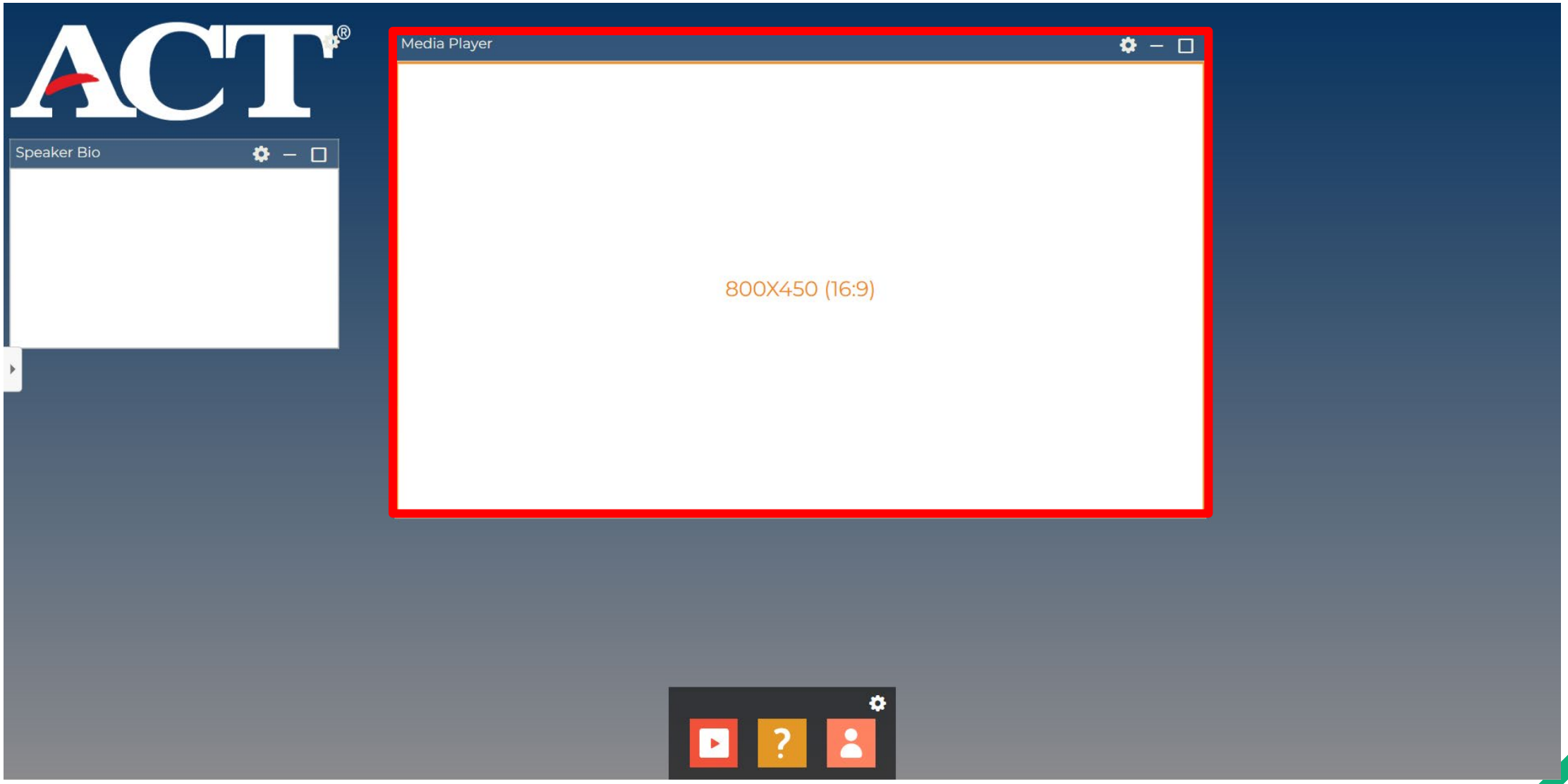
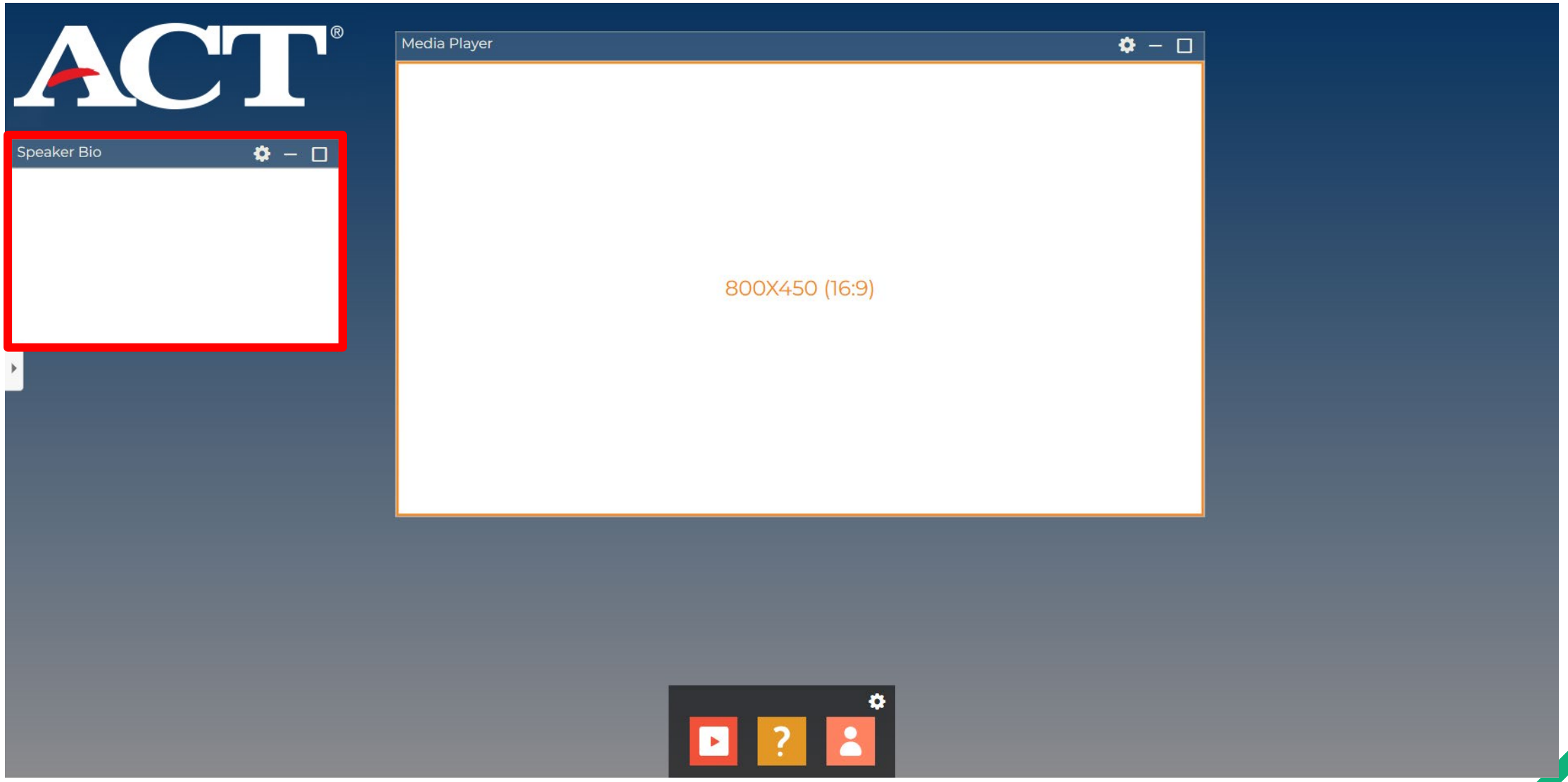
WorkKeys Paper Test Administration Training

