

1. For 2016-2017 KDE funding, when is the ACT WorkKeys testing window?

The WorkKeys testing window for online testing is December 1, 2016 - March 31, 2017.

The WorkKeys testing window for paper/pencil testing is January 25 – February 8, 2017.

- For paper/pencil testing, there will be an automated scheduled FedEx pickup at your school on February 9, 2017.

For KDE funding, all tests ***must*** be administered during these designated dates. Students needing special accommodations, such as readers, must take ACT WorkKeys using paper test. *Extended time is the only approved special accommodation for online testing.*

2. For 2016-2017 KDE funding, who is eligible to take ACT WorkKeys?

For KDE funding, all preparatory seniors who are enrolled in a valid Career and Technical Education program are eligible to take ACT WorkKeys. Other students are eligible to take ACT WorkKeys, as well as testing outside the KDE testing window; however, your district/school is responsible for the costs of testing students who are not preparatory seniors or testing students outside the testing window. **There has been a price increase for 2016-2017 for each assessment. Each assessment is now \$8.00;** therefore, if a student takes Applied Mathematics, Locating Information, and Reading for Information, the estimated cost of this is \$24.00. Only preparatory seniors are included for CCR accountability reporting. If a preparatory student who is not a senior takes the ACT WorkKeys, CCR accountability reporting will not count until his/her senior year. It is the school's responsibility to make sure all data results are in TEDS for CCR accountability.

3. What is the definition of a preparatory student?

A preparatory student is one who has completed two career and technical education credits in a preparatory program and is currently enrolled in at least the third credit course(s).

4. Can a student test if they are not enrolled at the Area Technology Center?

For 2016-2017, if the student is a preparatory senior enrolled in Career and Technical Education program, he/she is eligible to take WorkKeys. Students can be enrolled at the high school, Career and Technical Center, or Area Technology Center.

5. What schools can administer the ACT WorkKeys test?

Schools must be an approved testing site through ACT WorkKeys. Schools must also be listed on the KDE contract with ACT WorkKeys. Further information on how to become an approved testing site will be conveyed in August. Students may test at the high school, Career and Technical Center, or Area Technology Center. **Data results for students who test at KCTCS sites will not be included in KDE data results. If a student tests at a KCTCS site, someone from the school must manually enter the results in TEDS for CCR accountability.*

6. Will WorkKeys tests be administered pencil/paper or online?

For WorkKeys, both options are available for use. If you are testing online, there are minimum technical requirements that must be met. The Technical Checklist is located on the ACT/WorkKeys web site at: <http://www.act.org/workkeys/tech/index.html>. There was a high success rate with online testing for 2015-2016. KDE encourages schools to administer ACT WorkKeys online, if possible. There are many benefits to online testing, such as receiving instant scores immediately back, in order to allow time for remediation, if needed.

For paper/pencil testing, there will be an online ordering form emailed to the designated ACT WorkKeys coordinator at each school. **Schools will order paper/pencil test materials during**

the week of November 14, 2016. The exact ordering process will be emailed to the designated ACT WorkKeys coordinator closer to this time.

7. What if a school wants to test additional students or outside the testing window?

Schools can test additional students, other than preparatory seniors, during the testing window (December 1, 2016 – March 31, 2017 for online testing; January 25 - February 8, 2017 for paper testing). However, schools are responsible for the costs associated with this. If testing additional students, schools are responsible for the testing fees. **Each assessment is \$8.00 per student. For online testing on the school realm established with the KDE/ACT WorkKeys contract, all retesting must be complete by April 28, 2017.** This will allow KDE to ensure all certificates have been generated and sent to the schools, as well as being reimbursed by schools for retesting before the end of the school year.

