

## North Carolina Department of Public Instruction

### ACT WorkKeys® Frequently Asked Questions (FAQ) 2015–16

The following FAQ has been developed by the North Carolina Department of Public Instruction (NCDPI) to assist school systems in the administration of ACT WorkKeys. This information should be used in conjunction with other testing materials in the administration of the test, including all information from the test publisher. Schools may find additional information about ACT WorkKeys at <http://www.act.org/aap/northcarolina/workkeys.html>, parents may find more information about ACT WorkKeys at <http://www.act.org/path/parent/tests/workkeys.html>, and students may find more information, including how to access their complete WorkKeys transcript and ACT WorkKeys score, at <http://www.act.org/workkeys/pdf/UsingWorkKeysScores.pdf>.

#### **Eligibility**

##### **1. Who is eligible to take ACT WorkKeys?**

All public and charter school students who are identified as Career Technical Education (CTE) concentrators, or are expected to be concentrators by the time of graduation from high school, are eligible to participate in the ACT WorkKeys assessment. The only exceptions are as follows:

- students deemed medically fragile because of a significant medical emergency and/or condition and are unable to participate in testing (All medical exceptions must be approved by the Division of Accountability Services/North Carolina Testing Program.)
- students who have previously taken the ACT WorkKeys assessment. Note: The State pays for only one ACT WorkKeys weekday in-school test administration per student.

When identifying concentrators, it is important to review not only students currently in grade 12 membership who will graduate at the end of the year, but also any students who are on track to graduate or planning to graduate within the current academic year. For example, mid-year graduates or students in an Early College may be on a different timeline but will be included in the end-of-year graduate file.

##### **2. Are students who are enrolled in the Occupational Course of Study (OCS) program required to take ACT WorkKeys assessments?**

Yes. OCS students who meet the ACT WorkKeys eligibility criteria are required to participate in the statewide administration of ACT WorkKeys, per federal requirements in the Individuals with Disabilities Education Act (IDEA). For OCS students to be concentrators, the students must complete all standards in the course to earn four unique CTE credits. Taking a course twice only equates to one credit for purposes of concentrator identification.

**3. Are Limited English Proficient (LEP) students who are enrolled in their first year in U.S. schools required to take the ACT WorkKeys assessments?**

Yes. These LEP students will be counted as part of the 95% participation requirement, but they will not be included in the School-Based Management and Accountability Program.

**4. Can schools elect to test an entire grade?**

No. Only those students who are identified as CTE concentrators, or are expected to be concentrators by the time of graduation from high school, are eligible to be tested.

**Nonpublic, Home Schools and Staff**

**5. May nonpublic schools, home schools, or staff members participate in the statewide administration of ACT WorkKeys?**

No. The statewide administration of ACT WorkKeys is for North Carolina public school students only. As with any vendor assessment, the North Carolina Department of Public Instruction (NCDPI) does not function as a third-party for nonpublic, home school students, or staff members.

**Administration Dates, Times, and Requirements**

**6. What are the administration dates for the ACT WorkKeys assessment?**

The testing windows are as follows:

- The online ACT WorkKeys assessment window is November 17, 2015 through February 19, 2016.
- The ACT WorkKeys paper/pencil assessment window is February 8–19, 2016.
- The accommodated administrations testing window for early graduates and early colleges only is December 7–11, 2015.

**7. What happens if a student is absent on test day?**

The ACT WorkKeys test coordinator will need to schedule makeup dates for students who are absent on test day. Testing can only occur during the date ranges noted in the previous question.

**8. Which ACT WorkKeys assessments are required?**

There are three required ACT WorkKeys assessments:

- Applied Mathematics,
- Locating Information, and
- Reading for Information.

**9. Must students who have already taken the three ACT WorkKeys assessment take the assessments again?**

Students who have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum National Career Readiness Certificate (NCRC), do not have to participate in the

WorkKeys administration. However it is the students' responsibility to notify the school that they do not wish to participate in the test administration and may request a WorkKeys testing exception. **Requests for ACT WorkKeys testing exceptions will be honored only through February 19, 2016. Students must allow up to two weeks to process requests.**

**10. Are schools required to administer the online version of the ACT WorkKeys Assessments?**

The administration of ACT WorkKeys Online is preferred and strongly recommended. However, paper testing is available for accommodation-eligible students and for schools that might lack sufficient bandwidth and/or specific technical requirements. To confirm that a school meets the technical requirements, please consult the following link for reference: <http://www.act.org/workkeys/tech/index.html>.

**11. Must a minimum percentage (i.e., 95%) of students who are projected to graduate as CTE concentrators be tested?**

Yes. The 95% participation rule for the School-Based Management and Accountability Program applies.

**12. What type of training is required for ACT WorkKeys test coordinators and proctors?**

ACT WorkKeys test coordinators and proctors are required to view a recorded training session for either ACT WorkKeys Online or the ACT WorkKeys paper test administration, or both, as needed. After viewing a recorded session, test coordinators and proctors may attend either of the two live question-and-answer sessions and/or the WorkKeys online batch loading webinar. Recorded trainings, a schedule of the question-and-answer sessions and the WorkKeys groups and batch loading webinar information are posted to [www.act.org/aap/northcarolina/workkeys.html](http://www.act.org/aap/northcarolina/workkeys.html).