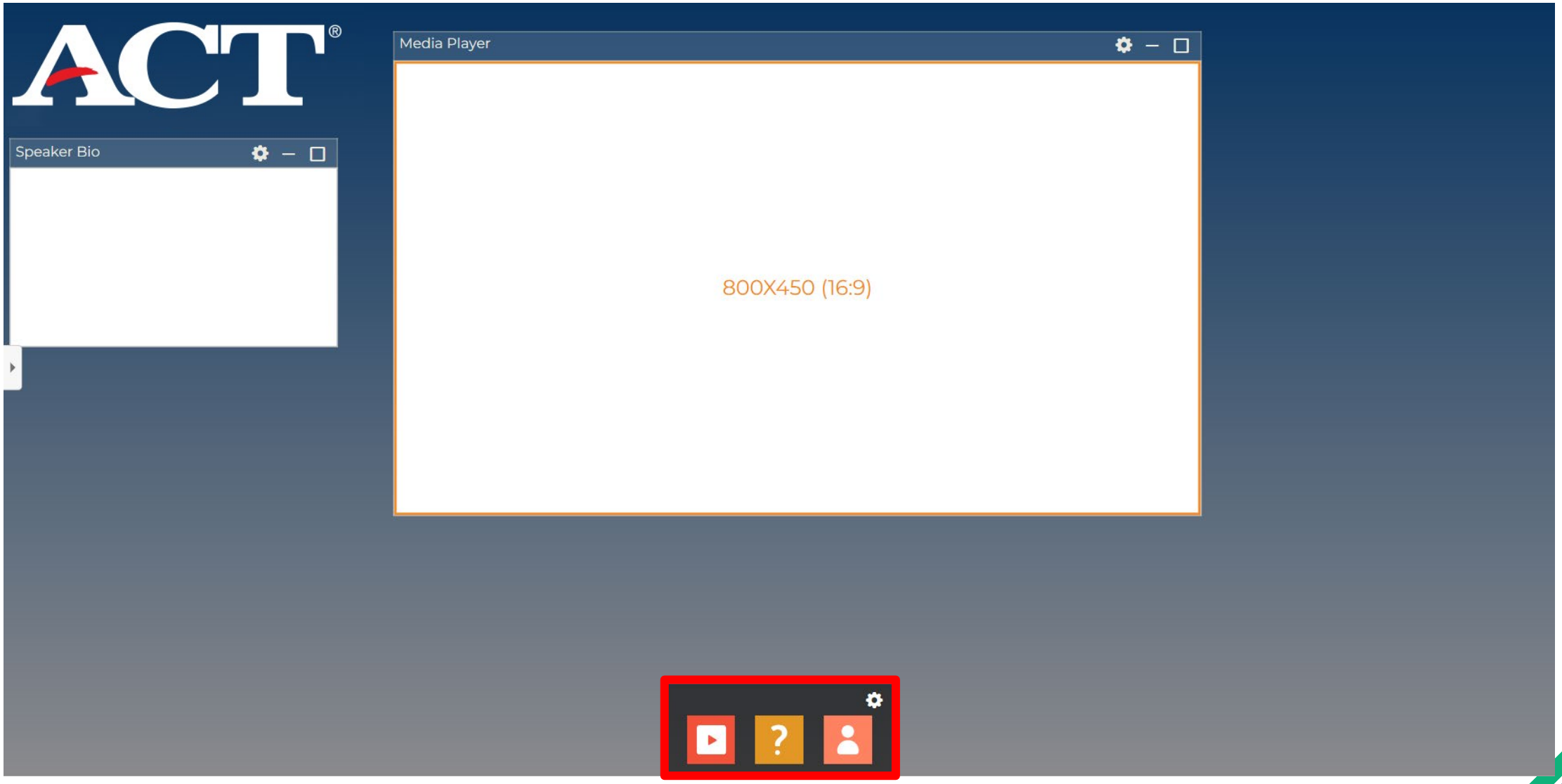
Webinar Interface



Webinar Interface



Webinar Interface



Agenda

- WorkKeys® Overview
- Staff Responsibilities
- Pre-Test Activities
- Test Administration
- Accommodations
- Post-Test Activities
- Reporting

WorkKeys Components

APPLIED MATH

WorkKeys Components

APPLIED MATH

GRAPHIC LITERACY

WorkKeys Components

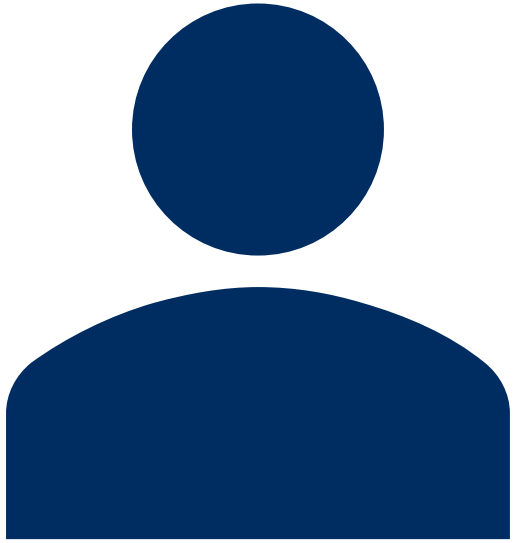
APPLIED MATH

GRAPHIC LITERACY

WORKPLACE DOCUMENTS

What Are My Responsibilities?