8. What trainings are available and required to administer WorkKeys?

All staff who administer, proctor or work with WorkKeys testing in any capacity must view the WorkKeys PowerPoint Trainings and KDE's Administration Code and Inclusion of Special Populations Training. These trainings are posted on the KDE web site at:

<http://education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx>

<http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx>

For paper/pencil testing, there is a Supervisor's Manual that must be reviewed. The ACT WorkKeys Supervisor's Manual can be located on the ACT/WorkKeys web site at:

<https://www.act.org/content/dam/act/unsecured/documents/WorkKeysAdministrationManualforPaperTesting.pdf>

For online testing, there are there is a Supervisor's Manual that must be reviewed. The ACT WorkKeys Supervisor's Manual can be located on the ACT/WorkKeys web site at:

https://www.act.org/content/dam/act/unsecured/documents/IV_UserGuide.pdf

There are also QuickStart Guides that are extremely helpful. They are located at:

<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/administer.html>

9. Is there a deadline for completing test administration trainings?

All assessment related trainings and documentation must be completed prior to the start of the ACT WorkKeys testing window and before administering ACT WorkKeys.

10. Are there practice tests available?

There are sample practice test questions available on ACT/WorkKeys web site, located at:

<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/test-preparation.html>

There are also other sample practice test questions located on the web site:

http://www.michigan.gov/documents/mde/Preparing_for_the_WorkKeys_Assessments_209367_7.pdf

In addition, ACT/WorkKeys sells prep packages for each assessment. Your district/school is responsible for this expense.

Students can also purchase online practice tests per assessment. The link is:
<http://www.act.org/workkeys/practice/> Your district/school is responsible for this expense.

11. Are WorkKeys tests timed?

Applied Mathematics, Reading for Information, and Locating Information are timed tests: 55 minutes for internet-based; 45 minutes for paper/pencil method. Tests with accommodations and testing with extended time vary in timing per test. This information is located in the WorkKeys Supervisor's Manual, located at:

<https://www.act.org/content/dam/act/unsecured/documents/WorkKeysAdministrationManualforPaperTesting.pdf>

For online testing, extended time is the only approved special accommodation. Extended time must be set before the student logs in to test. Instructions on how to set extended time is located at:

<http://www.act.org/content/dam/act/unsecured/documents/SettingExtendedTime.pdf>

You must also allow additional time for students to complete the demographic information before the tests.

12. Can students retest?

Students can retest, if they wish. A student only needs to take the assessment (Applied Mathematics, Locating Information, or Reading for Information) for which he/she wants to improve. They do not have to retake all three assessments. Each assessment costs \$8.00. The district/school is responsible for retesting costs. It is highly recommended to retest only once within thirty days of giving the initial test. This allows time for remediation. **Retesting must be complete by April 28, 2017.**

Students may also still test/retest at other sites, such as at KCTCS, One Stop Career Centers, etc. However, scores *will not* be captured and imported to TEDS database system. *Schools will be responsible for manually entering these test results in TEDS for CCR accountability.*

13. Can calculators be used on WorkKeys?

ACT permits examinees to use a calculator for the Applied Mathematics test, but not on any of the other tests. Use of a calculator is optional. Information regarding permitted calculators, prohibited calculators, and calculators permitted with modification can be located on the Section "Can I use a Calculator", located on the ACT/WorkKeys web site at:

<http://www.actstudent.org/faq/calculator.html>

14. What is acceptable practice for preparing students for the WorkKeys?

Detailed test preparation policies are addressed in the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations, located at:
<http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx>. It is acceptable to have ongoing regular review of yearlong content, embed test taking strategies in regular content instruction, and administer ACT WorkKeys like assessments throughout the year.

15. Will tests be available in formats such as Braille, large print or readers?

Accommodations for assessment shall be consistent with a student's current IEP, 504 Plan or PSP. Guidelines for accommodations are also located in the WorkKeys Supervisor's Manual, (pages 18-24).

<https://www.act.org/content/dam/act/unsecured/documents/WorkKeysAdministrationManualforPaperTesting.pdf>

16. How do I register students for WorkKeys?

Students who are preparatory seniors are eligible to take ACT WorkKeys. There is not a registration for ACT WorkKeys. For KDE funding, students must be enrolled in TEDS and identified as a preparatory senior, at the time of testing.