**13. What type of score report do students receive after taking ACT WorkKeys?**

All students who complete a portion of the assessment will receive an individualized student score report. Students who meet the eligibility requirements will receive a National Career Readiness Certificate (NCRC), which will be produced and distributed by the North Carolina Department of Public Instruction. Be sure to encourage students to enter a valid email address so that they can receive their information as soon as the assessments are scored. For certificate eligibility requirements, go to: [www.act.org/certificate/about.html](http://www.act.org/certificate/about.html).

### **Accommodations**

**14. What is the procedure for accommodations requests?**

ACT WorkKeys accommodations do not require ACT approval. All ACT WorkKeys accommodations are determined locally, based on needs documented in a student's Individualized Education Program (IEP), Section 504 Plan, or based on needs associated with a student's limited English proficient (LEP) documentation.

**15. Must test coordinators notify ACT WorkKeys about approved accommodations?**

No, notification to ACT is not required. Accommodations must be coded on the answer documents, and records of all accommodations, including the ACT WorkKeys accommodations forms (found in the *ACT WorkKeys Administration Manual*), should be kept on file with the school for at least one year after the test date.

**16. Are accommodations allowed on ACT WorkKeys Online testing?**

The only accommodation allowed for ACT WorkKeys Online is extended time. Students who require other accommodations will need to test using the paper/pencil version.

**17. Do students' Individualized Education Programs (IEPs) and Section 504 Plans need to include accommodations for the 2015–16 administration of ACT WorkKeys?**

IEPs: Accommodations for ACT WorkKeys should be included in students' IEPs and/or Section 504 Plans. ACT WorkKeys has specific accommodations policies that may differ from those of the North Carolina state-developed assessments, and IEP teams/Section 504 committees must take these policies into consideration when making accommodation decisions.

All accommodation decisions for the ACT WorkKeys assessments should be supported by classroom and testing accommodations documentation.

**18. Do accommodations apply to all three ACT WorkKeys tests?**

Accommodations granted to a student for any or all ACT WorkKeys assessments are based on the documentation in the student's IEP or Section 504 Plan.

**19. Are accommodations for students identified as Limited English Proficient (LEP) permitted for ACT WorkKeys assessments?**

English as a Second Language (ESL) is not considered a disability by the Americans with Disabilities Act (ADA) and does not warrant accommodations. Examinees for whom English is a second language may use a word-to-word foreign language glossary only.

**20. May students request that the test administrator read aloud for the ACT WorkKeys *Reading for Information* assessment?**

The ACT WorkKeys Reader's Script represents the equivalent of North Carolina's *Test Administrator Reads Test Aloud (in English)* accommodation. Approved use of the ACT WorkKeys Reader Script accommodation (i.e., documented in the IEP or Section 504 Plan) will result in reportable scores.

**21. Can schools order an audio DVD for individual students with the read-aloud accommodations?**

Schools can order DVDs with audio tracks for ACT WorkKeys assessments. It is the responsibility of the test coordinator to verify that the DVD matches the test booklet before testing.

Examinees using audio DVDs may all test in the same room as long as they wear earphones and are in control of their own materials and machine. As with all testing materials, DVDs may not be copied.

**22. Must students with the read-aloud accommodation be tested individually?**

If an examinee uses a reader, the assessment must be administered one-on-one in a separate room. Prior to the exam, the reader must sign the ACT WorkKeys Special Testing Reader's Agreement in the *ACT WorkKeys Administration Manual for Paper Testing*. Readers must read from the reader script exactly as it is printed, with no interpretation or additional information provided.

**23. Can a student be approved to test over multiple days?**

Yes, although it is important to remember that an examinee is not permitted to stop an assessment prior to completion and finish it the next day. An assessment must be fully completed in one testing session.

### **Medical Exceptions**

**24. Must a request for a medical exception be submitted to the NCDPI for students required to take ACT WorkKeys?**

Yes. A medical exception must be submitted to and approved by the Division of Accountability Services in order for a student to receive a medical exception for ACT WorkKeys.

### **Ordering and Managing Materials**

**25. How do I access ACT WorkKeys Online testing?**

During the week of September 28, 2015, an e-mail was sent to ACT WorkKeys test coordinators with the ACT WorkKeys Online realm information.

**26. Is it ok to transfer ACT WorkKeys test materials to other schools who are experiencing a shortage or move accommodated materials with a student who transfers schools?**

No. ACT WorkKeys materials should never be moved from the receiving school. If a school experiences a shortage of materials, it must order more materials through ACT. If an accommodated student transfers to another school, the school needs to return the transferred student's unused materials to ACT, and the new school will need to order new accommodated materials for the student.

### **Access to Communications**

**27. How can I communicate directly with ACT WorkKeys?**

Contact ACT WorkKeys directly via phone 1-800-967-5539, or email [workkeys-nc@act.org](mailto:workkeys-nc@act.org).