Test Coordinator Responsibilities



- Order, store, and distribute 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

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

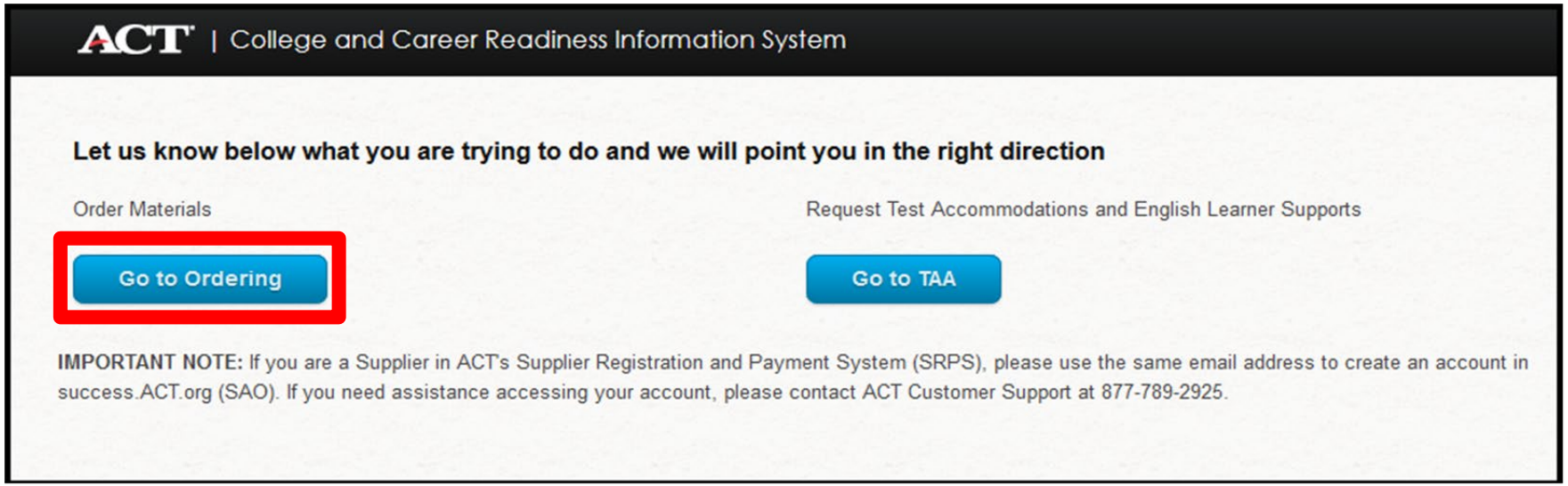
Number of Proctors Needed for Accommodations/Supports

Number of Accommodations and/or Supports Examinees	Proctors Needed
1–20	0
21–40	2
41–60	3
61 or more	1 additional proctor for every additional 20 examinees

Pre-Test Activities

Order Materials

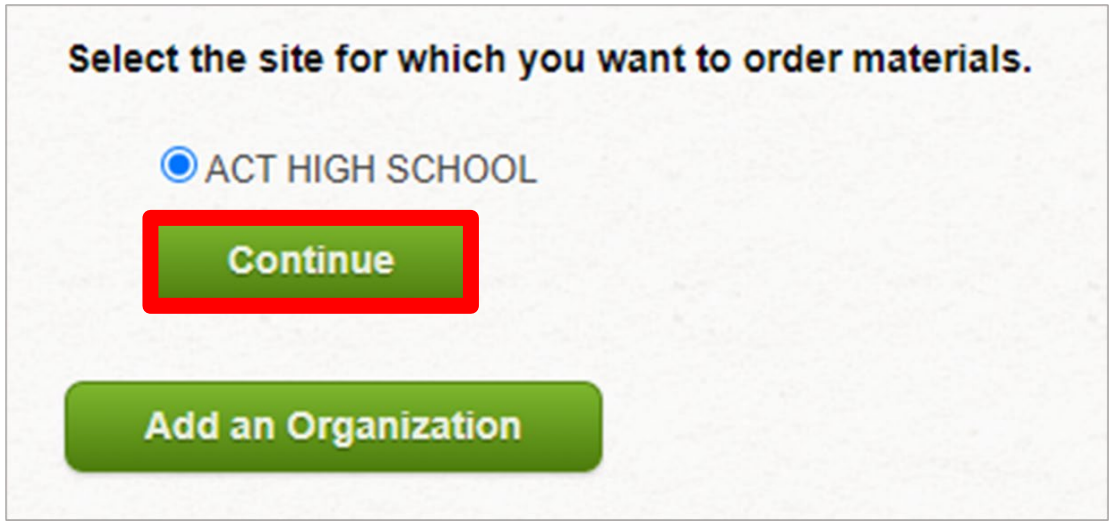
Test coordinators will order test materials through CCRIS—College and Career Readiness Information System.

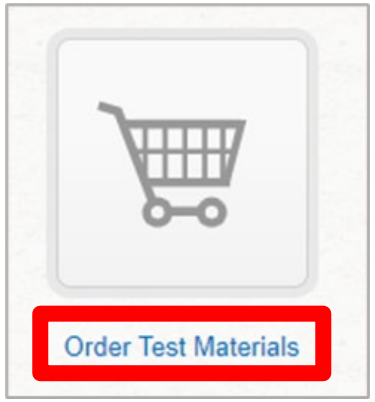


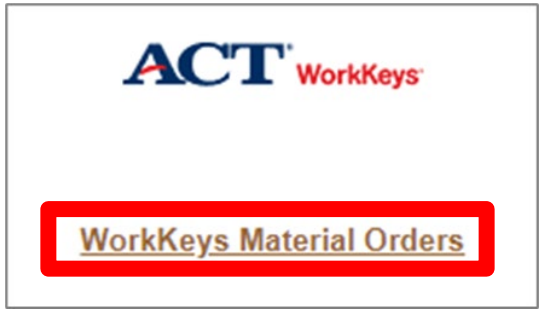
ACT WorkKeys

Order Materials

Once you're in the system, follow prompts to select or add your site.







Receive and Check-in Materials

- Check materials within 24 hours of receipt

- Verify the packing list matches the contents

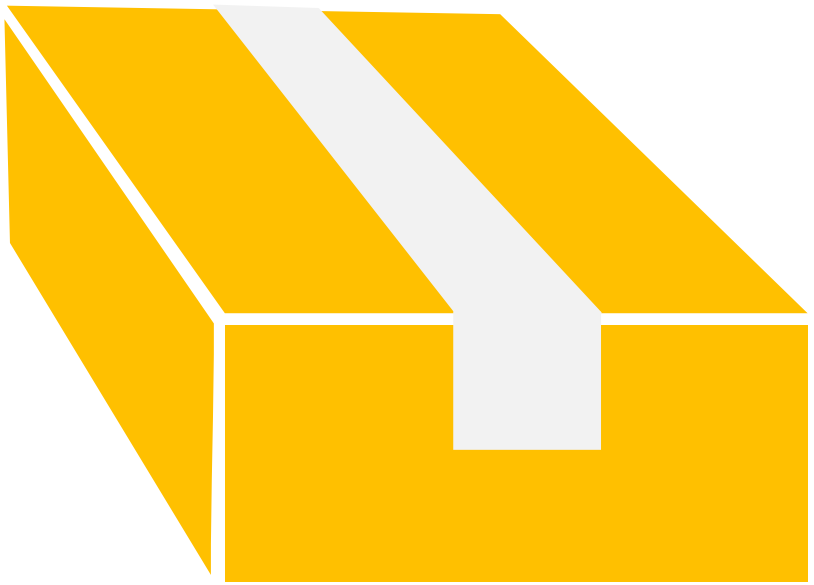
- Order additional test materials if necessary

