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ACT WorkKeys[®]
Spanish Administration Manual
Paper Testing

ACT[®] WorkKeys[®]

www.act.org/workkeys

How to Contact ACT

For questions regarding test administration, report forms, or security of test materials:

ACT WorkKeys Operations

101 ACT Drive
PO Box 168
Iowa City, IA 52243-0168

Contact Center Toll Free 800.967.5539
Fax 319.341.2630
Email workkeys@act.org

Normal office hours:

Monday–Friday (except holidays) 7:00 a.m.–7:00 p.m., central time
Saturday (except holiday weekends) 8:00 a.m.–2:00 p.m., central time

Emergency support is available 24 hours. Call 800.967.5539 and follow the recorded instructions.

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ACT WorkKeys® Policies and Procedures

Introduction

For ACT WorkKeys to successfully measure examinees' skills, they must be uniformly administered. As a person involved in the administration of ACT WorkKeys, you therefore assume important professional responsibilities.

All testing staff are required to read the materials provided by ACT, including this manual, and follow all ACT policies and procedures.

When you become an ACT WorkKeys test coordinator, back-up test coordinator, room supervisor, or proctor, you **must go to www.act.org/workkeys-private/reference/manuals.html**, which is the Manuals section of the WorkKeys Reference Center website. Click on the title, Test Site Staff WorkKeys Manual Verification Form. Complete and submit this online form to confirm that you have completed training.

If you have any questions that are not addressed in the manual, be sure to call ACT for instructions. Following ACT WorkKeys policies and procedures helps you create a fair testing environment.

Standardized Procedures

As with all standardized testing, it is critical that the procedures you employ are identical to those at other testing sites. Throughout this administration manual, there are detailed directions for selecting facilities and staff, protecting test security, and administering tests in a standardized manner.

Adherence to these standardized procedures is mandatory.

Day and Time of Testing

You may administer all of the tests in one session with breaks between tests, administer each test separately on different days, or administer the tests in a combination of these two options. Be sure to allow examinees the appropriate amount of time to complete each test.

Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and respond to requests for information in a timely manner.

Confidentiality

Information about examinees is confidential, including their names. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information to use for any purpose other than administering the tests.

Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, guides to the conduct of those involved in testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each *Code*. A copy of each *Code* may be obtained free of charge from ACT Customer Services (70), PO Box 1008, Iowa City, IA 52243-1008, 319.337.1429.

Facilities and Staff

The test coordinator is obligated to provide both acceptable facilities and qualified staff. Only qualified staff and authorized observers can be in the test rooms during testing.

Authorized Observers

An observer authorized by ACT may visit the test site on test day. The visit is normally not announced in advance.

If an observer arrives, take the following steps *before allowing access to the testing area or test materials*:

1. Check credentials. An observer must have all of the following:

- photo ID (driver's license, employer ID, etc.)
- employer ID, business card, or other documentation showing company/agency affiliation
- written authorization from ACT

Note: If an employer ID has a photo, separate photo ID is not needed.

2. If the observer provides the necessary credential, please cooperate fully. If not, deny admission.

3. Complete an Irregularity Report, including the observer's name and company/agency.

Note: The visit may include conducting enhanced test security procedures, including but not limited to collecting images of examinees during check-in or other security activities on test day.

Unauthorized Persons and Media

To protect examinees from anxiety and distractions, unauthorized persons—including parents, guardians, children, members of the school board, recruiters, employers, and members of the media—must **not** be allowed to enter, observe, or photograph test rooms or preliminary activities. They must stay away from the test site until after the administration. Under **no** circumstances are cameras of any type allowed in test rooms.

Media coverage must be limited to meeting with examinees, with their consent, after the test administration and away from the test rooms. Please inform ACT of any media requests to report on a test administration. ACT will contact members of the media to explain its policies. This will help to ensure each request or question is answered uniformly.

Expiration Date and Return Policy

There is an expiration date printed on the front cover of each test booklet.

All test booklets **MUST** be returned to ACT within one week of testing or immediately after the expiration date, whichever comes first.

All corresponding answer documents to be scored at ACT **MUST** be received at ACT on or before the expiration date, or ACT may not be able to score the answer documents.

Test/Retest Policy

For a subsequent administration of a test in the same skill area:

- If testing sooner than 30 days after the previous administration, an alternate form **MUST** be used.
- It is strongly recommended that an examinee receive intervention/training before retesting.
- If an individual becomes ill during testing and has completed less than one-third of the test, the second administration with an alternate form may take place as soon as the person is recovered.

Right to Terminate

ACT reserves the right to terminate its relationship with any testing site without advance notice if ACT determines, in its sole discretion and for any reason, that such termination is appropriate.



Testing Facility Requirements

Introduction

The test coordinator must select the test site and reserve rooms for administration of this test. Test sites and rooms must meet several requirements that help ensure a fair and secure test environment.

Principle of Accessibility

Under the Americans with Disabilities Act, ACT tests must be offered in locations accessible to individuals with disabilities, or in rare cases, in accessible alternative locations.

Selecting Facilities

Select facilities that:

- allow testing staff to control access to the testing areas
- have a phone that staff can use on test day

You may also want to have:

- a room to use as test-day headquarters for staff and materials
- security personnel

Selecting Rooms

Select test rooms that:

- can be reserved to allow time for the entire test session, plus any potential delays
- can be rearranged, if needed, to meet testing requirements
- are quiet and as free as possible from potential distractions
- have good lighting, temperature, and ventilation
- have convenient and adequate access to restrooms

Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make security more difficult.

Setting Up Rooms

To ensure a fair and secure testing environment, you must:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, writing essays, or test topics. (Geographic maps and the periodic table do not need to be covered.)
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Arrange the room so that:
 - The room supervisor will be facing the examinees during testing.
 - Testing staff can freely circulate the room and reach each examinee.
 - Testing staff will have a clear view of all examinees and materials. Seating that restricts staff's view, such as seating with study carrels or other dividers, partitions, or booths, is prohibited.
 - Seating minimizes the possibility of prohibited behavior. (See "Prohibited Behavior," page 32.)

Ensuring Quiet Test Sessions



Take the following actions to help ensure quiet test sessions.

- Ask the building’s administration to turn off audible signals that normally sound at the beginning and end of classes or shifts.
- Ensure that announcements are not made on the public address system during test sessions.
- Post signs outside the test rooms to warn others that testing is in progress and that quiet is required.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. Examinees must be:

- facing the same direction
- spaced as far apart as possible, and seated no closer than is specified in the following table.
- seated in straight rows and columns, directly in line with each other
- able to see the room supervisor without difficulty
- able to see the room clock, if there is one, without looking around

Room type	Minimum examinee spacing (in feet)	
	Shoulder-to-Shoulder 	Head-to-Head 
Single level	3	3
Multiple level	3	5

The figure on the following page illustrates acceptable and unacceptable seating arrangements.

Writing Surfaces

Writing surfaces must be smooth, hard surfaces large enough for all of an examinee’s test materials. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards balanced on examinees’ legs are not allowed.

Note: Use standard left-handed desks or writing surfaces that are large enough for left-handed examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces. (See the figure on page 5 for an illustration.)

Seating at Tables

Follow the requirements in the following table for the use of tables:

Table type	Number of examinees per table	Notes
Round (any size)	1	
Rectangular up to 6 ft long	1	
more than 6 ft long	1+	Examinees must be seated on the same side of the table, and minimum spacing requirements must be met.

Note: Do not seat examinees where two tables are joined together.

