Paper Test Administration Training for WorkKeys
On Demand Webinar Tips

- Close all other programs and browsers which will help conserve your bandwidth.
- Press F5 to refresh the browser or by 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.
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

<table>
<thead>
<tr>
<th>Number of Standard Time Examinees</th>
<th>Proctors Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–30</td>
<td>0</td>
</tr>
<tr>
<td>31–80</td>
<td>1</td>
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<tr>
<td>61–100</td>
<td>2</td>
</tr>
<tr>
<td>101–150</td>
<td>3</td>
</tr>
<tr>
<td>151–200</td>
<td>4</td>
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</tbody>
</table>

### Accommodations and Supports

<table>
<thead>
<tr>
<th>Number of Accommodations/ Supports Examinees</th>
<th>Proctors Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–20</td>
<td>0</td>
</tr>
<tr>
<td>21–40</td>
<td>1</td>
</tr>
<tr>
<td>41–60</td>
<td>2</td>
</tr>
<tr>
<td>61 or more</td>
<td>1 additional proctor for every additional 20 examinees</td>
</tr>
</tbody>
</table>
Pre-Test Activities
Test Coordinators will order test materials through CCRIS – College and Career Readiness Information System.
Order Materials  (2 of 3)

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

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Required Space from Side-to-Side</th>
<th>Required Space from Front-to-Back</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Level</td>
<td>3 feet</td>
<td>3 feet</td>
</tr>
<tr>
<td>Multiple-Level</td>
<td>3 feet</td>
<td>5 feet</td>
</tr>
</tbody>
</table>
Prepare Testing Rooms (3 of 3)

- Use 2 reliable timepieces (not a cell phone)
- Ensure access to a phone (must be kept on silent)
- Ensure proper lighting, temperature, and ventilation
- 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.
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
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
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

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

### Administration Codes—Single-Day Testing

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Regular Print</td>
<td>400</td>
<td>200</td>
<td>300</td>
<td></td>
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<tr>
<td>Large Print</td>
<td>400</td>
<td>150</td>
<td>235</td>
<td>201</td>
</tr>
<tr>
<td>Pre-Recorded Audio</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>204</td>
</tr>
<tr>
<td>Reader’s Script</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>203</td>
</tr>
<tr>
<td>UEB Braille with Nemeth</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>206</td>
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<tr>
<td>UEB Math/Science Braille</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>207</td>
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<td>Translated Directions Only</td>
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<td>ACT Provided (non-Spanish) Translation (no scores; no NCRC)</td>
<td>NA</td>
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<td>Modifications (no scores; no NCRC)</td>
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### Administration Codes—Multiple-Day Testing

<table>
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<td>Regular Print</td>
<td>500</td>
<td>510</td>
<td>520</td>
<td>530</td>
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<tr>
<td>Large Print</td>
<td>201</td>
<td>211</td>
<td>221</td>
<td>231</td>
</tr>
<tr>
<td>Pre-Recorded Audio</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>534</td>
</tr>
<tr>
<td>Reader’s Script</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>533</td>
</tr>
<tr>
<td>UEB Braille with Nemeth</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>UEB Math/Science Braille</td>
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<td>537</td>
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<tr>
<td>Translated Directions Only</td>
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<td>551</td>
<td>552</td>
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</tr>
<tr>
<td>ACT Provided (non-Spanish) Translation (no scores; no NCRC)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>534</td>
</tr>
<tr>
<td>Modifications (no scores; no NCRC)</td>
<td>050</td>
<td>051</td>
<td>052</td>
<td>053</td>
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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

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 (Non-scorable Materials)

Starting at the bottom of the last carton, pack non-scorable 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
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)