



Career Readiness
Courseware &
Credentials

Paper Test Material Ordering for WIN Learning Work Readiness Assessments

January 8, 2026

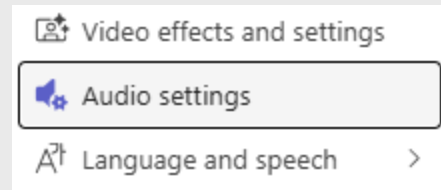
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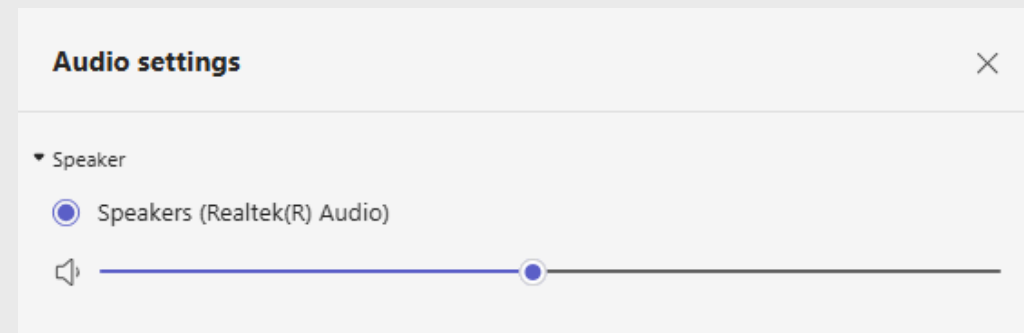
- ✓ Select the 3 dots at the upper right corner of your screen



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- ✓ Be sure that the correct speaker or headphones is selected



Agenda

- Work Readiness Assessments
 - 3 Components
- Student Materials for Paper Testing
 - Materials to Order
 - Accommodations via Paper
 - Timelines and Deadlines
- Demonstration on How to Order



Assessments (online and paper)

Component	Standard Allotted Time
Work Ready Math	60 minutes
Work Ready Reading	60 minutes
Work Ready Data	60 minutes



Parameters for Paper Testing

- ✓ Students who have a specific need for paper testing
- ✓ Buildings with an Approved Online Waiver Request

Types of Student Test Forms

- Standard Test Booklets
 - Version 100A
 - Version 200B
 - Shipped in stacks that alternate 100A and 200B
- Braille Test Booklet**
 - Contracted Version 400C
 - Uncontracted UEB 400B
 - IEP or 504 plan required
- Large Print Test Booklet**
 - Version 300C
 - Font size 20
 - IEP or 504 plan required
- Spanish Test Booklet**
 - Version 500A

** Test booklets are based on Standard Test Booklet 100A

Oral Administration Kits

The following will be delivered as a kit:

- Oral Administration **Guide** (provided in ratio of 1 guide: 5 students)
 - Minimum of 1 guide
- Oral Administration **Script** (provided in ratio of 1 script: 5 students)
 - Minimum of 1 script
- Standard Booklet 100A (1 booklet: 1 student)
- Answer Document (1 document: 1 student)

Oral Administration requires an IEP or 504 Plan

Oral Administration **Scripts** are secure documents,

they must be stored securely and returned to WIN Learning when testing is complete



Answer Document and Barcode Labels

Answer Document

- 1 per student
- 4 pages
 - Page 1: student demographic information and accommodation type
 - Pages 2-4: answer documents for each of the 3 components
- Section to identify the accommodation administered
- 1 document for all 3 components

Barcode Label

- Required on each answer document to be scored
- Pre-printed for students pre-ID'd for paper testing by 5 pm, February 13
- Can be printed by schools for students enrolled after February 13 and through the end of testing

Answer Document

Michigan Department of Education
WIN Work Readiness Assessments
Answer Document



Print Student, Test Administrator, School and District Information:

Student Name: _____
Test Administrator: _____
School: _____
District: _____

MARKING INSTRUCTIONS

- Use a No. 2 pencil only.
- Do not use ink, ball point, or felt tip pens.
- Make solid marks that fill the circle completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.