Acceptable Seating Arrangement Examples

"min." = minimum "ft." = feet

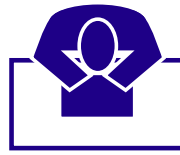
↔ indicates distance between examinees

Side-to-side distances are measured from shoulder-to-shoulder

Front-to-back distances are measured from head-to-head

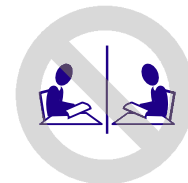


Side View

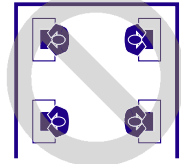


Overhead View

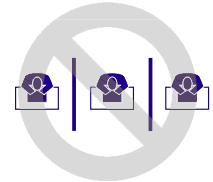
Unacceptable Seating Arrangement Examples



Examinees Facing the Wall or Each Other



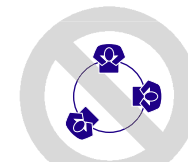
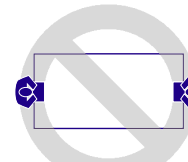
Desk Surface Too Small



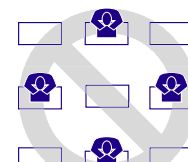
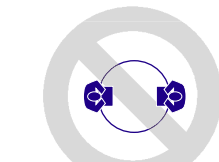
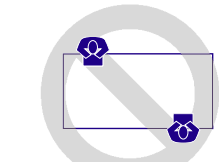
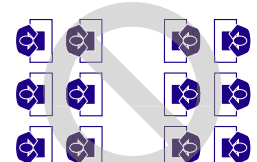
Dividers, Study Carrels, and Partitions



Examinees Too Close Together/Inadequate Aisle Space



Examinees Facing Different Directions



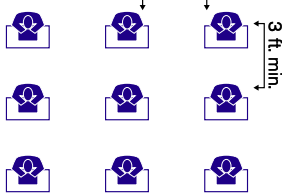
Examinees Not in Straight Rows and Columns Directly in Line with Each Other



Examinee Spacing

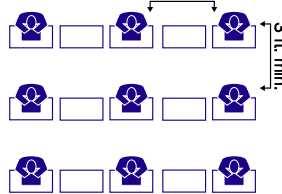
Level Seating with Movable Desks

3 ft. min. plus room to circulate

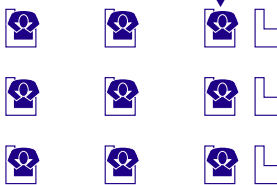


Level Seating with Stationary Desks

3 ft. min.



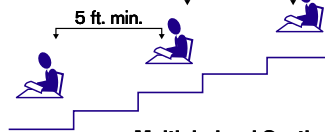
Left handed Examinees



Left-handed Examinees at Right-handed Desks

Extra Right-handed Desk

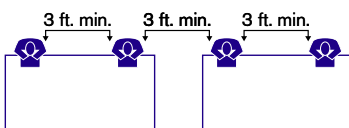
5 ft. min.



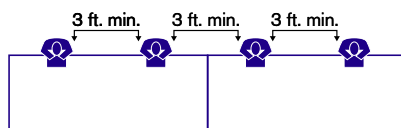
Multiple-level Seating

Table Spacing

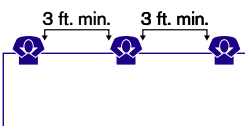
6-Foot Tables



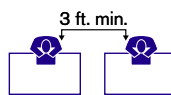
8-Foot Tables



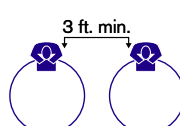
Tables more than 9 feet



Tables under 6 feet



Round tables any size





Testing Staff Requirements

Selecting Testing Staff

Test coordinators are responsible for selecting their test day staff.

Who May Act as Staff

Members of the staff must be people of integrity. Room supervisors and proctors may be current or retired faculty members, human resources staff, trainers, school administrative or clerical employees, substitute teachers, student teachers, or teachers' aides.

Who May Not Act as Staff

The following people may *not* act as testing staff:

- High school students, volunteers, and lower-division undergraduates.
- Anyone who intends to take ACT WorkKeys tests within the next 12 months.
- Anyone involved in ACT WorkKeys test preparation activities at any time during the previous 90 days, due to potential conflict of interest. (**Note:** ACT recognizes that the normal duties of a counselor or trainer may involve some responsibilities for test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.)

In addition, to protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your site:

- You *may not* serve as test coordinator or back-up test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date—including the receipt and return of test materials—to a qualified colleague.
- You *may not* have access to the secure test materials prior to test day.
- You *may* serve as a room supervisor or proctor, provided that the examinee is not assigned to test in a room where you are working. You must not have access to the examinee's answer document or test materials.

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Scores for an examinee will be cancelled if any of these policies are violated.

Test Coordinator

The test coordinator ensures that examinees testing at your site test under the same conditions as examinees at every other site.

Specific responsibilities include:

Category	Responsibility
Facilities and Staffing	<ul style="list-style-type: none"> • Selecting and reserving test rooms, and preparing them for test day according to ACT guidelines. • Selecting and training qualified testing staff.
Before Testing	<ul style="list-style-type: none"> • Reading this manual and following its policies and procedures. • Viewing and participating in training provided by ACT. • Ordering materials. • Determining and documenting ACT WorkKeys accommodations. • Receiving, checking in, and securely storing test materials. • Arranging for examinees to complete the non-test portions of their answer documents. • Preparing rosters and organizing test materials.

(table continued on next page)

Category	Responsibility
On Test Day	<ul style="list-style-type: none"> • Conducting a briefing session for testing staff. • Counting and distributing test materials to staff. • Supervising and assisting staff during testing. • Arranging for transfer of test responses to answer documents for examinees approved for alternate response modes. • Serving as room supervisor as needed.
After Testing	<ul style="list-style-type: none"> • Collecting and accounting for all test materials. • Ensuring completeness and accuracy of all forms. • Returning answer documents, forms, and test materials used for testing. • Cooperating with ACT in resolving irregularities.

Back-up Test Coordinator

The test coordinator should select a back-up test coordinator. If the test coordinator becomes ill or is otherwise unable to be present on test day, the back-up test coordinator serves as test coordinator. The back-up test coordinator is encouraged to assist the test coordinator prior to, during, and after testing.

Room Supervisor

Each room is required to have a room supervisor who must serve for the entire session. The test coordinator may serve as room supervisor if only one room is used.

Specific responsibilities include:

- Reading this manual and complying with the policies and procedures it describes. (After reading this manual and before testing, go to: www.act.org/workkeys-private/reference/manuals.html, which is the Manuals section of the WorkKeys Reference Center website. Click on the title, Test Site Staff WorkKeys Manual Verification Form. Complete and submit this simple, online form to confirm that you have completed this training.)
- Attending the training and briefing sessions conducted by the test coordinator.
- Providing an environment conducive to testing.
- Checking ID or personally recognizing examinees.*
- Marking attendance/ID on the roster.*
- Admitting examinees into the test room and directing them to seats.
- Counting test booklets upon receipt from test coordinator.
- Distributing test materials, keeping test booklets in sequential serial number order.*
- Reading verbal instructions to examinees verbatim.
- Properly timing tests and recording the start, five-minutes-remaining, and stop times in the manual.
- Completing all information on the Seating Diagram and Test Materials Tracking Log.
- Monitoring examinees and materials at all times.
- Walking around the test room during testing to replace defective materials and to be sure examinees are working on the correct sections of the test booklet and answer document.*
- Monitoring examinees during the entire test session to discourage and detect prohibited behavior.*
- Collecting and accounting for all answer documents and tests before dismissing examinees.*
- Recording detailed documentation of any irregularities and, as required, voiding examinees' tests.
- Returning all test materials and forms to the test coordinator after testing.

* *Proctor may assist with these activities.*

Proctor

A proctor *may* be used to assist a room supervisor or the test coordinator if fewer than 25 examinees are testing.

Use the following scale to determine the **minimum** number of proctors required in each room:

Number of Examinees Per Room:	1–25	26–50	51–100	101–150	151–200	each additional 25 (or portion thereof)
Required Number of Proctors Per Room:	0	1	2	3	4	+1

A proctor’s responsibilities include:

- Assisting the room supervisor with all responsibilities marked with an asterisk.
- Reading this manual and complying with the policies and procedures it describes. (After reading this manual and before testing, go to www.act.org/workkeys-private/reference/manuals.html, which is the Manuals section of the WorkKeys Reference Center website. Click on the title, Test Site Staff WorkKeys Manual Verification Form. Complete and submit this simple, online form to confirm that you have completed this training.)
- Attending both the training and briefing sessions conducted by the test coordinator.
- Helping mark attendance/ID on the roster.
- Helping admit examinees into the room and direct them to seats.
- Helping distribute test materials, keeping test booklets in sequential serial number order.
- Verifying the timing of the tests using a different timepiece than the room supervisor.
- Monitoring examinees and materials at all times.
- Walking around the room during testing to replace defective materials, to be sure all examinees are working on the correct test, and to discourage and detect prohibited behavior.
- Reporting any irregularities to the room supervisor.
- Accompanying examinees to the restroom if more than one examinee is allowed to leave during the timed tests.
- Helping collect and account for all answer documents and tests.

