

Overview

The following information is for ACT WorkKeys online and paper testing. This document is provided to 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.

This information must be completed for examinees to receive their scores:

- Name (first, last, middle initial)
- Date of Birth
- ID Number

How to Collect Information

For online testing, the test coordinator uploads examinee information into Validus before the administration. Before testing, the examinee verifies that the information is correct. See 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 information on the answer document. This is completed either in a separate session before the test day, or on test day prior to testing.

Non-Test Activities: Completing the Non-Test Information

For the Completing the Non-Test Information in the non-test activities section starting on page 37, replace the directions in the manual with the directions below.

Introduction

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

Examinees are required to complete identifying information and mailing address fields on their answer document.

At a minimum, examinees must complete the following blocks:

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

Verbal Instructions for Completing Non-Test Information

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

1. Begin by saying:

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

2. Continue by saying:

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

3. When examinees have completed block 1, say:

These fields: First Name, Last Name, Date of Birth, and ID 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.

4. 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 as you print it in Block 3 on the answer document.

5. 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.

6. 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. 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.

7. Use the following to determine your next step.

- If you are completing only the non-test session at this time, continue to step 9 of this supplement.
- If you are administering the test, proceed to the Verbal Instructions starting on page 58 of the administration manual to begin testing.

8. 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:
 - Acceptable photo identification
 - No. 2 pencils with good erasers (no mechanical pencils or ink pens)
 - A permitted calculator
- Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.

9. Collect the answer documents individually from each examinee.

10. Dismiss examinees.

11. Return answer documents to the test coordinator.

Verbal Instructions- Answer Document Update

The answer documents for Wyoming have items in different blocks than what is stated in the administration manual. On page 60 of the Begin Testing section of the verbal instructions, replace step 21 with the text below:

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 – Site Header

The location of the Institution/Site and the Contract/Cycle Code is different than what is stated in the administration manual. On page 32 of the 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 manifest that was included in your shipment of test materials. The Contract/Cycle Code for Wyoming WorkKeys testing is 477. If a completed Site Header is not included with you answer documents, scoring and reporting will be delayed.