

WIN Work Readiness Assessments Frequently Asked Questions

Assessments

What is new about the Michigan Merit Exam starting in Spring 2026?

Beginning in Spring 2026, WIN Learning's Work Readiness Assessments is one of the three required components of the Michigan Merit Exam. These are the only Work Skills assessments included in the MME.

What are the WIN Work Readiness Assessments?

The assessments contain three components: Work Ready Math, Work Ready Reading, and Work Ready Data.

When is the testing window for the Spring 2026 Work Readiness Assessments?

The testing window is **April 6 to May 1, 2026**. Schools may test students on any school day during school hours within this window. Makeup tests can also be administered on any school day during the window.

In which languages are the assessments available?

The assessments are available in English and Spanish. Students may also use paper based bilingual word-to-word dictionaries in any language. There is no pre-approved list of dictionaries from which students can select. Students may use whatever paper-based word-to-word dictionary with which they have familiarity.

How are the assessments scored?

Assessments are scored on a scale from Level 1 to Level 5, with Level 5 being the highest. Each student receives three individual scores, one for each assessment area (Work Ready Math, Work Ready Reading, and Work Ready Data). The lowest score determines the overall credential level the student earns.

- Students receive a National Work Readiness Credential for the lowest score. For example, a student who scores 3 on Work Ready Math, 4 on Work Ready Reading, and 4 on Work Ready Data, earns a National Work Readiness Credential Achievement Level 3.
- Level 1 scores in on any component do not receive a National Work Readiness Credential.

Is there an approval process for accommodations for the WIN Work Readiness assessments?

No. There is no review or approval process for accommodations for the WIN Work Readiness assessments. Accommodations can be assigned in the Career Readiness System (CRS) by test coordinators based on student needs and IEP/504 plans.

How are students identified for the Work Readiness Assessments?

Students will be pre-identified for testing in January based on their enrollment in the Michigan Student Data System. For questions about pre-identification, contact the Office of Educational Assessment and Accountability at mde-oeaa@michigan.gov.

What is the Establishment process for testing?

There is no Establishment process for WIN Learning's Work Readiness Assessments. Students will be Pre-identified in January 2026 for the WIN Work Readiness Assessment according to their enrollment in the Michigan Student Data System.

How are the assessments accessed?

Assessments are primarily online, though paper assessments are available with approved exceptions. The online assessments are administered through WIN Learning's secure testing portal. A lockdown browser must be installed on all devices being used for testing to ensure test security. More information about the technical requirements for test administration can be found in the [Technology Requirements](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WINCRS_Tech_Specs_MI.pdf) document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WINCRS_Tech_Specs_MI.pdf).

Testing Process

How much time is allotted for each assessment?

Each assessment is allotted **60 minutes**, whether administered on paper or online.

Can the WIN assessments be administered in any order?

Yes, assessments can be given in any order on the test day(s). For example, you may choose to administer the Work Ready Data component first.

Do all three assessments have to be given on the same day?

No, there is no requirement for all three assessments be administered on the same day.

Is there a required break between assessments? If so, how long?

Breaks are optional and at the discretion of local testing staff.

Can students move on between assessments or do they need to wait until all students finish the same component?

Scripts need to be read aloud to students before each component. Because the scripts are unique to each component, WIN recommends that students in a test session complete the same component and then move to the next component as a class. This provides students an optimal test experience and alleviates confusion regarding test directions.

Can proctors unlock a whole class of testers or must students be unlocked one at a time?

When a test session is created, a test component can be “unlocked” or launched for all students in the test session with a single click on the name of the component in the Assessment Grid. If a student in the test session is not present to test, the component for that student can be de-selected in the Assessment Grid.

Who turns on the test every day, the proctor or test coordinator?