INCORRECT CORRECT

Date of Birth

M	M	D	D	Y	Y	Y	Y
0	1	2	3	4	5	6	7
8	9	0	1	2	3	4	5
6	7	8	9	0	1	2	3
4	5	6	7	8	9	0	1
2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7
8	9	0	1	2	3	4	5

Assessment Accommodations

Mark ALL that apply.
See Manual for specific definitions.

- Alternate Response
- ASL
- Bilingual Glossary
- Extended Time
- Oral Administration
- Scribe
- Other

ATTENTION:

Apply Student Barcode Label Here.

A valid barcode label is required in this area to ensure the test is scored.

ALIGN TOP OF BARCODE LABEL HERE

IMPORTANT!

Must be completed to ensure accurate scoring.

Test ID **Version**

0	1	2	3	4	5	6	7	0	1	2	3	4
8	9	0	1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0	1	2	3
4	5	6	7	8	9	0	1	2	3	4	5	6
2	3	4	5	6	7	8	9	0	1	2	3	4
0	1	2	3	4	5	6	7	8	9	0	1	2
8	9	0	1	2	3	4	5	6	7	8	9	0

DO NOT WRITE IN THIS AREA

SERIAL #

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Pre-ID Windows for Barcode Label Printing

Window	Task
January 5-April 30	Pre-identification of students for both online and paper testing
January 5-February 13 (5 pm)	Barcode labels are provided by WIN and delivered to schools for students pre-identified in this timeframe
February 16-May 1 (5 pm)	Local printing of barcode labels required for students enrolled after February 13

Questions

Any questions?



Order and Shipment of Paper Test Materials

Activity	Dates
Initial Material Order Window	January 5 – February 13 (5 p.m.)
Shipment Delivery-Initial	March 23-March 25 (default delivery date)
Shipment Delivery-Alternate	March 30-April 1 (alternate delivery date requested)
Test Administration Window	April 6-May 1
Additional Material Order Window	April 2 – April 28 (closes at noon)
Return of Materials Deadline	Shipped by May 5
Answer Documents Received (tested roster window)	May 26-June 1

Demonstration-How to Order Materials



Ordering Paper Materials

- Accommodated versions and paper/pencil tests will be ordered from the OEAA Secure Site
- Initial material order is based on the pre-identification of students and the paper/pencil mode of testing selected by 5:00 p.m., February 13, 2026
- Additional materials can be ordered April 2 – April 28 at 12:00 noon.
 - Pre-identifying a student will not create an additional order
 - Orders must be keyed in on the Additional Material Order page
- Always verify the shipping address on the Initial Material Order and Additional Material Order page
 - Materials sent to the Work Readiness Test Coordinator listed in the Educational Entity Master (EEM)
 - Work with district authorized EEM user if it needs to be updated
- On Initial Material Order page, select between two delivery weeks by 5:00 p.m., February 13, 2026

Questions?

Any questions?



More Webinars Coming Soon

WIN Career Readiness Test Administration for Testing Coordinators-Online Testing:

- Tuesday, January 13
- Tuesday, January 24 (repeat session of January 13)

WIN Career Readiness Test Administration for Testing Coordinators-Paper Testing:

- Wednesday, February 25

Registration info and links available in Spotlight and the MME website



WIN Wednesday Office Hours

- 1-hour webinar
- Review a specific topic (i.e. Reports or Test Tickets) followed by Q & A
- Wednesday, January 21, 10 a.m.
 - Intro to Online Resource Center
- Wednesday, February 18, 10 a.m.
- Each Wednesday in March and April at 10 a.m.
- Email mde-oeaa@michigan.gov with your ideas for WIN Wednesday topics




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No registration needed
Link to attend is shared via Spotlight

Standard Tools and Accommodations

November 19 WIN Wednesday
Standard Tools and
Accommodations
Recording and PowerPoint
on MME Website



WIN Wednesday Office Hours:
**Preview of Standard Tools and
Accommodations**

November 19, 2025
(Recorded December 18, 2025)

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For Assistance

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