write *Applied Mathematics* in the space provided for the Assessment Name.

There is a five-digit Test Form number printed in the upper-right corner of the cover of your test booklet. Print that number in the five boxes for the Test Form number in this section. Then fill in the corresponding oval in each column. . . .

Leave the Admin. Code column blank. A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column. . . .

Walk around the room to be sure examinees are entering the Form Number and Booklet Number correctly on their answer documents. Then say:

Break the seal of your test booklet now.

Open the cover of and read the directions silently as I read them aloud. . . .

There are 33 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures mathematics skills related to success in the workplace.

Each question in the test is numbered, and the five answer options are lettered. After calculating a solution, decide which answer is the best answer for each question. Next, find the row of ovals on the answer folder numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. **DO NOT USE A PEN.**

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure that you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. Do not use too much time on any one question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Applied Mathematics* questions you had difficulty with if you have time.

You should have a calculator and a formula sheet to use for this test. You may use them for any problems you choose. The formula sheet can be found at the beginning of this test and may be torn out for easier use

Note: Unless the problem indicates otherwise, you should assume all of the following.

1. Diagrams are not necessarily drawn to scale.
2. The word *line* indicates a straight line.
3. If a problem calls for pi ( $\pi$ ), use the number 3.14 for that value. If you have a  $\pi$  key on your calculator and you use that key, your answers may not match any of the options given for the problem.
4. The word *average* indicates arithmetic mean. For example, the average of 2, 6, and 7 is calculated as follows:  $(2 + 6 + 7) \div 3$ .

To make sure that your calculator is working properly, please take the time to complete the following brief problems.

$$9 \times 53 = ? \text{ (you should get 477)}$$

$$477 \div 15 = ? \text{ (you should get 31.8)}$$

If you did not get the answers shown in parentheses, please tell the person who is administering the test.

**DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.**

Ask if anyone has any questions. Set your stopwatch or interval timer to **exactly 135 minutes** and say:



We are now ready to begin the test. *You will have 135 minutes to work on this assessment.* Do not mark beyond item 33. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work and when you have one minute left to work. Go to the next page and begin working. . . .

### 135 Minutes

START \_\_\_\_\_

5 minutes remaining \_\_\_\_\_

1 minute remaining \_\_\_\_\_

STOP \_\_\_\_\_

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this test in the box above. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining.

When your watch or timer indicates **exactly 130 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 134 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 135 minutes** have passed, and you have double-checked the time, say:

Stop please. Put down your pencils, close your test booklets, and look up. . .

When you have everyone's attention, continue.

If you tore your formula sheet from the front of your test booklet, please place it inside your booklet.

We will now collect your test booklets. *Do not put your answer document in your test booklet.* Please remain quietly in your seats.

Collect the *Applied Mathematics* test booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the assessment booklets to verify that the number distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

Put your calculators away. You will not be permitted to use them for the remaining test. You will have a 15-minute break. Testing will resume promptly at \_\_\_\_\_. If you return late, you will not be allowed to make up lost testing time. Remember, you may not use phones, pagers, or other electronic devices during the break. **(Remind examinees to be quiet in the halls if testing is in progress in other rooms—and not to bring snacks or drinks back to the test room.)**

Make sure no test materials are taken out of the room, all booklets are closed, and all answer documents are inside the test booklets. **Do not leave the test room unattended during the break.** If any examinees remain in the room during the break, monitor them closely.

Do not delay the start of the last test waiting for examinees to return late from the break. If examinees return late they may be readmitted, but may not make up the lost time. Try to keep conversation with the late arrivals to a minimum.

If an examinee does not return, **do not** mark the answer document void unless the examinee requested you to do so.

### **Verbal Instructions for Administering *Locating Information* – Triple Time**

At the end of the break, say:

Attention. Please get ready to resume testing.... Remember, if you are wearing a watch with an alarm or have any other alarm device, or if you are carrying a pager, cell phone, or other electronic device, it must remain turned off until after you are dismissed.

Clear your desk of everything except your pencils, erasers, and answer document. Look at your answer document and check the front to be sure your name appears in block A....

When everyone is ready, say:

We will now distribute the *Locating Information* test booklets.

Go to the directions section. Read the instructions to the examinees.

Go to block \_\_\_ on page \_\_\_ of your answer document.

As if anyone has any questions. Set your stopwatch or timer to **exactly 135 minutes** and say:

There are 38 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures your skill in placing, finding, and applying information taken from various types of graphics including tables, forms, graphs, and diagrams. The first portion of the test has single questions. The remaining questions are in pairs. Each question or pair of questions is followed by one or more graphics. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. Read each question, look at the graphic(s), and then decide which answer is the best answer for each question. You may write on this test booklet to help answer the questions. Next, find the row of ovals on the answer document numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. DO NOT USE A PEN.

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure that you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. If you do not know the correct answer, pick the one you think is best. Go back and check any *Locating Information* questions you had difficulty with if you have time.

Some pages in this booklet may be blank. If you find a blank page, ignore it and continue on with the test.

|                     |       |
|---------------------|-------|
| <b>135 Minutes</b>  |       |
| START               | _____ |
| 5 minutes remaining | _____ |
| 1 minute remaining  | _____ |
| STOP                | _____ |

As you begin testing, write down the Start time, Stop time, the five-minutes-remaining time and the one-minute-remaining time for this test in the box at left. Before you announce five minutes or one minute remaining and before you call stop, check your timepiece carefully against the times you have written down and verify them with the proctor if one is in the room.

**Reminder:** You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes and one minute remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. Do NOT post the time remaining.

When your watch or timer indicates **exactly 130 minutes** have passed, and you have checked the time, say:

There are five minutes left.

When your watch or timer indicates **exactly 134 minutes** have passed, and you have checked the time, say:

There is one minute left.

When your watch or timer indicates **exactly 135 minutes** have passed, and you have double-checked the time, say:

Stop please. Please put down your pencils, close your test booklets, and look up....

When you have everyone's attention, continue.

I (We) will now collect *Locating Information* booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

Collect the *Locating Information* booklets individually. **Do not allow them to be passed to the front, side, or back of the row.** Count the booklets to verify that the number distributed matches the number collected. Place the booklets in a secure place out of reach of examinees.

When you have everyone's attention, continue....

We will now collect your answer documents. Please remain quietly in your seats.

Collect the answer documents individually. **Do not allow them to be passed to the front, side, or back of the row.** Do not dismiss the examinees before you have again counted the assessment booklets and answer documents to verify that the number of booklets and answer documents distributed matches the number collected. Assembling the assessment booklets in numerical order will assist you in determining if all are accounted for. Make certain that examinees do not have access to the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the assessment booklets or answer documents after they have been returned to the proctor or administrator.

After the assessment booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today's testing.

Return the assessment materials to secure storage. Be sure to maintain security of the assessment materials until they are prepared for return to ACT.