Proctors and Building Assessment Coordinators have access to launch assessments. The decision as to who will do this on test day is at the discretion of the Building Assessment Coordinator. Test sessions should be created in the WIN Career Readiness System prior to test day. On test day, the proctor or Building Assessment Coordinator can select the class and the assessment to be launched. This should be done when students are seated, logged into the WIN Career Readiness System, and have heard the appropriate test script.

Does a proctor need to give access to each student for each test?

Test sessions should be created in the WIN Career Readiness System prior to test day. On test day, the proctor can locate the test session in the WIN Career Readiness System, add the test session to the Assignment Grid, and select an assessment for all students in the test session with a click next to the name of the assessment. For purposes of class management and providing an optimal test experience, WIN recommends launching one assessment at a time.

Can students be dismissed as they are finished?

Yes.

Are newcomers (less than one year) required to take these assessments?

There is no state allowed exemption for students who have been in the U.S. for less than one year.

Accommodations

Will a student with extended time have to use all of it?

No, students do not have to use all of the Extended Time. They also do not have to use all of the standard administration time. When students are finished, they are able to submit the (online) test at any time.

Do extended time students test in a different room?

No, extended time students are not required to test in a different room. If extended time students test in a room with standard time students, be prepared to manage differences in end times for the assessment.

How will we know if students have screen reader accommodations?

Accommodations are assigned in the WIN Career Readiness System (CRS) at the student level. There is no approval process for accommodations. Accommodations that were assigned in the WIN CRS will appear on student test tickets.

Do we automatically assign students to Spanish or use certain WIDA scores that would allow Spanish?

There is no automatic assignment of any accommodations. You should assign students to the Spanish form of the test if the students meet the following criteria: 1) They have strong Spanish literacy skills. 2) The students want this credential to show that they can operate in a Spanish speaking work environment.

Is guidance on assigning online Spanish similar to other parts of MME?

Yes, with one big exception for this Work Ready assessment. Students should consider what kind of credential they want to have. Do they want to have a credential that says that they are proficient for the English workplace or do they want a credential that says that they are proficient in a Spanish workplace?

Can accommodations be assigned for a group?

Accommodations are assigned in the WIN Learning portal at the **individual** student level.

Can accommodations settings be saved before the test?

Accommodations should be entered in the WIN Learning portal prior to test day and are saved to the student profile.

Will all students have access to SpeechStream® or just students with screen readers?

Students whose IEP/504 plans indicate that they can have an oral administration of the assessment may be eligible to use this accommodation. SpeechStream® does not need to be noted explicitly in an IEP/504 plan.

Is SpeechStream embedded in the WIN Work Readiness System?

Yes, SpeechStream is presented within the WIN testing system, there is no additional app or resource needed.

Can students with accommodations practice before testing time so that we can troubleshoot with them?

Yes, students can practice using assigned accommodations in the tutorials.

Can a demo of accommodations be recorded and shared?

Yes, a demo video will be shared on the WIN Resource Center and the MME webpage.

Watch the [Spotlight](https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter>) for availability and a link to the video.

WIN System Access and Training

When will we have access to the WIN system?

Mid-February.

Is there a required training for proctors?

No, there is not a required training that Test Administrators must complete. Assessment Coordinators participate in WIN test administration training and then provide training to Test Administrators.

Where can we find student practice access?

Student tutorials are available in the WIN Career Readiness System (CRS). Students must log in to the CRS using their secure test ticket. Assessment Coordinators can put students into test sessions beginning in mid-February, then when the test administration window opens, they can print test tickets. Students use test tickets to log in to CRS where they can view the tutorials. Test tickets are secure materials and must be collected after students view the tutorials.

Miscellaneous

Do students get three test tickets or one?

Students are provided with a single test ticket for the Work Readiness Assessments. Test tickets will have an expiration date.

Do paper tests need to be requested?

Students must be pre-identified to paper/pencil testing in the OEAA Secure Site.

How will we get access to scripts? Will they be shipped to schools?

Yes, test direction scripts will be shipped to schools.