Overview

The following information is for ACT WorkKeys online and paper testing. It is provided at the request of the North Carolina Department of Public Instruction (NCDPI) for school test coordinators and room supervisors as a supplement to the administration manuals.

Data Required to Match Examinees to Their Scores

Examinees' identifying information must be completed prior to testing. The data is used to match examinees to their score records, and to create ACT WorkKeys National Career Readiness Certificates, if they are earned.

The following information must be completed for examinees to receive their scores:
- Name (first, last, middle initial)
- Date of Birth
- ID Number (PowerSchool number)

How Examinees Provide Match Information

For online testing, the NCDPI uploads examinee information into PearsonAccess[next]. After the initial examinee information upload, school test coordinators manually enroll any additional CTE concentrators and/or potential concentrators prior to the test administration and unenroll any students who are ineligible to test. Before testing begins, the examinee is instructed to verify that the information on their screen is correct. Refer to the *ACT WorkKeys Verbal Instructions for Administering Assessments – Online Testing*, under the verbal instructions for administering the *Workplace Documents* test.

For paper testing, examinees enter the match information above on the answer document. This is completed either in a separate session before the test day, or on test day prior to testing.

Examinee Transfers

If the examinee transfers **into** your school…	Then…
Prior to testing and materials are available or able to be ordered	a. Enroll the examinee through the Enroll and Unenroll process. b. **Online testing**: Verify student test registrations in Validus. c. **Paper testing**: Grid the examinee's state-assigned student ID (PowerSchool number) in Block 4.
Prior to testing and the examinee already finished testing at their former school	Do not schedule the examinee for testing during the test window and do not submit an answer document.
At the time of testing and materials are available	a. Schedule the examinee for testing within the test window. b. Enroll the examinee through the Enroll and Unenroll process. c. **Online testing**: Verify student test registrations in Validus. d. **Paper testing**: Grid the examinee's state-assigned student ID (PowerSchool number) in Block 4.

Note: If you do not know the state-assigned student ID number (PowerSchool number), contact your school's district office. Do not use the examinee's Social Security Number in Block 4.

If the examinee transfers **out** of your school…	Then…
Prior to testing and the student's barcode label has not been applied to an answer document	Securely destroy the barcode label.
Prior to testing and the barcode label has been applied to an answer document, or any non-test portions were completed	Keep the answer document for six months. Then, securely destroy.

Paper Testing Only: Non-Test Activities

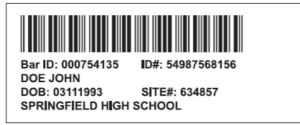## 1) Preparing the Answer Documents

Before beginning the non-test activities section starting on page 53 of the paper testing *ACT WorkKeys National Administration Manual,* prepare your answer documents for testing using the information below.

Barcode Labels

ACT will provide barcode labels if examinee information is loaded in PearsonAccess[next] by the verify enrollment deadline. Each barcode label contains an examinee's identifying data such as name and school information. It is important to use the barcode label on the examinee's answer document to ensure data integrity for scoring purposes.

Sample Barcode Label

A sample barcode label is shown in the figure below.

Note: Your barcode labels might not contain the same data, nor appear in exactly the same format as the sample shown.

Apply the Barcode Labels

Look for the designated barcode label space on the top left of the front page of the answer document. Affix the label in this area only.

Note: Do not place the label in any other location on the answer document.

2) Completing the Non-Test Information

Beginning on page 50 of the paper testing *ACT WorkKeys National Administration Manual*, in the Non-Test Activities, Completing the Non-Test Information section replace the **Introduction, Required Fields and Verbal Instructions for Completing Non-Test Information** text with the information and verbal instructions below.

Introduction (replaces manual page 50)

Prior to testing, allow time for examinees to personally complete non-test information on the WorkKeys answer document. Use the following information to prepare for this session and guide examinees through the process.

Required Fields (replaces manual page 50)

Examinees are required to complete identifying information on their answer document.

The following blocks are required for each examinee:

- 2 – Date of Birth
- 3 – Name (first, last, middle initial)
- 4 – ID number (PowerSchool number)

Verbal Instructions for Completing Non-Test Information (replaces manual starting on page 51)

1. Read aloud all instructions in the shaded boxes. Do not depart from this text.

2. Begin by saying:

   You will now complete the non-test portions of your answer document.

3. Begin distributing the answer documents and say:

   As I hand you an answer document, turn it over to the back page. Your name should appear on the label at the top right. Raise your hand if you do not receive your own answer document.

4. Resolve any discrepancies in answer document identification before continuing.

5. Continue by saying:

   Place your answer document so that page 1 faces you. In block 1, print the name of this site [announce the name], city, state, and ZIP code.