Training Testing Staff

For standardized testing to occur successfully, it is critical that the same procedures are followed at every testing site. To achieve this, staff members must understand their responsibilities.

Training

Test coordinators are required to hold a training session **before** test day to prepare staff for test day activities (see outline on page A-7). In addition, on each test day, test coordinators are required to hold a briefing session to discuss any site-specific information, last-minute issues that arise, or concerns staff members may have.

Administration Manual

ACT provides this manual to communicate its expectations. The manual is proprietary information and is copyrighted by ACT. It is to be used only for the purpose of administering the ACT WorkKeys assessments and is not to be copied or shared for any other purpose.

Provide each testing staff member a manual before the training session. It is especially important that room supervisors read and understand the policies, procedures, and directions.



Test Security Requirements

Authorized Access

Staff access to materials must be limited to only those activities necessary to prepare for test day, the test administration itself, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and back-up test coordinator. A designated staff member may assist with materials if the test coordinator or back-up test coordinator is present and if that individual does not have a relative or ward testing on test day. Do not permit unauthorized personnel to access the materials. Examinees and anyone who may test within the next 12 months are not permitted access to the materials.

Unauthorized Transfer of Materials

Test materials may not be transferred to any other location without prior authorization from ACT. Use only the test materials assigned and shipped to your site. If examinees test with materials that have been transferred from another site without prior written authorization from ACT, the answer documents will NOT be scored.

Security of Test Materials

Secure test materials include **all** ACT WorkKeys tests and **all** answer documents with examinee identifying information.

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned. The test coordinator must protect the materials from damage, theft, or loss and from conditions that could allow prior access to the tests.

ACT WorkKeys tests are copyrighted and cannot be photocopied, used for any purpose other than testing, or opened by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test questions or response choices to anyone. Scores earned by examinees who may have had advance access to test content will be cancelled. These scores will not be reported to examinees or testing locations, and will be ineligible for career readiness certificates.

Receipt and Check-In of Test Materials

Within 24 hours of receipt, the test coordinator must:

- Examine the carton(s) for signs of tampering.
- Open the carton(s) and count all the test booklets.
- Check the serial numbers of the multiple-choice test booklets against the numbers shown on the WKEYM Pack/Return Slip.
- Count each booklet; do not assume that the groups of booklets are complete.
- Check the rest of the shipment to be sure it is complete.

In the Event of a Security Breach

Call ACT **immediately** at 800.967.5539 if any of the following occurs:

- Any items are missing from your shipment.
- You receive test booklets that do not match the serial numbers on your WKEYM Pack/Return Slip.
- Any test booklet seals are broken at any time except by examinees as instructed on test day.
- The cartons or materials appear to have been tampered with in any way.
- A test booklet is lost, stolen, or otherwise missing at any time.
- You have reason to believe someone has had unauthorized access to the materials.
- A test booklet is discovered missing during testing. If this happens, do not permit examinees to leave without calling ACT for instructions.

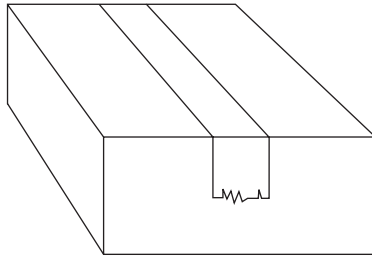
Test Materials Shipping Carton(s)

Be sure to keep the carton(s) in which the test materials were shipped to you. These cartons, which have reversible address flaps, will be used to return test booklets (used and unused) after each test date.

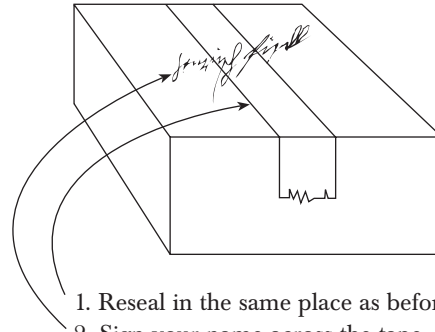
Storage before Testing

After you have counted and checked the condition of all materials in your shipment, **reseal** the cartons with the provided tape and write your name across the seal. Lock them in secure storage. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

Diagram for Resealing Cartons



When delivered, carton will be sealed as above. After check-in of test materials, reseal as on right. Do not reopen until test day.



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

Secure Storage

Materials must be kept inside a locked safe or vault to which only the test coordinator and back-up test coordinator have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the back-up test coordinator may have access to the cabinet or closet. The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

Removal from Storage and Assignment to Rooms

Before test day, sort test booklets and other test materials for distribution to individual rooms, and then return them to locked storage. Do not remove the checked-in and sorted test materials from the security of locked storage until test day. The test coordinator must personally hand test booklets to room supervisors.

Security during the Administration


Prevent and detect prohibited behavior by adhering to seating space requirements, directing examinees to specific seats, and actively monitoring examinees throughout the administration.

Keep test materials in a secure location as examinees enter and exit the test room. Account for all test booklets before testing, each time they change hands, and before dismissing examinees. Test materials must be secure at all times.

If examinees or materials are present, you must never leave a test room unattended, even momentarily, even if only one examinee is in the room. Ensure that each test room has sufficient staff for the number of examinees present.

Storage after Testing

Return all used and unused test materials to the locked storage area immediately after the test administration.



Planning Your Test Administration Schedule

Test Materials from ACT

ACT provides the following materials as needed for testing:

- *ACT WorkKeys Spanish Administration Manual for Paper Testing*
- Test Booklets [*Reading for Information (Evaluación de Comprensión de Lectura)*, *Applied Mathematics (Evaluación de Matemáticas Aplicadas)*, *Locating Information (Evaluación de Localización de Información)*, or *Applied Technology (Evaluación de la tecnología Aplicadas)*]
- Answer Documents
- Site Header
- Site Checklist
- Scoring and Reporting Order Form
- Envelopes for returning answer documents
- Carton(s) for returning test booklets and other test materials
- WKEYM Pack/Return Slip

Materials Provided by Your Site

The site is responsible for providing the following items **for each test room**:

- A supply of soft-lead No. 2 pencils with erasers to lend to examinees who do not bring pencils (no mechanical pencils or ink pens)
- A pencil sharpener
- Two reliable timepieces: watch, stopwatch, interval timer, or wall clock
- Signs, cards, or other materials used in admissions procedures
- Permissible calculators to lend to examinees for the *Applied Mathematics* test, if needed

Answer Document

The **WorkKeys Spanish Answer Document** should be used when administering Spanish tests.

ACT WorkKeys
Cuaderno de respuestas

PO Box 168
Iowa City, IA 52243-0168
ACT, Inc.—Confidencial y restringido cuando contiene datos

INSTRUCCIONES: Su cuaderno de respuestas será revisado por una computadora. Para asegurarse de que la computadora lee las respuestas que usted marca:

- Utilice un lápiz de punta suave del #2. No utilice perforadoras, tinta ni bolígrafo.
- Pallee completamente los óvalos correspondientes.
- Sus marcas deben ser gruesas y blancas y estar dentro de los límites.
- Para cambiar una respuesta, borrar completamente y luego marque su nueva elección.

MARCA CORRECTA ●
MARCA INCORRECTA ○

1 NOMBRE Y DIRECCIÓN DEL CENTRO
Escuela/Empresa
Dirección/Institución
Ciudad Estado Código postal

2 NOMBRE
Apellido Nombre Inicial del segundo nombre

3 Número de identificación
Comience así:

4 Fecha de nacimiento
Mes Día Año

5 Sexo
Masculino Femenino

6 RAZA/GRUPO ÉTNICO
¿Indique si es de origen hispano o latino.
Sí No
Puede no responder

7 Indique su máximo nivel de estudios.
¿Cuál es su nivel educativo actual o más alto?
(Marque UNO solamente)

8 ¿Cómo describiría su programa de estudios medio-superiores?
Preparatoria universitaria
Generalista
Vocacionales/técnicos
Preparatoria técnica
Otro tipo

9 ¿Cuál es su estado educativo actual?
Estudiante de tiempo completo
Estudiante de tiempo parcial
No estudia actualmente

10 ¿En qué otro tipo de programa educativo o de capacitación participa actualmente?
(Marque TODAS las respuestas que procedan)

11 ¿Es el español el idioma con el cual usted se comunica mejor?
Sí No

PARA USO DE LA OFICINA SOLAMENTE (NO MARQUE): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

NO ESCRIBA EN ESTE ESPACIO.

