



Paper Test Administration Training for WorkKeys

On Demand Webinar Tips

The screenshot displays the ACT WorkKeys On Demand Webinar interface. The layout includes a top header with the ACT WorkKeys logo, a central slide area, and sidebars for participant information and resources. Red boxes highlight specific UI elements: the participant profile, a certificate widget, a top-right control bar, a resource list, a bottom navigation bar, and the CN24 logo.

ACT WorkKeys

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ACT, Inc.

0 min(s)
Criteria for Full Credit
Minutes to Watch: 20
[View Certificate](#)

Slides

Resources

- Close all other programs and browsers which will help conserve your bandwidth.
- Press F5 to refresh the browser or try using a different browser/device if the display is delayed/frozen.
- Resize or move the widgets on your screen to customize your display.
- Click the icon at the bottom of the screen to open or close a widget.

POWERED BY CN24

Learning Objectives

- Staff Responsibilities
- Pre-test Activities
- Test Administration
- Accommodations
- Post Test Activities
- Reporting



WorkKeys Assessments



**APPLIED
MATH**



**GRAPHIC
LITERACY**



**WORKPLACE
DOCUMENTS**

WorkKeys Assessments - Spanish



APPLIED MATH

(70 minutes)



GRAPHIC LITERACY

(70 minutes)



WORKPLACE DOCUMENTS

(70 minutes)

What's new beginning in the fall of 2023?



- EBAE braille is no longer available for any ACT products



- Prerecorded audio



- Terms and Conditions have been refreshed



- Examinee certification statement



- Updated verbal instructions



- New versions of the Reader's Script



- CCRIS changes

What Are My Responsibilities?

Test Coordinator Responsibilities



- Ordering, storing and distributing materials
- Prepare testing rooms
- Assign staff
- Maintain security

Room Supervisor Responsibilities

- Confirm identity of examinee
- Monitor test environment
- Do not discuss test items



Proctor Responsibilities

Standard Time

Number of Proctors Needed for Standard Time Paper Administrations

Number of Standard Time Examinees	Proctors Needed
1–30	0
31–60	1
61–100	2
101–150	3
151–200	4