6. When examinees have completed block 1, say:

   These fields: First Name, Last Name, Date of Birth, and ID Number (PowerSchool number) are used to match you to your score record and to create an A-C-T WorkKeys National Career Readiness Certificate. To be sure your data merges into your MyWorkKeys Account, be sure to enter your name the same way when taking an A-C-T WorkKeys test.

7. Say:

   If you are taking these tests to receive the A-C-T National Career Readiness Certificate or a local career readiness certificate, your name will be printed on the certificate as it appears on the barcode label. If you don't have a barcode label, your name will appear as you print it in Block 3 on the answer document.

8. Continue by saying:

Names on certificates are printed in all capital letters and do not include hyphens. It is best not to put spaces in the Last Name as this may look out of place on the certificate.

9. Continue by saying:

In block 2, enter your date of birth. Put one letter or number in each box and fill in the corresponding oval below. In block 3, print your first and last name and your middle initial. Even if your document has a barcode label, you must fill in blocks 2 and 3 completely and accurately. Skip block 4. If you have a question, raise your hand. When you have completed blocks 2 and 3, put your pencil down and look up.

10. Use the following to determine your next step.
    - **If you are completing <u>only</u> the non-test session at this time**: Continue to step 11 of this Administration Supplement.
    - **If you are administering the test**: Proceed to the Verbal Instructions starting on page 54 of the paper testing *ACT WorkKeys Administration Manual*, to begin testing.
11. Instruct examinees to do the following.
    - Report to the test site at the time and location you designate.
    - Bring the following items on test day:
        o Acceptable photo identification
        o No. 2 pencils with good erasers (no mechanical pencils or ink pens)
        o A permitted calculator
    - Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.
12. Collect the answer documents individually from each examinee.
13. Dismiss examinees.
14. Return answer documents to the test coordinator.

Verbal Instructions - Answer Document Update

The answer documents for North Carolina have items in different blocks than what is stated in the paper testing *ACT WorkKeys Administration Manual*. On page 54 of the Begin Testing section of the verbal instructions, Room Supervisors should **replace step 19 with the text below**:

1. Say:

Your answer document has an Examinee Agreement on page 2, block 5. Turn to page 2, read the agreement, and then sign your name and enter today's date.

Prepare Materials for Return and Reporting

Site Header

For North Carolina, the location of the Institution/Site and the Contract/Cycle Code is different than what is stated in the administration manual. On page 28 of the paper testing *ACT WorkKeys Administration Manual*, Prepare Materials for Return, Site Header section*,* **replace the information in the manual with the information below**.

> Every scorable materials shipment must include a completed Site Header. If not using the prepopulated site header provided, it is important to accurately complete all information on the blank Site Header. The Institution/Site Code can be located on the Workkeys packing list that was included in your shipment of test materials. The Contract/Cycle Code for 2022-2023 North Carolina WorkKeys testing is 321. If a completed Site Header is not included with your answer documents, scoring and reporting will be delayed.

Packing the answer documents for return

If you ordered paper materials but <u>did not test</u> examinees using the materials, write "DID NOT TEST" on the outside of the ACT Scoring Services envelope(s).

If you ordered paper materials and did test examinees using the materials:

1. Turn the answer documents to be scored so they face the same direction, with page 1 facing you.
2. Complete the Site Header.
3. Place the following items in the ACT Scoring Services envelope(s):
   - The completed Site Header
   - Up to 250 answer documents
   - Administration Forms
4. Retain the tracking number for each scoring services envelope.

Your envelope(s) are now ready for return.

Packing the test materials for return

Follow the steps below to re-use the carton(s) to return test materials.

1. Reverse the flaps on the carton(s), and number each carton "1 of X," "2 of X," etc., where "X" is the total number of boxes.
2. Make sure your six-digit ACT High School Code, institution name, and return address are on the outside of the carton(s).
3. Seal each carton so the shipping label is visible.
4. Retain the tracking number for each carton.

Your carton(s) are now ready for return.

Storage and Pickup

On the date scheduled for pickup, place the envelope(s) and carton(s) in a location where FedEx will be able to pick them up. If your school's normal pickup point is secure or constantly monitored, you may leave them there. If it is not, you will need to drop off materials at a staffed FedEx location and obtain a receipt with tracking information. **Do not leave the materials unattended**.

Reporting   Your site can access paper and online testing scores in the WorkKeys Online Reports Portal after scores are released.

Your log in credentials for the WorkKeys Online Reports Portal are the same as your credentials to access your Validus Testing Realm.

In fall you will receive two emails containing login credentials. The first will contain your username, and the second, your password.

See [Step 7: Reporting](#) of your state hosted website for more information.