041 108 100 Rev 1 Página 1

Instructions Before Test Day

Before test day, inform examinees that they must bring the following:

- Acceptable identification
- A watch if they wish to pace themselves (They must not set the alarm on the watch during the test.)
- Two soft lead No. 2 pencils with erasers (no mechanical pencils or ink pens)
- A permissible calculator for the *Applied Mathematics* test

Examinees are responsible for ensuring their calculators meet ACT standards. They are advised to check www.actstudent.org or call toll-free 800.498.6481 for a recorded message about the latest list of prohibited calculators.

Inform examinees that no food, drink, cell phones, or other electronic devices will be allowed in the test rooms.

Local Items

All answer documents have a block on page 2 titled “LOCAL ITEMS.” This block can be used to record answers of up to 20 questions on an examinee survey created by your site. Each question may have up to five responses, numbered 1 to 5. This block offers a cost-effective way to collect and store information unique to your site that can extend and improve your understanding of the examinees and their interests and experiences.

The answer documents also have a block labeled “LOCAL USE ONLY” at the end of each test section on pages 3 and 4. These blocks allow for responses to 10 questions created by your site. Each question can have up to five responses lettered A to E.

ACT will not score these items; however, you may purchase skill breakdowns for the questions (e.g., the distribution of ACT WorkKeys skill scores for individuals who chose each response on the local items), or purchase the data in electronic format for your own analyses.

Roster

It is required that a roster be created for each test room **prior** to the test day. Write on the roster the name of each examinee **scheduled** to test.

If your site provides a readable list of all examinees scheduled to test, by test room, you may use it in lieu of the roster as long as attendance and the type of ID accepted are marked on that list on test day. You must retain a copy in your files for one year.

Breaks

If you are administering several sessions “back-to-back” in a continuous schedule, you should provide breaks between sessions. If you are giving only two tests, a 10-minute break is to be given. For longer continuous schedules, a break of 15 minutes after every two sessions or tests is to be given.

The time used to collect and verify materials can be used as a break if examinees simply stand and stretch in place. Be sure examinees turn their test materials face down. However, if examinees are moving around the room or going outside of the room for a break, you must collect all of the test materials before allowing examinees to leave their seats for security reasons.

Providing Test Arrangements with Standard Time Testing

You may provide test arrangements with standard time testing if **ALL** of the following conditions are met:

- The arrangements must be consistent with the examinee’s individualized education program (IEP), 504 plan, or official accommodations plan.
- The arrangements must not disrupt testing.
- The arrangements must not provide an advantage to the examinee over other examinees.
- The examinee must test with **standard time**.
- The examinee must not receive additional breaks.
- The examinee must use a regular type (10-point) test booklet.

Examples of these test arrangements include:

- Assigned seating (e.g., at the front of the room to hear verbal instructions, at a table instead of a desk)
- Testing in a quiet environment (e.g., small group or individual room)
- Wheelchair access
- Permission for the examinee to mark responses in the test booklet (The test coordinator **must** arrange to transfer the responses to the answer document after testing.)
- Enhanced lighting
- Audio amplification
- Use of irlen filters/color overlays
- Access to food, drink, and medication for examinees with medical needs. (These examinees should test separately to avoid disturbing other examinees.)
- A written copy of the verbal instructions or a sign language interpreter for the verbal instructions (See “Testing Examinees with Hearing Impairments,” page 16.)

Testing Examinees with Hearing Impairments

Examinees with hearing impairments may be able to test with standard time, but they may require the assistance of an interpreter for verbal instructions or they may need to be seated near the front of the room so that the directions can be understood.

The following arrangements for examinees with hearing impairments who can test with standard time can be made:

- Seat an examinee using an interpreter at the front of the room. The interpreter, who must not be a relative, will sign all verbal instructions. The interpreter may also translate any questions from the examinee to testing staff and sign the responses to those questions. However, the interpreter may not translate or sign the test questions or answer any test questions for the examinee.
- Assign an examinee who can lip-read to a seat with a clear view of the room supervisor. Make sure all instructions (both from this manual and any other spoken message) are given in sight of the examinee. You may prepare written notification (e.g., index cards with “Start,” “5 minutes remaining,” and “Stop” printed on them) or signal the examinee to indicate the start, 5-minutes-remaining, and stop times.

Assistance in Recording Responses

When an examinee is unable to mark responses on the ACT WorkKeys answer document, testing staff may offer one of the following types of assistance:

- The examinee may record the responses in the test booklet, with testing staff transferring responses to the answer document after time has expired. The test coordinator must arrange to transfer the responses to an answer document in the examinee’s presence after testing.
- If the examinee uses a typewriter or computer, spell check and grammar check tools must be disabled. **After test time has expired, testing staff must, in the examinee’s presence, transfer responses to the answer document for scoring.**

Testing Processes

The table on page 17 outlines the processes that will occur during a usual test administration. If you administer them on multiple days, you would collect answer documents where a break is indicated and redistribute them during the verbal instructions for the next test.

Stage	Processes
Check-in and prep	<ul style="list-style-type: none"> • Identification of examinees • Checking for prohibited items and unauthorized testing aids • Seating of examinees • Check expiration date on test booklets (see “Expiration Date and Return Policy,” page 2)
Demographics and instructions	<i>Demographics must be completed first.</i>
	<ul style="list-style-type: none"> • Answer document distribution • Answer document demographics (completed by examinees)
Testing	Multiple-Choice Tests
	<ul style="list-style-type: none"> • Verbal instructions and distribution of test booklets • Testing • Collection of test booklets • <i>BREAK</i> • Repeated for any other multiple-choice tests
After all testing	<ul style="list-style-type: none"> • Collection of answer documents and other materials provided to examinees • Completion of Irregularity Reports as necessary • Dismissal of examinees



General Accommodations Information

Introduction

In accordance with Title III of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, ACT supports the use of test accommodations for individuals with disabilities who need accommodations to access the ACT WorkKeys® tests.

Use of Accommodations

Accommodations are for examinees:

- with professionally diagnosed and documented disabilities
- who are eligible to receive test accommodations as explained on a current Individualized Education Program (IEP), Section 504 plan, or official accommodations plan

Determining and Documenting Accommodations

The test coordinator is responsible for determining and documenting use of ACT WorkKeys accommodations. See “Written Documentation” (page 20).

Examples of ACT WorkKeys Accommodations

Examples of ACT WorkKeys accommodations include:

- extended time

ACT WorkKeys-Ineligible Accommodations

If accommodations other than or in addition to ACT WorkKeys accommodations are used, the resulting scores are ineligible for an ACT National Career Readiness Certificate™ (ACT NCRC®) en Español. These ineligible scores are not reported to examinees or to the testing site.

Examples of ACT WorkKeys-Ineligible Accommodations

Examples of ACT WorkKeys-ineligible accommodations include, but are not limited to:

- translation of test items
- interpretation of test items
- use of an electronic screen reader
- use of dictionaries with word definitions
- use of manipulatives or arithmetic tables
- use of a testing aid

Reporting of Accommodations

ACT does not identify use of accommodations on score reports. However, that information is stored in the database.

ACT WorkKeys scores reported for the ACT NCRC en Español are equivalent no matter if the tests are administered using standard time or with accommodations.

Scores achieved using ACT WorkKeys accommodations are fully reportable and ACT NCRC en Español-eligible. Scores achieved using ACT WorkKeys-ineligible accommodations are not reportable and are not ACT NCRC en Español-eligible.



Available Accommodations ■

Extended Time Testing Sessions

The extended time testing options are time-and-a-half, double time, or three hours. Extended time alone may be provided, or extended time may be provided in conjunction with another accommodation.