- Contact ACT Customer Support for errors or missing materials

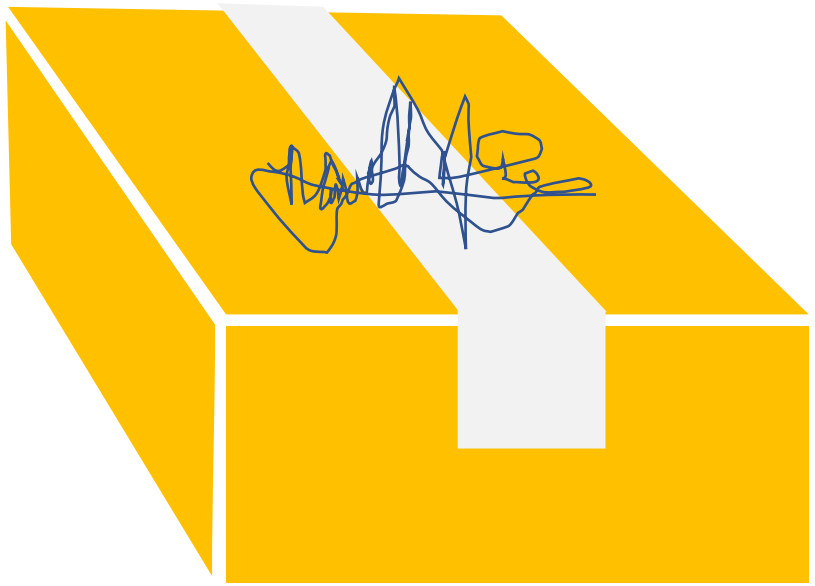
Security of Materials

Reseal Cartons

Original Carton



Resealed Carton



ACT WorkKeys

Security of Materials

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

Allow 15–30 standard-time examinees to each room

Single-level classrooms recommended

Plan seating for accommodations and/or English learner supports

Cover test-related bulletin boards

Prepare Testing Rooms

- 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

- Use 2 reliable timepieces (not a cell phone)

- Ensure proper lighting, temperature, and ventilation

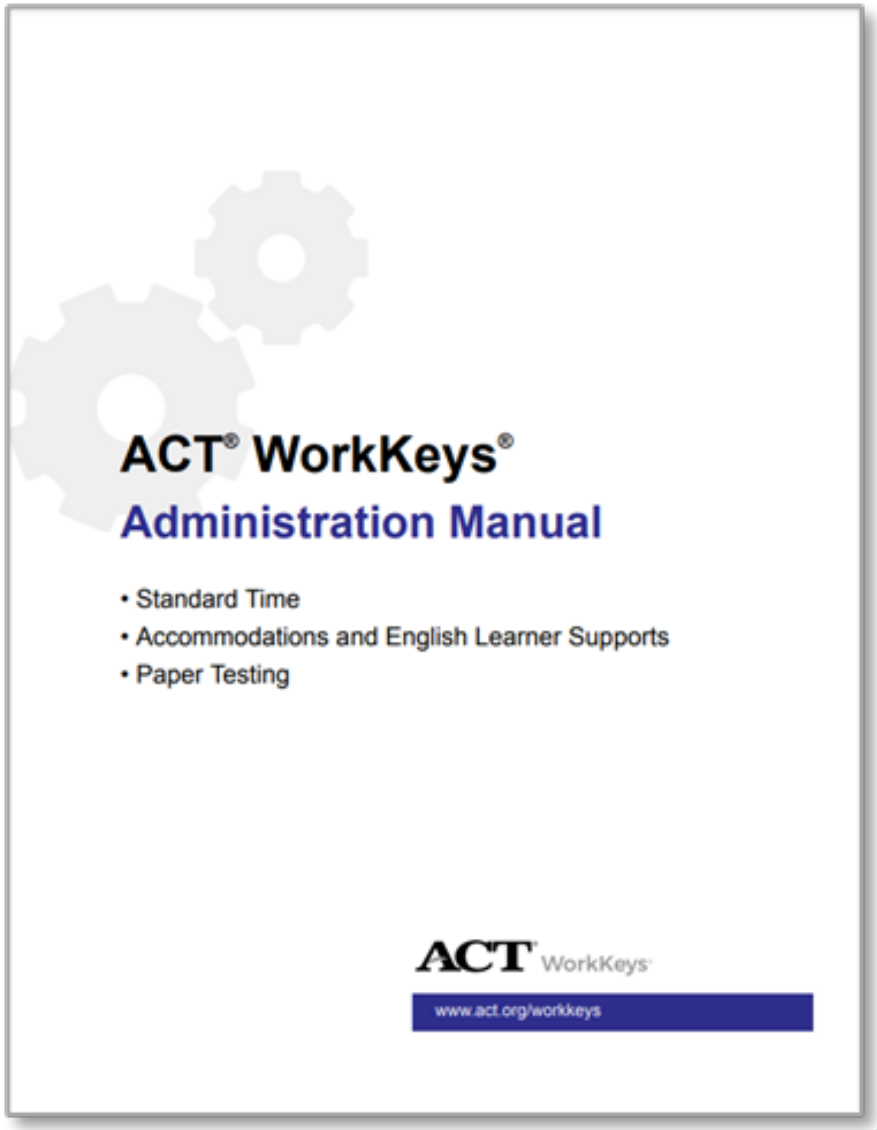
- Ensure access to a phone (must be kept on silent)

- Prepare administration materials

Prepare Materials

Each testing room will need:

- Administration manual
- Test site and room information
- Test booklets
- Answer documents



Grouping Examinees

Must test individually:

- Stop-the-clocks breaks
- 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

- Block 2 - Name (last, first, middle initial)
- Block 3 – ID Number
- Block 4 - Date of birth
- Block 12 – Mailing Address
- Block 13 – City
- Block 14 – State Code
- Block 15 – ZIP Code

Test Day Activities

Sample Test Day Schedule

Standard Time

- 7:30 a.m. Arrival of testing staff
- 7:45 a.m. Briefing session with testing staff
- 8:00 a.m. Arrival, identification, and seating of examinees
- 8:15 a.m. Testing
- 11:30 a.m. Dismissal of examinees

Test Coordinator and Room Supervisor Test Day Activities

- Make sure the correct materials have been distributed to each testing room.