For paper/pencil testing, test materials must be ordered the week of November 14. An online ordering form will be emailed to the designated ACT WorkKeys coordinator(s) at each school. Further information on how and when to order ACT WorkKeys assessments will be conveyed closer to this time.

For online testing, each administrator will create individual student accounts. Instructions on how to do this will be provided in upcoming webinars and Quick Start Guides. Or, please email angie.fischer@education.ky.gov if you want student accounts created.

WorkKeys Internet Version Quick Start Guides – How to Create Student Accounts:

<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/administer.html>

17. Can State Area Technology Centers and Locally Operated Centers administer tests to students at their feeder school?

It is acceptable for Area Technology Centers and Locally Operated Centers to coordinate administration of the ACT WorkKeys testing with the feeder school. Testing sites must be approved sites from ACT/WorkKeys.

18. Can we offer a makeup test session?

Makeup tests must occur within the testing window for both online and paper/pencil testing. A makeup test session may be scheduled for students who are absent during the initial test session. Special care should be taken to ensure students who have completed the test do not discuss test content with students who will be participating in the makeup test session.

19. Will students receive their results immediately?

For online testing, individual student scores are available immediately after the student completes testing. Also, a class roster report is available twenty-four hours after testing.

For paper/pencil testing, it may take up to three weeks to get results back. *The designated ACT WorkKeys coordinator at each school will receive an email from ACT WorkKeys to retrieve the electronic scores. Scores will only be posted to the secure transfer site for ten calendar days after e-mail notifications are sent.*

If your district/school is planning to retest, you should test early in the testing window, so that you will have time to provide remediation and retest students.

20. Will students receive National Career Readiness certificates?

Students must score a Silver, Gold, or Platinum level to receive a National Career Readiness certificate. KDE will email the certificates to the designated ACT WorkKeys school coordinator.

Scores for each assessment and level earned:

Applied Mathematics		Locating Information		Reading for Information	
Scale Score	Level	Scale Score	Level	Scale Score	Level
65-70	<3	65-71	<3	65-72	<3
71-74	3	72-74	3	73-74	3
75-77	4	75-79	4	75-78	4
78-81	5	80-86	5	79-81	5
82-86	6	87-90	6	82-84	6
87-90	7			85-90	7

- Depending on test scores, students can earn an ACT National Career Readiness Certificate.
- ACT WorkKeys takes the lowest level score from all three assessments. This determines which National Career Readiness Certificate the student earns.
- The levels are Bronze (KY does not recognize this level), Silver, Gold, and Platinum.
- In Kentucky, a student must earn at least a Silver level to earn a certificate.
 - A level score minimum of a 4 *on all three assessments* = Silver Level
 - A level score minimum of a 5 *on all three assessments* = Gold Level
 - A level score minimum of a 6 *on all three assessments* = Platinum Level

21. How are ACT WorkKeys results reviewed when data comes in?

Within the testing window, KDE will have access to ACT/WorkKeys RegiStar account. This database will capture all students tested and their scores (within the KDE testing window). At a later date in May, scores will then be imported to TEDS. **Schools must use the student ssid number as the examinee id number, for scores to import to TEDS.* If schools test outside the KDE testing window, these students and scores will not be captured in RegiStar account and will not be imported to TEDS. ACT WorkKeys results for these students will need to be manually entered in TEDS by school personnel.

22. What is the Examinee ID field? How important is this field?

For both online testing and paper testing, please use the complete student SSID number (all ten digits) for the Examinee ID field. The Examinee ID field is extremely important and the student SSID number is required. This is a unique identifier of the student record which allows the ACT WorkKeys results to be imported to TEDS database system for CCR accountability.

23. Who should I contact for technical assistance?

KDE - Angie Fischer
 502-564-4286
Angie.fischer@education.ky.gov

ACT/WorkKeys website:
<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys.html>

ACT WorkKeys Call Center
 1-800-967-5539