Written Documentation

Written documentation is required when providing ACT WorkKeys accommodations. The documentation must be written by the diagnosing professional and must meet **ALL** of these guidelines:

1. **States the specific disability** as diagnosed.
2. **Is current** (no older than three years).*
3. **Describes the presenting problem(s) and developmental history**, including relevant educational and medical history.
4. **Describes the comprehensive assessments** (neuropsychological or psychoeducational evaluations), including evaluation dates used to arrive at the diagnosis:
 - For learning disabilities, must provide test results (including subtests), **with standard scores** and/or percentiles, from
 - a. an aptitude assessment using a complete, valid, and comprehensive battery,
 - b. a complete achievement battery,
 - c. an assessment of information processing, and
 - d. evidence that alternative explanations were ruled out.
 - For ADD/ADHD, must include
 - a. evidence of early impairment,
 - b. evidence of current impairment, including presenting problem and diagnostic interview,
 - c. evidence that alternative explanations were ruled out,
 - d. results from valid, standardized, age-appropriate assessments, and
 - e. number of applicable DSM-IV and DSM-5 criteria and how they impair the individual.
 - For visual, hearing, psychological, emotional, or physical disorders, must provide detailed results from complete ocular, audiologic, or other appropriate diagnostic examination.
5. **Describes the functional limitations or impairment (e.g., adverse effect on learning and academic achievement) resulting from the disability**, as supported by the test results.
6. **Describes specific recommended accommodations** and provides a rationale explaining how these specific accommodations address the functional limitations.
7. **Establishes the professional credentials of the evaluator**, including information about licensure or certification, education, and area of specialization.

The test site is responsible for acquiring, keeping confidential, and maintaining such documentation for a period of at least one year.

If you are unsure about whether or not to ask for documentation, have questions about how to code an accommodation, or have other accommodations questions, call 800.967.5539.

* In some cases, such as cases involving permanent physical disabilities, older documentation may be acceptable, while in other cases, such as when the impairment is psychological or emotional, more recent documentation may be needed in order to determine the current functional limitations that result from the diagnosed impairment.

Guidelines for Accommodated Testing

Test Booklets

When administering an accommodated exam, use *only* those test booklets shipped with your accommodated materials. **Test booklets may not be copied.**

Administration Codes

Every individual test administered with accommodations must have the corresponding administration code gridded on the answer document. The test coordinator must coordinate with room supervisors to grid these codes on the answer documents.

Test Name: Reading for Information

TEST FORM	BOOKLET NUMBER	ADMIN. CODE	
A13AA	123456	150	1 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	2 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	3 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	4 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	5 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	6 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	7 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	8 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	9 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	10 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	11 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	12 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	13 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	14 (A) (B) (C) (D) (E) (F) (G) (H)
(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	(A) (B) (C) (D) (E) (F) (G) (H)	15 (A) (B) (C) (D) (E) (F) (G) (H)

Policies for Administering Accommodated Testing

When you are administering an accommodated testing session, the following policies apply.

- **Assistance in Recording Responses:** If the examinee is giving verbal responses, the test must be administered in a separate room. If the examinee is marking responses in the test book, then testing staff must, in the examinee's presence, transfer responses to an answer document for scoring. This must be done after all tests are completed.
- **Testing with Extended Time:** All examinees testing in the same room must test with the same timing and begin each test at the same time. Examinees must sit quietly until everyone has completed each test or until stop is called—if all examinees in a room complete a test before time is called, you may begin the next test or dismiss them if it is the last test of the day. In addition, any examinees being tested with any of the administration codes may NOT test in a standard time room. If they do, the answer documents from that room will not be scored or scores will be cancelled.

Format	Timing	Admin. Code	Timing per Test (if applicable)			
			<i>Applied Mathematics</i>	<i>Applied Technology</i>	<i>Locating Information</i>	<i>Reading for Information</i>
Regular-print materials	Standard Time	400	45 min	45 min	45 min	45 min
	Time-and-a-Half	150	68 min	68 min	68 min	68 min
	Double Time	200	90 min	90 min	90 min	90 min
	Three Hours	300	3 hours	3 hours	3 hours	3 hours
Ineligible Accommodation	Standard Time	900**				
	Time-and-a-Half	910**				
	Double Time	920**				
	Three Hours	930**				

**Ineligible for ACT WorkKeys scores and the ACT NCRC en Español (see “ACT WorkKeys-Ineligible Accommodations,” page 18)



Test Day Activities

Introduction

The directions in this section are designed to help ensure a smooth administration of ACT WorkKeys. If you have problems, many of the solutions are listed in this section, but if additional information is needed, call 800.967.5539.

As noted in our policies, testing personnel must administer the tests in a nondiscriminatory manner and in accordance with all applicable laws. Slight differences in your perceived behavior can be magnified by examinees under stress.

Be sure every room supervisor has a complete administration manual in order to verify procedures for any situation that may occur.

Admitting Examinees to the Test Room

When you are ready to admit examinees to the test room, make sure you do the following:

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable per ACT requirements (see “Acceptable Identification,” page 24). Use the following table to determine your next steps:

If the ID is ...	Then ...
Not presented or not acceptable and examinee cannot be recognized by site staff	<ol style="list-style-type: none"> 1. Do not admit the examinee. 2. If examinee cannot present proper identification before test booklets have been distributed, dismiss the examinee. 3. Write “denied” on the roster beside the examinee’s name. 4. Complete an Irregularity Report.
Acceptable or examinee can be recognized by site staff	<ol style="list-style-type: none"> 1. Compare the photo on the ID to the examinee. 2. Mark on the roster the type of ID accepted using the following notations as a guide: <ul style="list-style-type: none"> P = Photo ID L = ID Letter (Notarized) R plus staff initials = Personal Recognition by Staff - = Absent (Absence must be indicated to verify an examinee was not present.) Denied = too late to admit 3. Direct the examinee to his or her seat in the test room and instruct the examinee to wait patiently until testing begins.

Important! Do not delay testing waiting for an examinee to bring identification or allow testing of late examinees.

Late Arrivals

If an examinee is personally recognized or can present acceptable ID before the test booklets have been distributed, admit the examinee.

Note: Do not admit any examinees to the test room once you have started distributing test booklets.

Absent Examinees

If an examinee was absent, mark a dash beside his or her name on the roster.

Denying Admission

If an examinee arrived too late to admit, deny admission, and write “denied” beside his or her name on the roster.

Acceptable Identification

All examinees are required to present an acceptable form of identification or be personally recognized (face-to-face) by testing staff before being admitted to the test room. (If an examinee without acceptable ID is permitted to test, the examinee must be dismissed and the answer document will not be scored—even if acceptable ID is presented later.)

- Identification issued or verified by a relative is NOT allowed.
- All identification must be original; photocopies or reproductions are NOT allowed.
- Stamped, computer generated, or reproduced signatures are NOT allowed.

Roster Notation	Type of ID	Criteria for Acceptance
P	Current Official Photo ID	<ul style="list-style-type: none"> • Current (not expired); AND • Issued by a school, employer, or city/state/federal government agency; AND • Show the examinee’s first and last names; AND • Current photo clearly recognizable as the examinee. <p><i>Signature not required. Examples: driver’s license, passport, school ID</i></p>
	Recent Published Individual Photo	<ul style="list-style-type: none"> • Must be original, not a photocopy or reproduction; AND • Published within the last two years; AND • An individual (not a group) photo, clearly recognizable as the examinee; AND • Examinee’s first and last names in the caption. <p><i>Signature not required. Examples: newspaper, school yearbook</i></p>
L	Notarized Statement with Photo	<ul style="list-style-type: none"> • Sworn statement by a notary public—who must not be a relative—identifying the examinee by name; AND • Attached, recent (within two years), recognizable photograph with the notary seal or stamp across a portion of the photo; AND • Signed by the examinee, in ink, in the presence of the notary public.
R	Staff Recognition	<ul style="list-style-type: none"> • Examinees without any ID may be admitted only if they are personally recognized, face-to-face, by a member of the staff who is not a relative of the examinee; AND • That staff member’s initials <i>must</i> be printed legibly beside the examinee’s name on the roster (Note: without staff initials, personal recognition is invalid). • If all examinees in a room were recognized by the same staff member, you may state that on the roster, indicating the name of the staff member (e.g., “all examinees in this room were recognized by _____”).

Examples of Unacceptable Identification

- Birth certificate
- ChildFind ID card
- Credit, charge, bank, or check-cashing cards, even with a photo
- Diploma
- Family portrait or graduation picture, even if the name is printed on the photo
- Fishing or hunting license
- Nonphoto ID issued by an employer
- Learner’s driving permit, temporary or replacement driver’s license, if it does not include a photo
- Organization membership card
- Passport or other photo so old that the person presenting it cannot be identified
- Personal recognition by anyone not employed by your site or not a member of test day staff

- Photo ID of parents
- Photo with examinee's name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Report card
- Social Security card
- Telephone calls to the sites to identify the examinee
- Traffic ticket, even with a physical description and signature
- Web page with photo

Prohibited Items in the Test Room

Items Prohibited from the Test Room

Examinees may not be in possession of or use cell phones or any other electronic devices at any time, including during the break. Calculators may be used during the *Applied Mathematics* test, but they must be turned off and put away when the examinee is not working on that test.