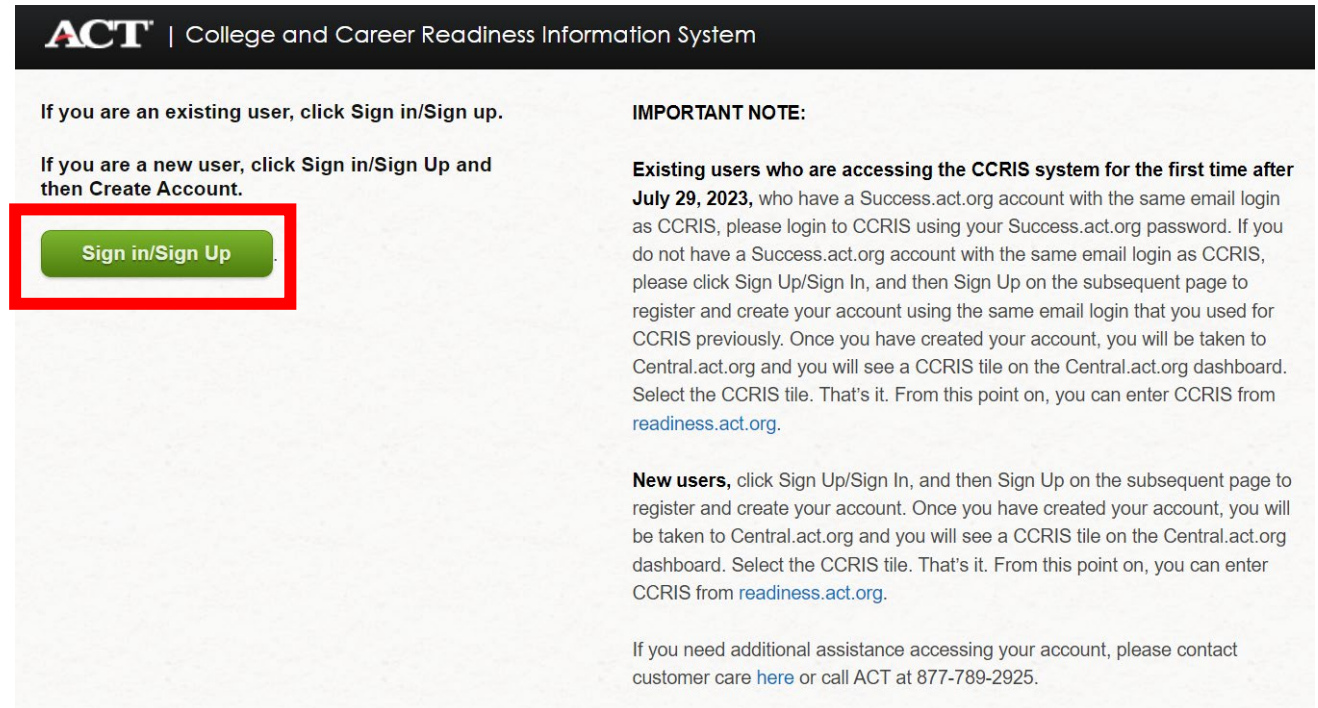
Accommodations and Supports

Number of Accommodations/ Supports Examinees	Proctors Needed
1–20	0
21–40	1
41–60	2
61 or more	1 additional proctor for every additional 20 examinees

Pre-Test Activities

Order Materials (1 of 3)

Test Coordinators will order test materials through CCRIS – College and Career Readiness Information System



ACT | College and Career Readiness Information System

If you are an existing user, click Sign in/Sign up.

If you are a new user, click Sign in/Sign Up and then Create Account.

Sign in/Sign Up

IMPORTANT NOTE:

Existing users who are accessing the CCRIS system for the first time after July 29, 2023, who have a Success.act.org account with the same email login as CCRIS, please login to CCRIS using your Success.act.org password. If you do not have a Success.act.org account with the same email login as CCRIS, please click Sign Up/Sign In, and then Sign Up on the subsequent page to register and create your account using the same email login that you used for CCRIS previously. Once you have created your account, you will be taken to Central.act.org and you will see a CCRIS tile on the Central.act.org dashboard. Select the CCRIS tile. That's it. From this point on, you can enter CCRIS from readiness.act.org.

New users, click Sign Up/Sign In, and then Sign Up on the subsequent page to register and create your account. Once you have created your account, you will be taken to Central.act.org and you will see a CCRIS tile on the Central.act.org dashboard. Select the CCRIS tile. That's it. From this point on, you can enter CCRIS from readiness.act.org.

If you need additional assistance accessing your account, please contact customer care [here](#) or call ACT at 877-789-2925.

Ordering Materials Guide

Order Materials (2 of 3)

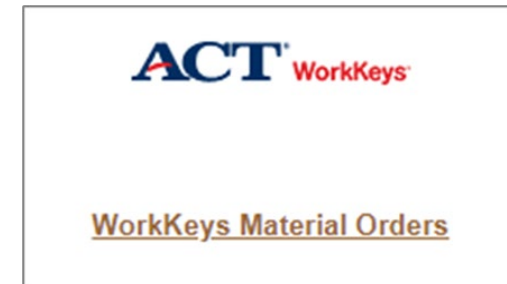
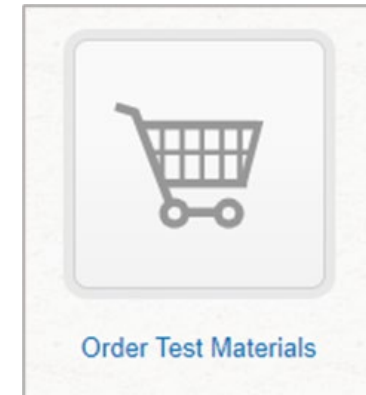
- Once you're in the system, follow prompts to select or add your organization

Select the site for which you want to order materials.