- Make sure examinees correctly mark the 5-character test form on their answer document

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

Watch for and Document Irregularities

- Prohibited behavior by examinee
- Individual irregularities
- Group irregularities

Watch for and Document Irregularities

- Prohibited behavior by examinee

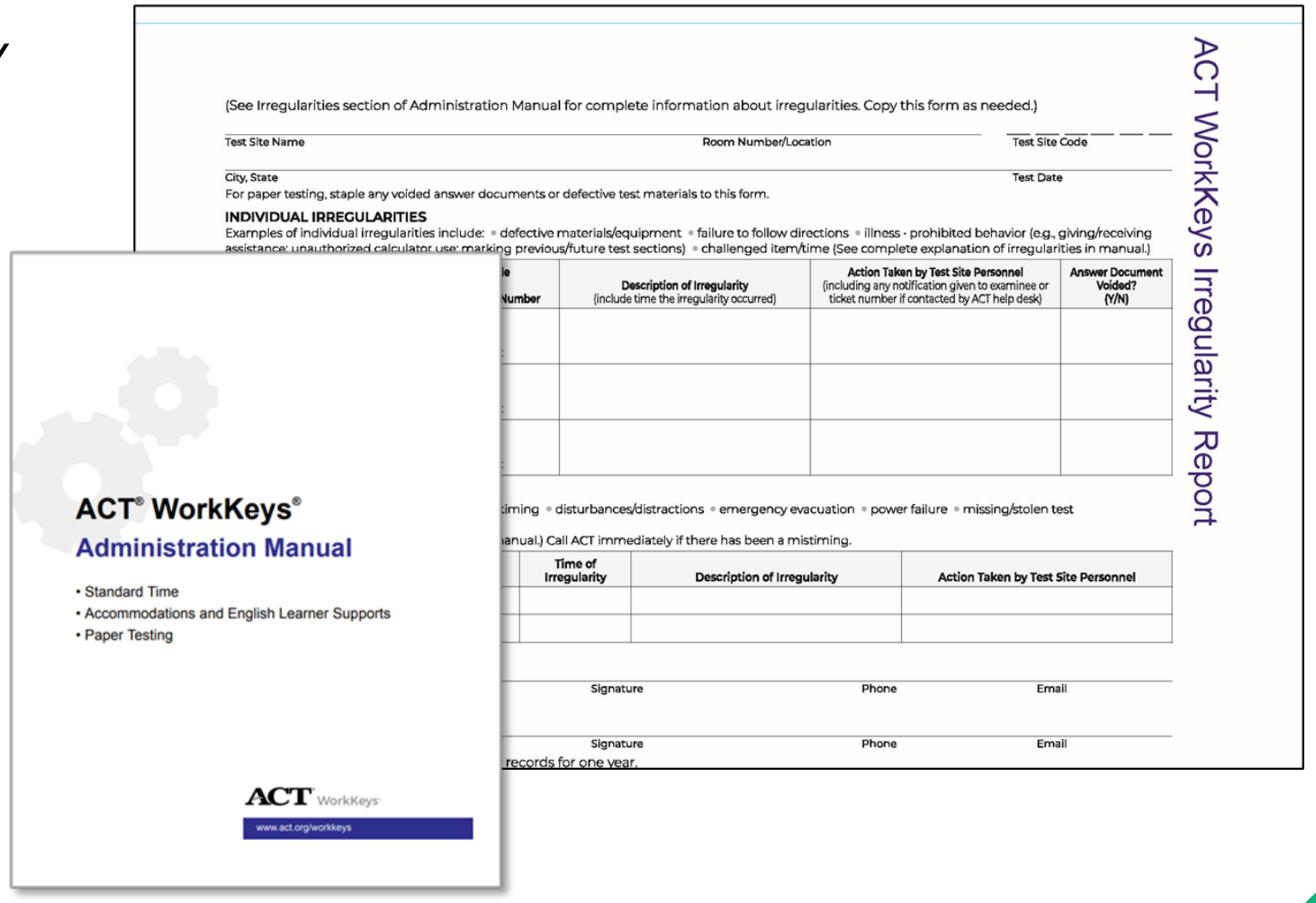
- Individual irregularities

- Group irregularities

Misadministrations can cause scores to be cancelled

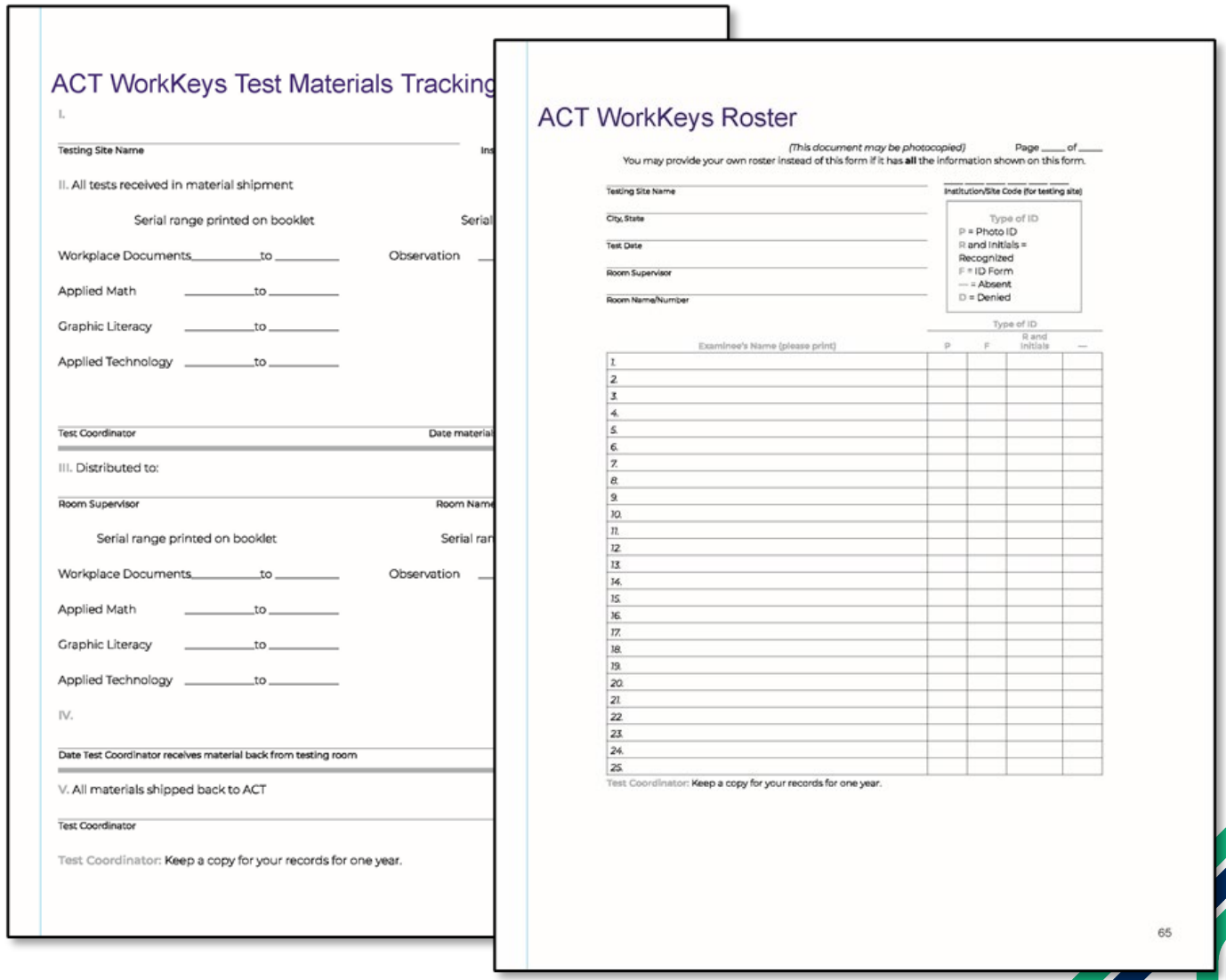
Access the *Irregularity Report*

- The *Irregularity Report* is available in the back of the *Administration Manual*



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 coordinators and room supervisors work together to complete this form



ACT WorkKeys Test Materials Tracking

I.