Items That May Not Be Accessed in the Test Room

Examinees must not use or access the following items at any time while in the test room:

- Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- Highlight pens, colored pens or pencils, correction fluid/tape
- Reading material
- Food and beverages (including water)
- Tobacco in any form

Examinees' personal belongings must be placed under the seats, and examinees are not permitted to access them during testing.

Directing Examinees to Seats

After an examinee has been identified and the roster marked, direct the examinee to a specific seat. **Do not allow examinees to choose their own seats.** Seating examinees alphabetically is acceptable, or you may want to direct the first examinee to the extreme left side of the room, the second examinee to the middle of the room, the third to the right side, and so on. Separate friends and relatives or examinees who arrive together.

Proctors can direct the examinees by standing beside the desks to be used or at the front of rows to be filled. If you are using tables large enough for more than one examinee, direct the first examinee to the first table, the second to the second table, and so on. After one examinee has been seated at each table, seat a second examinee at each table.

Left-Handed Examinees

You must determine who will need a left-handed writing surface if you are not using tables. Either ask examinees as they are checked into the test room if they require left-handed desks or write a statement on the board telling left-handed examinees to report to the proctors for proper seating assignments.



Administering the Tests

Test Room Starting Time

Testing may begin as soon as all examinees have been identified and seated. Testing begins when the room supervisor begins reading the verbal instructions.

Absolutely no one may be admitted to the test room after test booklets have been distributed. If this policy is violated, the answer documents for the examinees admitted late will not be scored.

General Announcements to Examinees

Before testing begins, you may wish to make announcements regarding:

- **Calculators:** Read the current list of prohibited calculators. You can find the list at www.actstudent.org.
- **Electronic devices:** Other than permitted calculators, examinees are not allowed to have or use any electronic devices in the test room or during breaks.
- **Hats:** Some hats may obstruct your view of examinees' eyes and should not be allowed because they pose a risk to the security and integrity of the tests.
- **Institutional requirements:** You may dismiss an examinee who purposefully disregards a posted regulation of your site policy and mark the front of the answer document VOID. Some sites, for example, do not allow smoking on the grounds. Explain to the examinee the reason for the dismissal and document in full on the Irregularity Report.
- **Nervous noise:** Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms that may still be testing while your room is taking a break.
- **Restrooms:** Describe the location of restrooms and drinking fountains available during the break.

Checking Calculators During *Applied Mathematics*

You must check for prohibited calculators during the *Applied Mathematics* test. Check periodically to make sure examinees did not switch calculators after the first check. If you discover an examinee using a prohibited calculator, follow the procedures in "Dismissal for Prohibited Behavior" (page 32) to dismiss the examinee and void the answer document. Document this dismissal on the Irregularity Report.

Calculators

The ACT calculator policy is designed to ensure fairness for all examinees, avoid disturbances in the testing room, and protect the security of the test materials.

- All problems on the *Applied Mathematics* test can be solved without a calculator.
- Examinees may only use a permitted calculator on the *Applied Mathematics* test.
- The calculator must be turned off and put away during all other tests.
- A current **Calculator Notice** is posted at www.actstudent.org.
 - **Each room supervisor is responsible for printing the ACT Calculator Notice.**
 - Post the printed ACT calculator notice for examinees to see (e.g., at check-in stations, test rooms, etc.).
 - This document may be read to examinees as a general announcement before testing begins.

- Examinee responsibilities:
 - Ensure any calculator brought on test day is permitted.
 - Check **www.actstudent.org** or call **800.498.6481** for a recorded message about the current ACT calculator policy.
- If a calculator has characters one inch high or larger, or a raised display, seat the examinee where no others can see the display.

Formula Sheet

A formula sheet that includes all formulas required for the *Applied Mathematics* test is provided in the *Applied Mathematics* test booklets. **These sheets should be placed inside the test booklet and collected at the end of the test.**

Test Monitoring Responsibilities

All testing staff, room supervisors, and proctors are to **remain attentive** to their testing responsibilities throughout the entire administration. Examinees must feel that the staff are doing all they can to provide an irregularity-free administration. To protect the validity of individual test scores and maintain the security of the test materials, the following must be observed:

- Walk around the room during testing to be sure examinees are working on the correct test and to discourage and detect prohibited behaviors.
- During the test, do not read, correct papers, or engage in any tasks not related to the administration of the test.
- Do not engage in conversation during the testing or allow unauthorized personnel in the test room.
- Do not leave a test room unattended at any time.
- Complete detailed documentation of any irregularities of which you are aware.

Timing the Tests

The testing times are 45 minutes per test. Additional time of 15–30 minutes is required for completing demographic information on the answer documents, and the administration of local items further extends this time. To verify the time given for each test, the Start, 5-minutes-remaining, and Stop times must be written in the appropriate place in this manual and computations checked carefully before time is called.

Announcement of Time Remaining

A verbal announcement of time remaining should be read five minutes before the end of each test. Time remaining must be a verbal announcement.

Posting Times on the Board (Optional)

You may post the start and stop times or time allowed for the test on the board, if one is available, at the start of the test.

Examinees Who Leave During a Test and Return

Examinees may go to the restroom during testing, but it is best not to announce it. Collect test booklets and answer documents from examinees who go to the restroom. Return test materials to examinees when they are readmitted. Be sure the same examinee returns after leaving. If you have doubts, recheck the identification.

Examinees who leave the test room during a timed test or return after timing has begun may not make up lost time. The absence need not be recorded on the Irregularity Report.

If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. If no proctor is available, only one examinee may leave the room at a time. **Do not leave a test room unsupervised at any time.**

Guessing

Instructions about guessing are printed in the test booklets. If examinees ask you about guessing, refer them to these instructions. **Do not comment on or add in any way to the printed directions.**

Examinee Questions about Test Items

If an examinee has a question or concern about a particular test question, instruct the examinee to “do the best you can.” Do not comment on or add in any way to the test. Avoid discussing examinee concerns during the test because this takes up testing time and may distract other examinees. After the test, include an explanation of the examinee’s question, the test name, and the Test Form Number on the Irregularity Report and return it with the answer documents to be scored. If the examinee wants a response, be sure to include the name and address to which the response should be directed.

Avoiding Common Errors in Completing Answer Documents

Room supervisors and proctors should be alert to the types of errors examinees commonly make when completing their answer documents. When reading the instructions, test personnel should emphasize the correct procedures to avoid these errors and walk around the test room to observe examinees as they complete these steps.

When completing the demographic information:

- Grid only one oval per column.
- Start with the first box and first column of ovals in the block.
- Grid name and address in addition to writing them in the spaces.

When completing each test section:

- Grid the appropriate Test Form Number in addition to writing the number in the boxes and the name in the space provided.
- Emphasize that examinees must mark their responses on the answer document, not in the test booklet. No additional time will be allowed for transferring answers marked in test booklets unless an accommodation is used.

Note: It is **very important** that all testing personnel be familiar with the instructions on completing the personal demographic information, **Test Form Numbers**, and **Booklet Numbers** on the answer documents. The Test Form Numbers indicate which answer key ACT will use in scoring the test. Therefore, **if a Test Form Number is not entered correctly or an expired test booklet was used, ACT cannot score the answer document.**



Irregularities

Irregularity Report

Complete an Irregularity Report (page A-3) for each room in which an individual or group irregularity is observed, and return it with your answer documents. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of examinees who were dismissed from or who left the test site without completing the tests. If there are no irregularities in any rooms at your test site, it is not necessary to return a report.

Group Irregularities

Overview

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If this occurs, follow the instructions below and call ACT as soon as possible. Carefully note the amount of testing time elapsed, and remember to safeguard the security of the test materials at all times.

Disturbances and Distractions

If a disturbance or distraction occurs that affects examinees' concentration and it cannot be stopped, or the examinees cannot be moved to a quieter location, immediately call ACT. Do not dismiss examinees until you have received instructions. If you do not have a proctor to assist you, stop the test and collect the tests and answer documents before leaving the room to call ACT.