☒ ACT HIGH SCHOOL

[Continue](#)

[Add an Organization](#)



Order Materials (3 of 3)

- Be sure to select WorkKeys National Materials (or if you are affiliated with a specific program, select that)
- On the materials ordering page, be sure to **order a test booklet and an answer folder package for each examinee**. For example, if you have 75 examinees to test, you will need to order 75 test booklets AND 75 answer folder packages

Receipt and Check-in of Materials



- Check materials within 24 hours of receipt



- Verify packing list matches contents



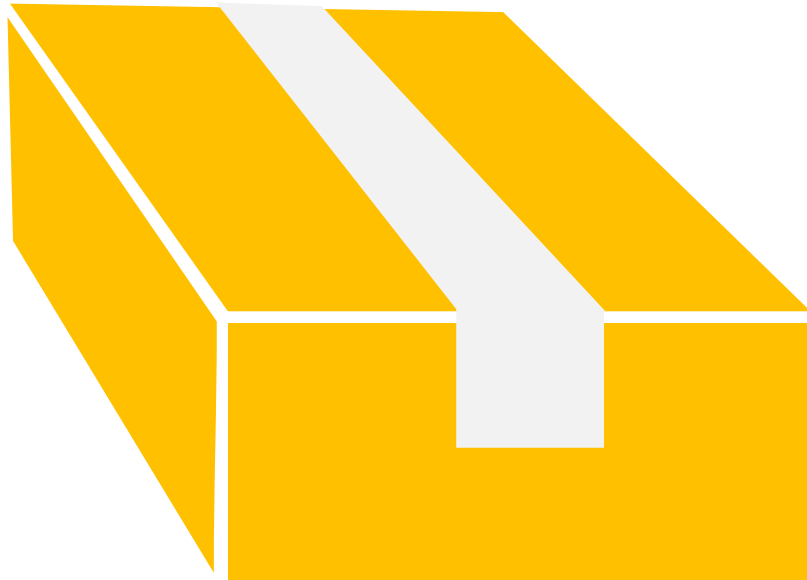
- Order additional test materials if necessary



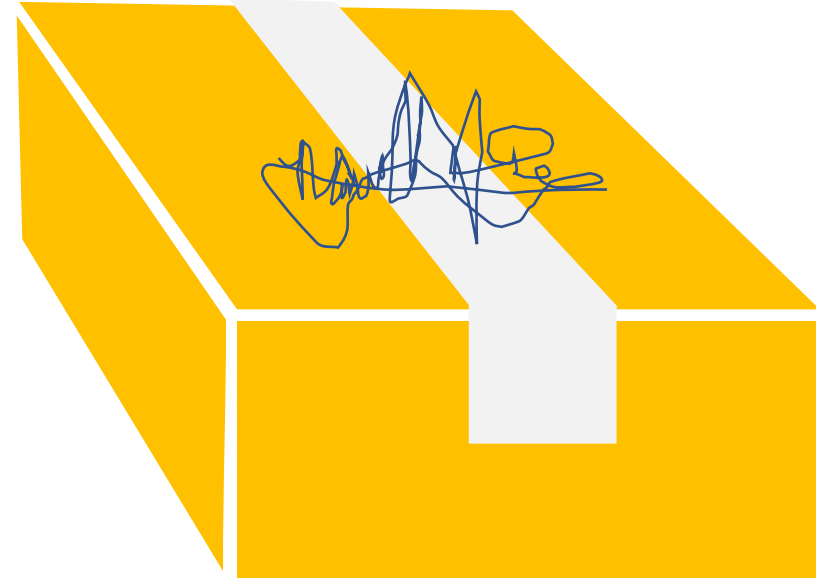
- Contact ACT Customer Support for errors or missing materials

Security of Materials: Resealing Cartons

Original Carton



Resealed Carton



Security of Materials

- Always lock the cartons in a secure place



Verify Receipt of Materials



- Order additional test materials in CCRIS if necessary



- Only the Test Coordinator can access secure test materials before test day

Prepare Testing Rooms (1 of 3)