Testing Site Name

II. All tests received in material shipment

Serial range printed on booklet

Workplace Documents _____ to _____ Observation

Applied Math _____ to _____

Graphic Literacy _____ to _____

Applied Technology _____ to _____

Test Coordinator

III. Distributed to:

Room Supervisor

Serial range printed on booklet

Workplace Documents _____ to _____ Observation

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

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

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

City, State

Test Date

Room Supervisor

Room Name/Number

Institution/Site Code (for testing site)

Type of ID
P = Photo ID
R and Initials = Recognized
F = ID Form
— = Absent
D = Denied

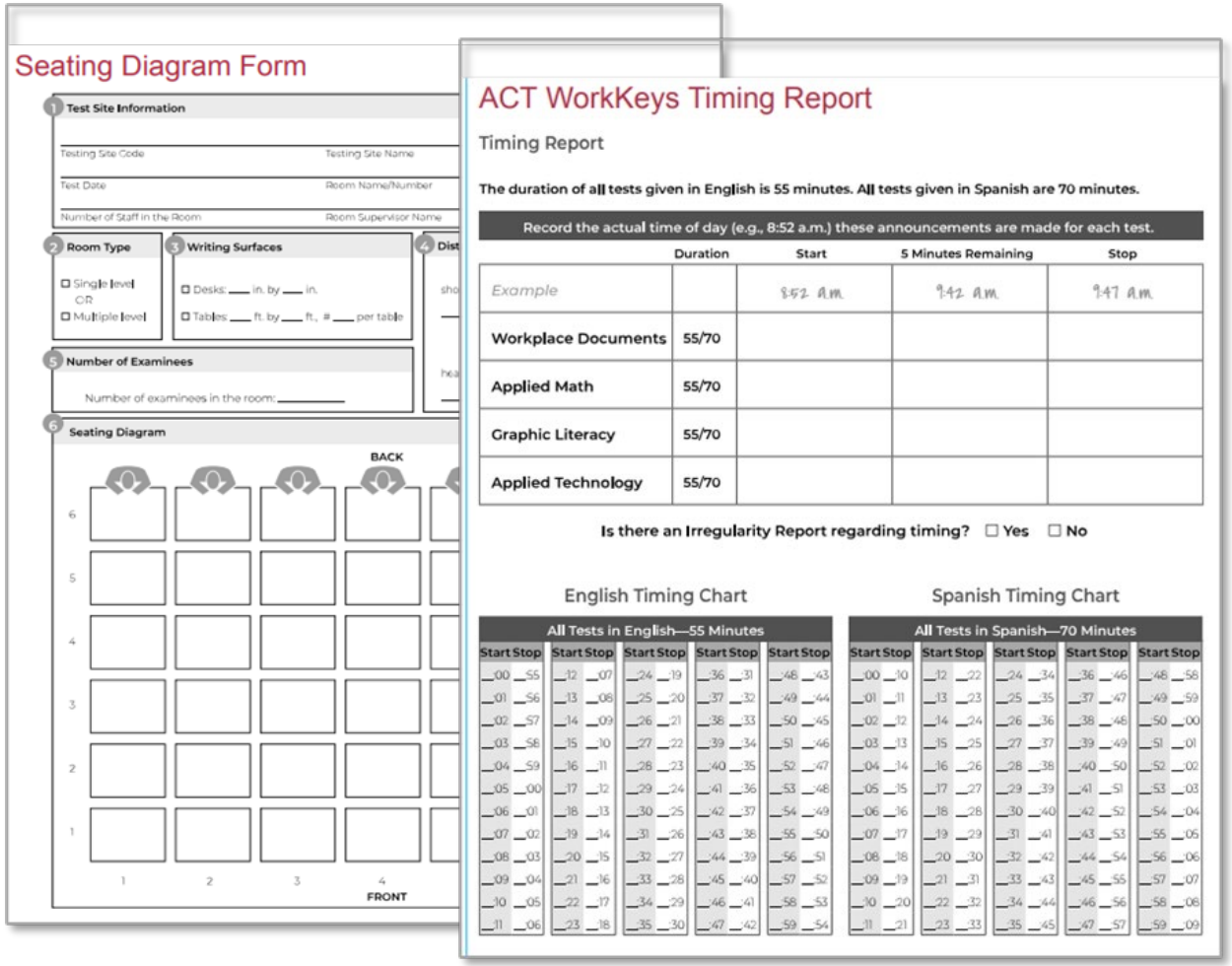
Examinee's Name (please print)	Type of ID P	F	R and Initials	—
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

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
- Make a copy of this paperwork



Seating Diagram Form

1 Test Site Information

Testing Site Code | Testing Site Name

Test Date | Room Name/Number

Number of Staff in the Room | Room Supervisor Name

2 Room Type

☐ Single level
OR
☐ Multiple level

3 Writing Surfaces

☐ Desks: ___ in. by ___ in.