Report all disturbances and distractions, however minor (including examinee illness), on the Irregularity Report.

Emergency Evacuation

In the event of an emergency evacuation, your first concern must be for the safety of your examinees and your testing staff. If an emergency occurs, note the testing time that has elapsed and—if time permits—have examinees close their test booklets and place their answer documents inside them.

Collect the test materials only if time permits. Instruct the examinees and staff to leave the building. If it is safe to do so, lock the test room. Call ACT as soon as you can safely reach a telephone.

Inclement Weather

If bad weather causes sites to close or testing to be terminated, call ACT for instructions.

Missing or Stolen Test Materials

Missing or stolen tests are the most serious irregularity that can occur at a test site, excluding those affecting the health or safety of your examinees or staff.

If—at any time—you cannot account for tests, you must **immediately** call ACT at 800.967.5539. We will advise you regarding what actions you must take.

Mistiming

Tests that are mistimed constitute a serious irregularity that is difficult to resolve. **mistimings can be prevented by careful supervision.** Scores cannot be adjusted to compensate for a mistiming.

If a mistiming does occur, allow examinees to make up a shortage before dismissal. If a shortage on a previous test is discovered after examinees have begun work on their next test, do not interrupt their work. Wait until that test has been completed, then make up the additional time on the previous test. Document the problem and its resolution on the Irregularity Report (page A-3).

If more than the required time is given on a test, the answer document for those tests **must** be voided. Include an explanation of the mistiming, the test name, and the Test Form Number on the Irregularity Report and return it with the voided answer documents.

Power Failure

If a power failure occurs and examinees cannot be moved to another location with adequate heat, ventilation, light, and examinee spacing, collect the tests and answer documents, then call ACT for instructions.

Individual Irregularities

Overview

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). Follow the directions for each type of individual irregularity as described below.

Note: Any time you observe behavior that requires dismissal and voiding of an answer document, **be sure you inform the examinee that the answer document will not be scored and the reasons for your action.** Each instance must also be documented on the Irregularity Report.

Defective Test Materials

Replace defective tests or answer documents as quickly as possible so the examinee does not lose time.

- Be sure the replacement test booklet is the **same test form** as the defective test booklet.
- Print “Defective Material Void” on the cover of the test booklet or across the front of the answer document and attach it to the Irregularity Report. Explain the circumstances on the Irregularity Report.
- If an answer document is defective, the examinee must transfer, under your supervision, all information exactly as originally noted to a new one **after the timed portion of the testing is completed.** Explain the circumstances on the Irregularity Report and attach the defective answer document.
- Call ACT for further directions if you do not have sufficient materials to replace those that are defective.

Duplicating Test Materials

Testing personnel and examinees are not permitted to duplicate or record any part of the ACT WorkKeys tests by copying, taking notes, photographing, scanning, or using any other means. All answer documents and tests must be returned to test site personnel. No portion of these materials may be retained by examinees.

If you observe an examinee using photographic, scanning, or recording devices during the test or removing pages from a test booklet, follow the procedures in “Dismissal for Prohibited Behavior” (page 32) or “Refusal to Turn In Test Materials” (page 33).

In all cases, examinees observed using photographic, scanning, or recording devices, or observed removing pages from a test booklet, are to be dismissed, the device confiscated or cleared, and the answer document marked VOID ALL TESTS. Inform the examinee that the answer document will not be scored and include all necessary information on the Irregularity Report. Call ACT (during the test, if possible) to determine if any additional action is required.

Failure to Follow Directions

Only answers marked properly on the answer document during the time allowed for the test can be scored.

Unauthorized Marking of Responses in the Test Booklet Instead of on Answer Document

Unless the examinee has been approved to mark in the test booklet, only responses marked on the answer document during the time allowed for the test will be scored. If an examinee, without authorization, has mistakenly marked responses in the test booklet and has not transferred them to the answer document, follow these instructions:

1. If time remains on the current test, instruct the examinee to immediately transfer responses for the current test from the test booklet to the answer document. If time has been called on that test, no answers may be transferred.
2. The examinee may then continue testing by marking answers only on the answer document.
3. Only responses marked on the answer document during the time allowed for a particular test will be scored. Therefore, do NOT allow examinee to transfer responses from tests for which time has already been called, and do NOT allow the examinee to transfer responses during the break or after testing.
4. Document the situation on the Irregularity Report.

ACT will not transfer responses from the test booklet to an answer document. The answer document will be scored as received.

Examinees Who Become Ill

If an examinee becomes ill, dismiss the examinee from the test room and mark the test section VOID. If you wish to receive a score report for the tests the examinee completed, send the answer document with your other completed answer documents. If the entire answer document should not be scored, write VOID ALL TESTS (see “Voiding Answer Documents,” page 33) in red across the answer document and attach the voided answer document to a completed Irregularity Report.

Irrational Behavior

If an examinee acts in an irrational or violent manner, proceed as follows:

- Try to prevent other examinees from being interrupted, affected, or involved.
- Collect and retain the examinee’s test materials without physical force.
- Dismiss the examinee from the test room as quietly as possible, without physical force or contact.
- If necessary, call security or police to protect staff and other examinees’ safety.
- Inform the examinee that the answer document will not be scored.
- Give a detailed explanation on the Irregularity Report, mark the answer document VOID ALL TESTS, and attach the examinee’s test materials to the report.

Prohibited Behavior

If an examinee is engaging in prohibited behavior, proceed in a way that does not cause unnecessary further disturbance. Some disturbance may be inevitable. Treat the offender reasonably and firmly. Follow the procedures in Dismissal for Prohibited Behavior (below) exactly and continue testing.

Prohibited behaviors include:

- Filling in or altering ovals on a test or continuing to work after time has been called.
- Having or using any electronic device during testing or during break(s).
- Looking at another examinee's test booklet or answer document.
- Giving or receiving assistance.
- Using a prohibited calculator.
- Using a calculator on any test other than the *Applied Mathematics* test.
- Sharing a calculator with another examinee.
- Sharing or exchanging information about the test by any means during the tests or during break(s).
- Using any device at any time during testing or during break other than an approved calculator, an approved accommodation device, or an assistive device that does not require approval, such as a hearing aid.
- Attempting to remove test materials, including test questions or answers, from the test room by any means.
- Using highlight pens, colored pens or pencils, scratch paper, notes, dictionaries, or any unapproved testing aids.
- Not following instructions or abiding by the rules of the test site.
- Exhibiting confrontational, threatening, or unruly behavior.
- Creating a disturbance or allowing an alarm to sound in the test room.

If you **suspect** an examinee is engaged in prohibited behavior, discreetly warn the examinee that these activities are prohibited and continue close observation. To discourage looking at someone else's answer document, or giving or receiving assistance, move the examinee to another seat.

Have a colleague verify your observation if possible. However, if you are certain an examinee is engaging in prohibited behavior and are supervising a room without assistance, dismiss the examinee based upon your own observation. The test coordinator does not have to be called to the room to verify the activity.

You do not need to observe prohibited behavior if you are certain it occurred. For example, if you are certain that five ovals left unfilled at the end of a test section were filled in after time was called, you may dismiss the examinee. **You must inform the examinee that the answer document will not be scored.**

Dismissal for Prohibited Behavior

If you dismiss an examinee for prohibited behavior, follow these procedures exactly:

1. Take action immediately without creating a disturbance. If you cannot, wait until the end of the current timed test.
2. Collect the answer document and test booklet.
3. If you believe an electronic device was used to store or exchange information, or to make an image of the test, collect the device from the examinee and call ACT immediately. ACT will determine if the device is to be retained and sent to ACT or returned to the examinee. Do not return the device to the examinee without ACT's approval.

4. Tell the examinee privately:
 - a. You observed or are certain of the prohibited behavior.
 - b. He/she is being dismissed because of the behavior.
 - c. The answer document will be marked VOID ALL TESTS and will not be scored.
5. Write VOID ALL TESTS on page 1 of the answer document. Do so in the examinee's presence, if possible.
6. Complete a detailed Irregularity Report that includes:
 - a. The time of the incident and the name(s) of the examinee(s).
 - b. The number of ovals the examinee(s) had filled in at the time of the incident, if relevant.
 - c. The test room and seating location(s) of the examinee(s).
 - d. The details of what you observed.
 - e. The statements you and the examinee(s) made.
 - f. The name(s) of the staff who observed or were certain of the irregularity.
7. Attach the voided answer document to the Irregularity Report and return it with the other documentation for this test date. (Return the test booklet with other used test booklets.)