- Allow 15 – 30 standard-time examinees to each room



- Plan appropriately for examinees testing with accommodations and/or English learner supports





- Single-level classrooms



- Cover test-related bulletin boards

Prepare Testing Rooms (2 of 3)

- Arrange seating - minimum of 3 ft. between examinees

Required Minimum Space Between Examinees		
Room Type	Required Space from Side-to-Side	Required Space from Front-to-Back
		
Single-Level	3 feet	3 feet
Multiple-Level	3 feet	5 feet

Prepare Testing Rooms (3 of 3)



- Use 2 reliable timepieces (not a cell phone)



- Ensure proper lighting, temperature, and ventilation



- Ensure access to a phone (must be kept on silent)

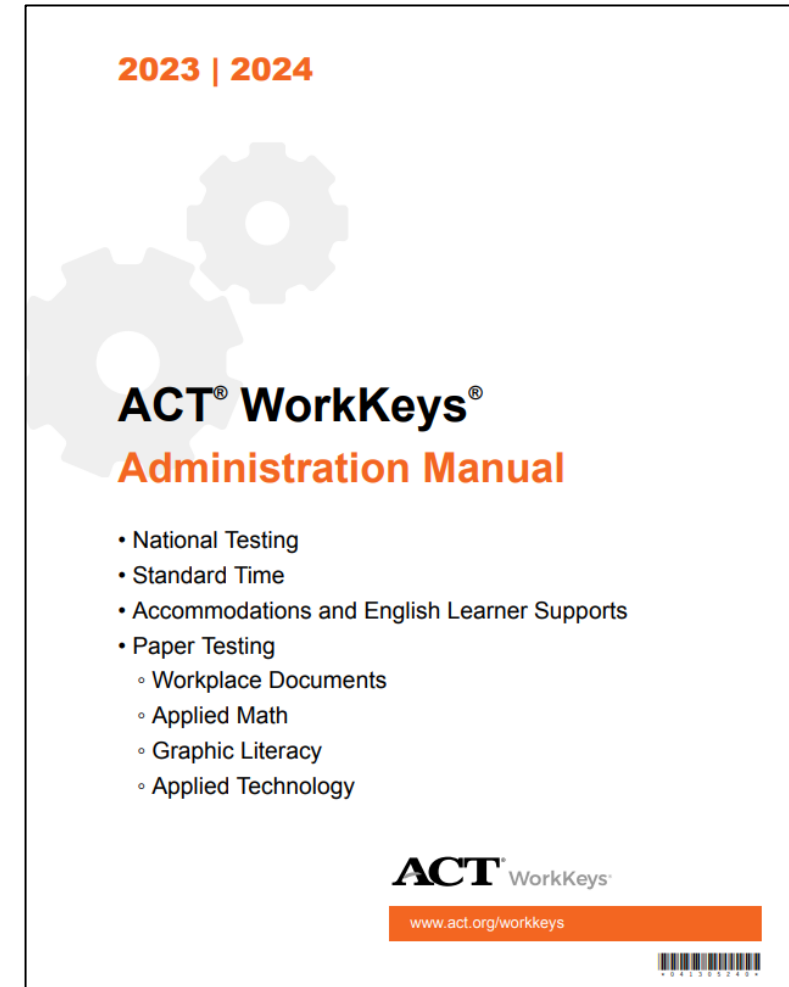


- Prepare administration materials

Prepare Materials

Each testing room will need:

- Administration manual
- Test booklets
- Answer documents
- [County Federal Information Processing Series \(FIPS\) Codes Manual](#)



Grouping Examinees



Must Test Individually:

- Breaks as needed
- Reader's script
- Scribe
- Other accommodations may apply



Group Testing:

- Same timing with similar accommodations/supports and same test mode (paper or online)
- Pre-recorded audio with individual computers and headsets
- Other accommodations may apply

Complete Non-Test Portions

- 2** – Name (first, last, middle initial)
- 3** – ID Number
- 4** – Date of birth
- 12** – Mailing address
- 13** – City
- 14** – State code (see the State Codes table found in the administration manual for this code)
- 15** – ZIP code