☐ Tables ___ ft. by ___ ft., # ___ per table

5 Number of Examinees

Number of examinees in the room: _____

6 Seating Diagram

BACK

6 5 4 3 2 1

1 2 3 4

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

Spanish Timing Chart

All Tests in Spanish—70 Minutes

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

ACT WorkKeys

Collect Test Booklets and Test Room Documents

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

- Answer documents
- Test booklet
- *Irregularity Reports*

Testing with Accommodations

Test Accommodations and Supports

- Reader or audio

- Sign language

- Extra testing time

Test Arrangements

- Wheelchair access

- Enhanced lighting

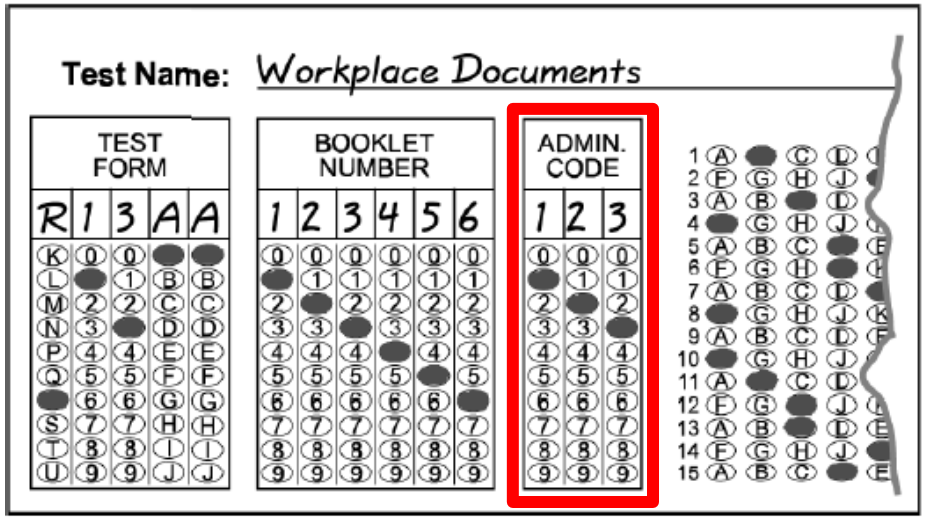
- Audio amplification

Grid Administration Codes

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

Administration Codes—Single-Day Testing

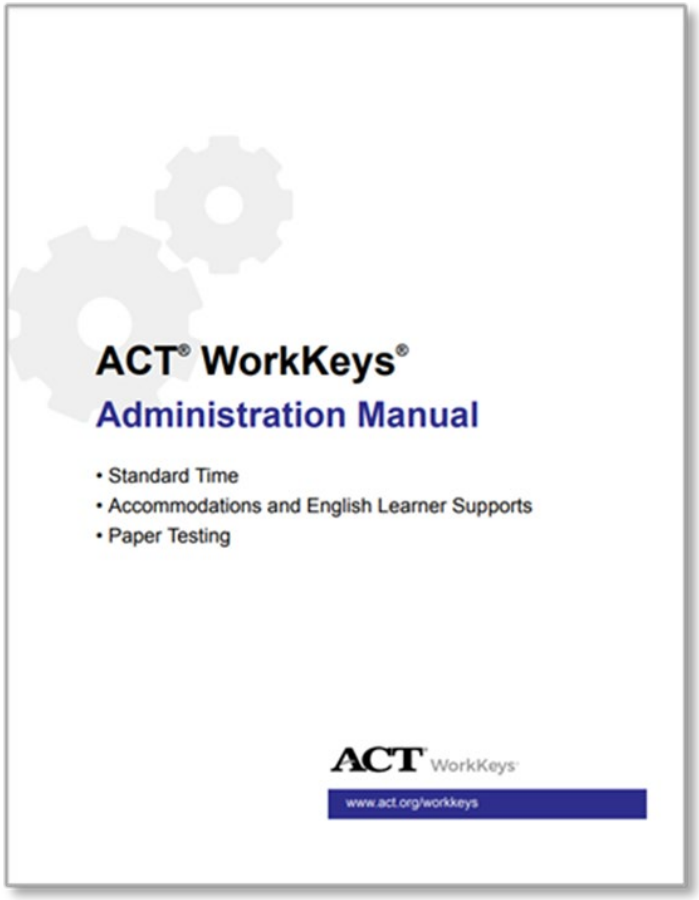
Type—Single Day Testing	Admin. Code to Grid—Standard Time	Admin. Code to Grid—One and One-Half Time	Admin. Code to Grid—Double Time	Admin. Code to Grid—Triple Time
Regular print	400	150	200	300
Large print	400	130	235	291
Pre-Recorded Audio	N/A	N/A	N/A	294
Reader's Script	N/A	N/A	N/A	293
UEB Braille with Nemeth	N/A	N/A	N/A	296
UEB Technical (formerly UEB Math/ Science)	N/A	N/A	N/A	297
Tactile Graphics Standalone UEB w/ Nemeth	N/A	N/A	N/A	298
Tactile Graphics Standalone UEB Technical	N/A	N/A	N/A	299
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



ACT WorkKeys

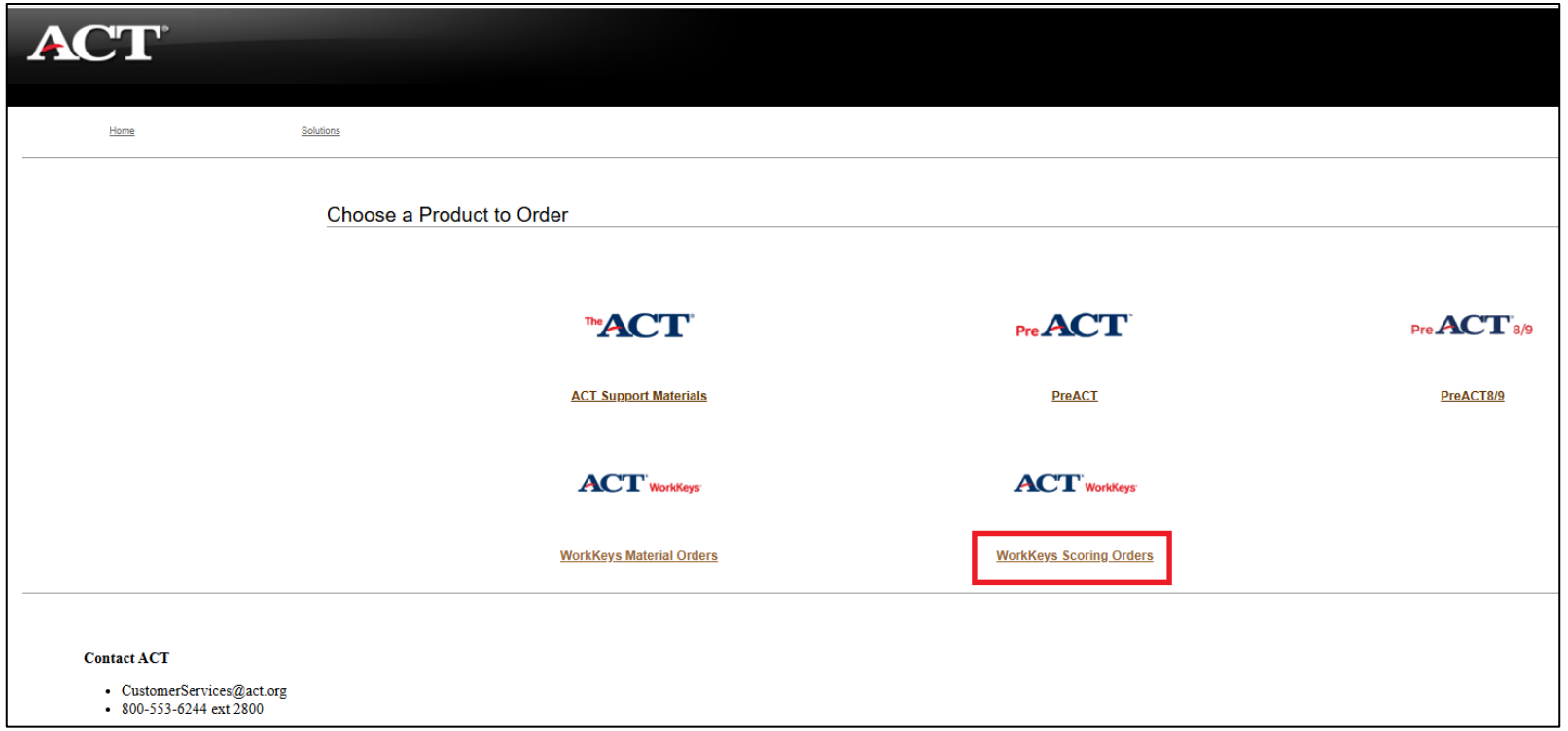
Administration Codes

Refer to your *Administration Manual* for a full list of the administration codes