Test Day Activities

Sample Test Day Schedule

Standard Time



- 7:30 am – Arrival of testing staff
- 7:45 am – Briefing session with school staff
- 8:00 am – Arrival, identification and seating of examinees
- 8:15 am – Testing
- 11:30 am – Dismiss examinees

Test Coordinator and Room Supervisor Test Day Activities



- Ensure correct materials are distributed to each room



- Ensure examinees correctly mark 5-character test form on their answer document



- Move around room as examinees are testing to monitor for/discourage prohibited behavior

Watch for and Document Irregularities



- Prohibited behavior by examinee



- Individual irregularities



- Group irregularities

- **Misadministrations can cause scores to be cancelled**

Accessing the Irregularity Report

- The irregularity report is available in the back of the Administration Manual

ACT WorkKeys Irregularity Report

(See Irregularities section of Administration Manual for complete information about irregularities. Copy this form as needed.)

Test Site Name _____ Room Number/Location _____ Test Site Code _____

City, State _____ Test Date _____

For paper testing, staple any voided answer documents or defective test materials to this form.

INDIVIDUAL IRREGULARITIES
Examples of individual irregularities include: • defective materials/equipment • failure to follow directions • illness • prohibited behavior (e.g., giving/receiving assistance; unauthorized calculator use; marking previous/future test sections) • challenged item/time (See complete explanation of irregularities in manual.)

Examinee Name and ID Number	Test Title and Test Booklet Number	Description of Irregularity (include time the irregularity occurred)	Action Taken by Test Site Personnel (including any notification given to examinee or ticket number if contacted by ACT help desk)	Answer Document Voided? (Y/N)
Name: _____ ID Number: _____	Test Title: _____ Booklet Number: _____			
Name: _____ ID Number: _____	Test Title: _____ Booklet Number: _____			
Name: _____ ID Number: _____	Test Title: _____ Booklet Number: _____			

GROUP IRREGULARITIES
Examples of group irregularities include: • mistiming • disturbances/distractions • emergency evacuation • power failure • missing/stolen test materials • inclement weather
(See complete explanation of irregularities in manual.) Call ACT immediately if there has been a mistiming.

Number of Examinees Affected	Test Title	Time of Irregularity	Description of Irregularity	Action Taken by Test Site Personnel

Room Supervisor or Proctor

Name (print) _____ Signature _____ Phone _____ Email _____

Test Coordinator

Name (print) _____ Signature _____ Phone _____ Email _____

Test Coordinator: Keep a copy for your records for one year.

Materials Tracking Log and Roster

- Test day forms are found in the back of the administration manual
- Follow instructions on the materials tracking log to complete each section
- Test Coordinator and Room Supervisors work together to complete this form

ACT WorkKeys Test Materials Tracking Log

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

II. All tests received in material shipment

Serial range printed on booklet _____ Serial range of pre-recorded audio _____

Workplace Documents _____ to _____ Observation _____ to _____

Applied Math _____ to _____

Graphic Literacy _____ to _____

Applied Technology _____ to _____

Test Coordinator _____ Date materials checked and placed in secure storage _____

III. Distributed to:

Room Supervisor	Room Name/Number	Date
Serial range printed on booklet _____ Serial range of pre-recorded audio _____		
Workplace Documents _____ to _____ Observation _____ to _____		
Applied Math _____ to _____		
Graphic Literacy _____ to _____		
Applied Technology _____ to _____		

IV.

Date Test Coordinator receives material back from testing room _____

V. All materials shipped back to ACT

Test Coordinator _____ Date _____

Test Coordinator: Keep a copy for your records for one year.

67

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 = Initials = Recognized
F = ID Form
A = Absent
D = Denied

Examinee's Name (please print)	P	F	R	A	D
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

Test Coordinator: Keep a copy for your records for one year.

65

Timing Report and Seating Diagram

- When seating examinees, don't allow them to choose their seats
- Complete the timing form during testing
- ACT recommends making a copy of this paperwork

Seating Diagram Form

1 Test Site Information

Testing Site Code _____ Testing Site Name _____ City, State _____

Test Date _____ Room Name/Number _____

Number of Staff in the Room _____ Room Supervisor Name _____

2 Room Type

☐ Single level
☐ Multiple level

3 Writing Surfaces

☐ Desks: ____ in. by ____ in.
☐ Tables: ____ ft. by ____ ft., # ____ per table

4 Distances between Examinees

shoulder-to-shoulder _____ ft.

head-to-head _____ ft.

5 Number of Examinees

Number of examinees in the room: _____

6 Seating Diagram

BACK

6						
5						
4						
3						
2						
1						
	1	2	3	4	5	6

FRONT

ACT WorkKeys Timing Report

Timing Report

The duration of all tests given in English is 55 minutes. All tests given in Spanish are 70 minutes.

Record the actual time of day (e.g., 8:52 a.m.) these announcements are made for each test.

	Duration	Start	5 Minutes Remaining	Stop
Example		8:52 a.m.	9:42 a.m.	9:47 a.m.
Workplace Documents	55/70			
Applied Math	55/70			
Graphic Literacy	55/70			
Applied Technology	55/70			

Is there an Irregularity Report regarding timing? ☐ Yes ☐ No

English Timing Chart

All Tests in English—55 Minutes

Start	Stop	Start	Stop	Start	Stop
00	55	12	07	24	19
01	56	13	08	25	20
02	57	14	09	26	21
03	58	15	10	27	22
04	59	16	11	28	23
05	00	17	12	29	24
06	01	18	13	30	25
07	02	19	14	31	26
08	03	20	15	32	27
09	04	21	16	33	28
10	05	22	17	34	29
11	06	23	18	35	30
				36	31
				37	32
				38	33
				39	34
				40	35
				41	36
				42	37
				43	38
				44	39
				45	40
				46	41
				47	42
				48	43
				49	44
				50	45
				51	46
				52	47
				53	48
				54	49
				55	50

Spanish Timing Chart

All Tests in Spanish—70 Minutes

Start	Stop	Start	Stop	Start	Stop
00	10	12	22	24	34
01	11	13	23	25	35
02	12	14	24	26	36
03	13	15	25	27	37
04	14	16	26	28	38
05	15	17	27	29	39
06	16	18	28	30	40
07	17	19	29	31	41
08	18	20	30	32	42
09	19	21	31	33	43
10	20	22	32	34	44
11	21	23	33	35	45
				36	46
				37	47
				38	48
				39	49
				40	50
				41	51
				42	52
				43	53
				44	54
				45	55
				46	56
				47	57
				48	58
				49	59
				50	00

Collect Test Booklets and Test Room Documents

Before the dismissal of examinees, collect these documents and ensure their completeness:

- Test booklets
- Answer documents
- Admin manual
- Seating diagram
- Timing report
- Roster
- Irregularity reports
- Test Materials Tracking Log



Testing with Accommodations

Test Accommodations and Supports



- Reader or audio



- Sign language



- Extra testing time

Test Arrangements



- Wheelchair access



- Enhanced lighting



- Audio amplification

Grid Administration Codes

- Every test administered with accommodations must have the corresponding administration code gridded on the answer document

Administration Codes—Single-Day Testing

Type—Single Day Testing	Admin. Code to Grid—Standard Time	Admin. Code to Grid—One and One-Half Time	Admin. Code to Grid—Double Time	Admin. Code to Grid—Triple Time
Regular print	400	150	200	300
Large print	400	130	235	291
Pre-Recorded Audio	N/A	N/A	N/A	294
Reader's Script	N/A	N/A	N/A	293
UEB Braille with Nemeth	N/A	N/A	N/A	296
UEB Math/Science Braille	N/A	N/A	N/A	297
Translated Directions Only	600	610	620	630
ACT-Provided (non-Spanish) Translation (no scores; no NCRC)	N/A	N/A	N/A	941
Modifications (no scores; no NCRC)	900	910	920	930