Post-Test Activities

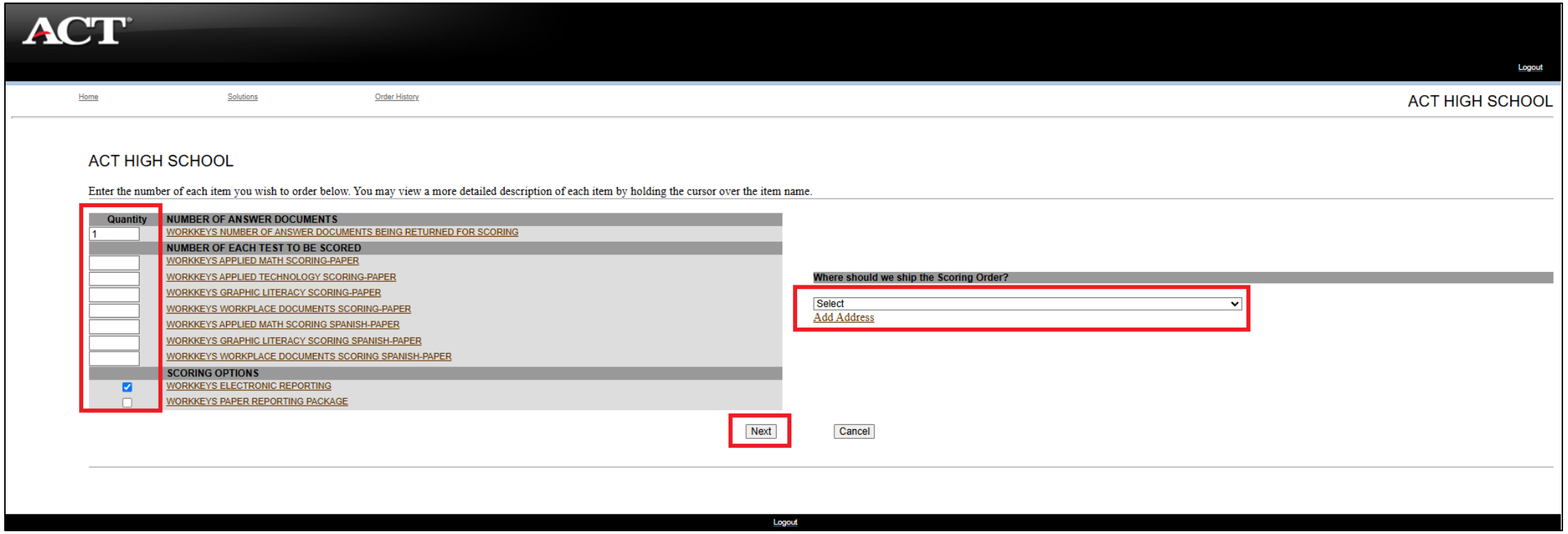
Create a Scoring Order



[ACT WorkKeys National - Placing a Score Order]

ACT WorkKeys

Create a Scoring Order



ACT WorkKeys

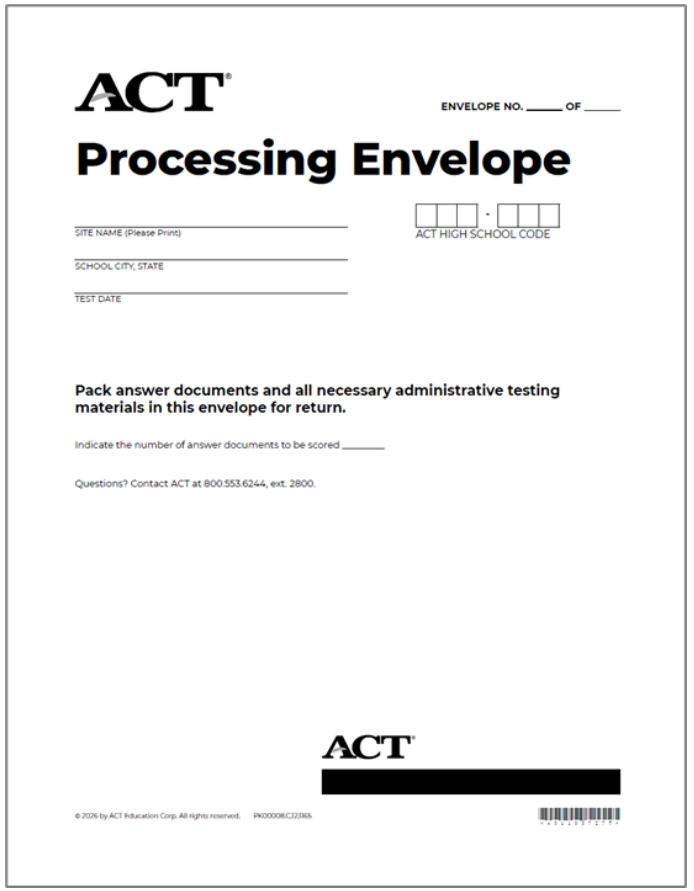
Print a Scoring Order

Please save this page or print a copy for your records.

ACT WorkKeys

Packing the Processing Envelope

- *Site Header and Scoring Order Form*
- Answer documents *(turned same way)*
- Administration forms
- *Irregularity Reports*
- Testing staff list
- Timing report
- Other documents


ACT

ENVELOPE NO. ____ OF ____

Processing Envelope

SITE NAME (Please Print)

ACT HIGH SCHOOL CODE

SCHOOL CITY, STATE

TEST DATE

Pack answer documents and all necessary administrative testing materials in this envelope for return.

Indicate the number of answer documents to be scored _____

Questions? Contact ACT at 800.553.6244, ext. 2800.

ACT

[redacted]

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Refer to the *Administration Manual* for the full process.

ACT WorkKeys

Packing the Cartons

Non-Scorable Materials

Pack the test materials in the carton in this order, starting with what is placed in the bottom of the carton:

- Special accommodations booklets or documents *(e.g., braille test booklets, large-print test booklets/unused answer documents)*
- Unused test booklets
- Used test booklets
- Unused answer documents
- Unused headers
- Applied Math formula sheets (if torn out of test booklets)
- Miscellaneous unused forms

Return Materials via FedEx

- ACT recommends all envelopes and cartons be sent via FedEx or some other traceable method.
- Affix proper postage and mail all envelopes or cartons at the same time.
- Your site is responsible for any fees associated with the return of test materials.

Validus Reports Portal

- View score results in the Reports Portal in Validus.
- Set up a new staff account.
- View roles in Validus.
- Access the user guide.
- Access other online reports.

ACT WorkKeys

Reporting Schedule

- *Individual Summary Score Report*
  - To be distributed to each examinee
- *Roster Report*
  - List of all tested examinees
- National Career Readiness Certificate®(NCRC®)
  - Digital copy of certificate that can be viewed, printed, and shared by examinees who qualified for the NCRC when they create a myworkkeys.com account

ACT Contact Information

Customer Support:

800.553.6244, ext. 2800

workkeys@act.org

Hours:

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

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