Test Name: Workplace Documents

TEST FORM					BOOKLET NUMBER										ADMIN. CODE		
A	0	0	A	A	0	0	0	0	0	0	0	0	0	0	0	0	0
B	1	1	B	B	1	1	1	1	1	1	1	1	1	1	1	1	1
C	2	2	C	C	2	2	2	2	2	2	2	2	2	2	2	2	2
D	3	3	D	D	3	3	3	3	3	3	3	3	3	3	3	3	3
E	4	4	E	E	4	4	4	4	4	4	4	4	4	4	4	4	4
F	5	5	F	F	5	5	5	5	5	5	5	5	5	5	5	5	5
G	6	6	G	G	6	6	6	6	6	6	6	6	6	6	6	6	6
H	7	7	H	H	7	7	7	7	7	7	7	7	7	7	7	7	7
I	8	8	I	I	8	8	8	8	8	8	8	8	8	8	8	8	8
J	9	9	J	J	9	9	9	9	9	9	9	9	9	9	9	9	9

Administration Codes

- Refer to your Administration Manual for a full list of the Administration Codes

Administration Codes—Single-Day Testing

Type—Single Day Testing	Admin. Code to Grid—Standard Time	Admin. Code to Grid—One and One-Half Time	Admin. Code to Grid—Double Time	Admin. Code to Grid—Triple Time
Regular print	400	150	200	300
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UEB Math/Science Braille	N/A	N/A	N/A	297
Translated Directions Only	600	610	620	630
ACT-Provided (non-Spanish) Translation (no scores; no NCRC)	N/A	N/A	N/A	941
Modifications (no scores; no NCRC)	900	910	920	930

Administration Codes—Multiple-Day Testing

Type—Multiple Day Testing	Admin. Code to Grid—Standard Time	Admin. Code to Grid—One and One-Half Time	Admin. Code to Grid—Double Time	Admin. Code to Grid—Triple Time
Regular print	500	510	520	530
Large print	501	511	521	531
Pre-Recorded Audio	N/A	N/A	N/A	534
Reader's Script	N/A	N/A	N/A	533
UEB Braille with Nemeth	N/A	N/A	N/A	535
UEB Math/Science Braille	N/A	N/A	N/A	537
Translated Directions Only	550	551	552	553
ACT-Provided (non-Spanish) Translation (no scores; no NCRC)	N/A	N/A	N/A	954
Modifications (no scores; no NCRC)	950	951	952	953

Post-Test Activities

Post-Test Activities Include:



- Generating an Instant Score Report for examinee



- Entering a Scoring Order



- Packing the Processing Envelope



- Packing the boxes

Generate Instant Score Report

- Generate an Instant Score Report for the examinee
- [Validus User Guide](https://content.act.org/resources/r/WorkKeys_State_National_Validus_User_Guide)

https://content.act.org/resources/r/WorkKeys_State_National_Validus_User_Guide

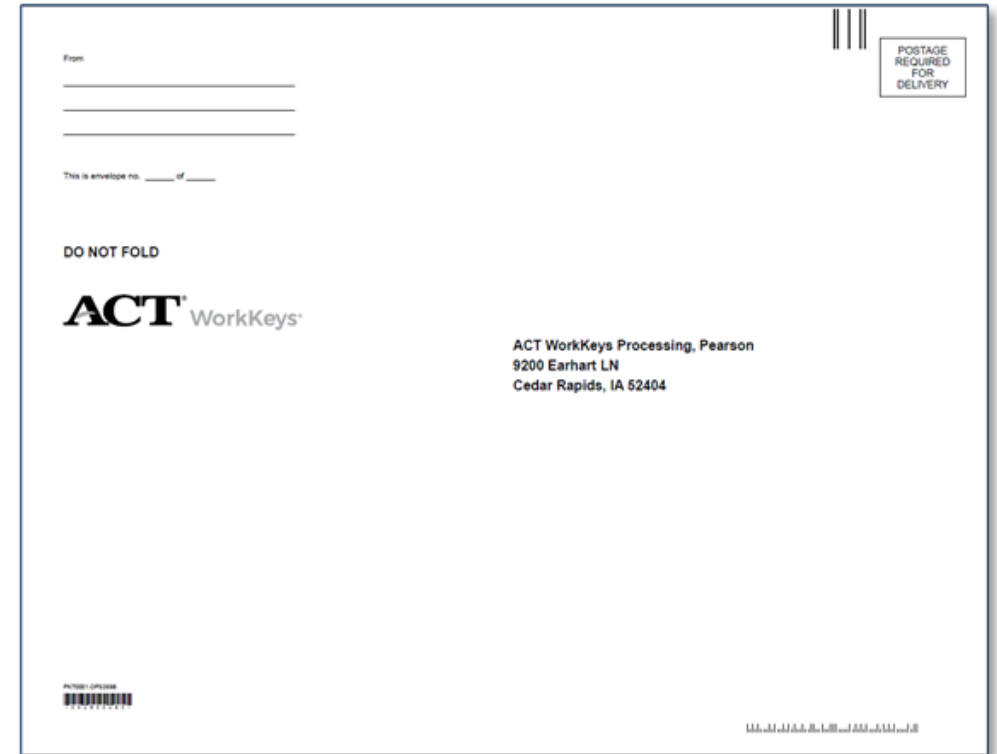
Enter Scoring Order

- Log into CCRIS (where you ordered test materials)
- Select WorkKeys Scoring Orders
- Follow the instructions on screen to place the order
- Print scoring order form to include with answer documents when returning to ACT

[How to Order Test Materials and Place Scoring Orders](#)

Packing the Processing Envelope (Scorable Materials)

- Site Header
- Answer documents *(turned same way)*
- Administration forms
- Irregularity reports
- Testing staff list
- Timing report
- Other documents

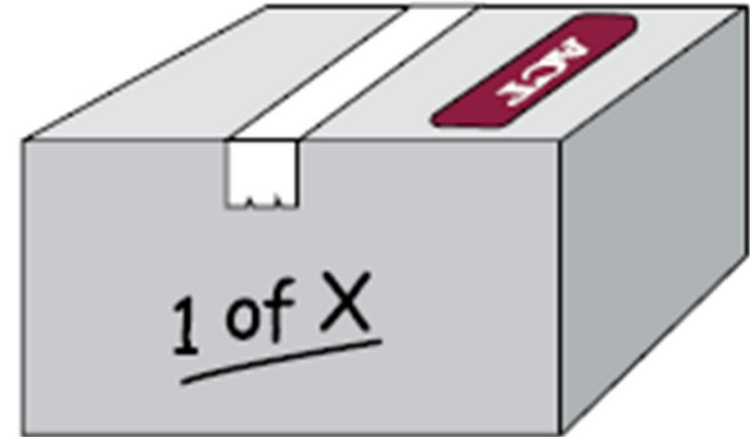


Refer to Administration Manual for full process

Packing the Cartons (Nonscorable Materials)

Starting at the bottom of the last carton, pack nonscorable materials:

- Special accommodations booklets or documents (e.g., braille test booklets, large print)
- Unused test booklets
- Used test booklets
- Unused answer documents
- Unused headers
- Applied Math Formula Sheets
(if torn out of test booklets)
- WorkKeys Manifest



Return Materials

- Return the scorable and nonscorable materials to ACT immediately after testing
- Record the confirmation number and date of the pickup from the FedEx agent



Validus Reports Portal

- View score results in the Reports Portal in Validus
- Setting up a new staff account
- Roles in Validus
- Access the User Guide
- Online reports portal user guide

Career Readiness Certificate Reports:

[Certificate Data Export](#)

[Test Data Export](#)

[Certificates by Certificate ID](#)

[Certificates by Testing Location](#)



Resources

[National Testing Site Administrators webpage](#)

[Paper Administration Manual](#)

[Validus User Guide](#)

[Accessibility Supports Guide](#)

ACT Contact Information

ACT WorkKeys Customer Support:

800.967.5539

workkeys@act.org

Hours:

Monday – Friday (except holidays):
7:00 a.m. – 7:00 p.m. (Central Time)