Voiding Answer Documents

Do not void an answer document for any other reason (for example, if an examinee finishes early, does not return after break, does not take testing seriously but is not disturbing others or engaging in prohibited behavior). Report and document the reason for voiding all answer documents on the Irregularity Report. No portion of the answer document will be scored after it is marked VOID ALL TESTS.

Mark an answer document VOID ALL TESTS and attach it to the Irregularity Report for the following reasons:

- An examinee has been dismissed for prohibited behavior **and has been told the answer document will not be scored.**
- An answer document is defective.

Examinees may not request that their answer document not be scored.

Refusal to Turn In Test Materials

Examinees must return all test materials before leaving the test room. If an examinee refuses to turn in a test booklet, warn the examinee that the police will be contacted and this action may result in fines and imprisonment. Call ACT immediately and describe the situation in detail, including the examinee's name and Test Booklet Number. Do not place yourself in a position of physical danger, and do not leave other test materials or examinees unattended.

Verbal **Instructions** for Completing Demographics on Answer Document

Instructions for This Section

The ACT WorkKeys tests must always be administered under supervised, timed, secure, standardized testing conditions. No test room may be left unattended by testing personnel at any time, even if only one examinee is testing. To ensure security of test materials, distribute answer documents and test booklets only when directed by the Verbal Instructions, **not** prior to the arrival of examinees.

Follow these instructions:

- Practice reading these instructions before test day.
- On test day, read aloud all the instructions in the shaded boxes.
- Read them loudly and clearly, exactly as written. **Do not depart from this text.** (Text in parentheses is for your information only and is not to be read aloud.)
- Pause after each series of dots (...) and **look up at the examinees to be sure they are following instructions.** Wait for everyone to finish before proceeding.

Completing Demographics on the Answer Document

1. When everyone is seated and you have everyone's attention, say:

Please clear your desks of everything except your pencils. The answer documents will be distributed. Do not mark on the answer document until you are told to do so....

2. Distribute the answer documents and continue:

The information that you provide when you fill out your answer document will be used to prepare all reports. Follow my instructions carefully.

Your answer document will be scanned by a computer. It is essential to follow directions and to accurately grid the information to ensure that the responses recorded for you are the ones you intend.

Use only a soft-lead No. 2 pencil. Do not use a fountain pen, ballpoint pen, mechanical pencil, or colored pencil. If you do not have a No. 2 pencil, please raise your hand... (*Distribute pencils to those who need them.*) Make all marks heavy and dark. Fill in each oval completely, without extending your marks outside the lines. Do not make any marks anywhere on your answer document except as directed. Erase all extraneous marks carefully and completely. Turn your answer document so that page 1 faces you.

There are five match criteria used to match examinee records to create a transcript of scores or to create an ACT National Career Readiness Certificate en Espanol. The five match criteria are:

- First Name
- Last Name
- Month of Birth
- Day of Birth
- ID Number

Remember what these are and always use the same five match criteria when taking an ACT WorkKeys test.

Additionally, if you are taking these tests to receive the ACT National Career Readiness Certificate en Espanol. Your name will be printed on the certificate exactly as you print it on page 1. Names on certificates are all capital letters and do not include hyphens. It is best not to put spaces in the last name as they tend to look out of place on the certificate.

In block **1**, print the name of the site [**announce the name**], city, state, and ZIP code....

In block **2**, print your name in the boxes labeled "Name." Begin in the first box and enter your last name. Then, enter your first name where indicated and finally, enter your middle initial where indicated....

Now, fill in the corresponding oval beneath each letter and the blank oval beneath each empty box....

Look at block **3**. Beginning in the first box, enter your ID number and fill in the corresponding oval in each column. (*ACT will assign an ID number if an examinee does not provide one, but ACT will not be able to provide a certificate based on the ACT-assigned ID number.*)

In block **4**, fill in the oval for the month in which you were born. Write the day and year of your birth in the appropriate boxes and fill in the corresponding ovals. Be sure to fill in the leading zeros if necessary....

Fill in the appropriate oval in block **5**....

In block **6**, fill in the ovals that best describe your racial or ethnic group as generally recognized by your family and friends. Be sure to answer both questions....

Now, look at block **7**. Fill in the one oval that best describes your current or highest level of education....

In block **8**, fill in the oval that best describes your program of study during high school....

Look at block **9**. Fill in the oval that best describes your current level of education and training status....

In block **10**, fill in the ovals that describe any other education or training you are currently attending. Be sure to mark all the situations that apply to you....

Fill in the appropriate oval in block **11**.

When you are finished, look up at me....

3. When you have everyone’s attention, continue:

Turn your answer document to page 2. In block **12**, print the house number and street of your mailing address.... Include your apartment number if you have one. If you use a post office box, print “PO Box” and your number. If you have a rural route number, print “RR” and your number. If you also have a box number, print “Box” and your number after your rural route number....

Now, fill in the corresponding oval beneath each letter or number and the blank oval beneath each empty box....

In block **13**, print the name of the city or town you use in your mailing address. Do not enter your state in this block. Fill in the corresponding oval beneath each letter and the blank oval beneath each empty box....

The examinees will need their state code number for block 14. See the table below to find the correct code for each state. Write the appropriate state code(s) on the board while examinees complete block 13.

State Codes

Alabama 01	Kentucky 18	North Dakota 35
Alaska 02	Louisiana 19	Ohio 36
Arizona 03	Maine 20	Oklahoma 37
Arkansas 04	Maryland 21	Oregon 38
California 05	Massachusetts 22	Pennsylvania 39
Colorado 06	Michigan 23	Rhode Island 40
Connecticut 07	Minnesota 24	South Carolina 41
Delaware 08	Mississippi 25	South Dakota 42
D.C. 09	Missouri 26	Tennessee 43
Florida 10	Montana 27	Texas 44
Georgia 11	Nebraska 28	Utah 45
Hawaii 12	Nevada 29	Vermont 46
Idaho 13	New Hampshire 30	Virginia 47
Illinois 14	New Jersey 31	Washington 48
Indiana 15	New Mexico 32	West Virginia 49
Iowa 16	New York 33	Wisconsin 50
Kansas 17	North Carolina 34	Wyoming 51

4. When it appears that all examinees have finished block 13, say:

In block **14**, enter the state code of (announce the number). Fill in the corresponding oval in each column....

In block **15**, enter your ZIP code and fill in the corresponding oval in each column. Enter all nine digits if you know them....

Read the question and fill in the appropriate oval in blocks **16, 17, 18, 19, and 20**. When you are finished, look up at me....

The examinees will need their permanent county of residence code for block 21. Refer to the *United States and US Territories County FIPS* [Federal Information Processing Standards] *Codes Manual* received in the material shipment.

Write the appropriate county of residence code(s) on the board while examinees complete blocks 16–20.

In block **21**, enter the five-digit code for your permanent county of residence. The county of residence is where you have your permanent home. If you are a college student living in on- or off-campus housing, active duty military personnel currently deployed or living outside of the country, a seasonal worker in temporary housing, an inmate, or are in any other similar housing situation, select your county of residence as the county where your permanent—not temporary—home is located. If your county of residence is not on the board, please raise your hand and I will list your county code. Fill in the corresponding oval in each column....

In block **22**, choose only **one** option that best describes your current situation. If more than one applies, please select the **one** best answer to describe your current status. Fill in the corresponding oval....

Leave blocks **23** and **24** blank.

Leave block **25** blank at this time. We will go back to block 25 later.

Leave block **26** blank at this time.

5. If your site IS using Local Items...	If your site is NOT using Local Items...
Distribute the local item questions now and say:	Go to step 6.

Return to block **26**. In this block, respond to the questions just distributed. When you are finished, put your pencils down and look up at me....

6. If you are ready to begin testing...	If NO testing will take place at this time...
Go to “Verbal Instructions for Administering Assessments” (page 39).	Go to step 7.

7. Say:

We will now collect your answer documents. There should be no talking.

8. Collect and count the answer documents individually from each examinee.

- Do not dismiss examinees until you have verified that you collected an answer document for each examinee.
- Make certain that examinees do not have access to the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the answer documents after they have been returned to the proctor or room supervisor.

9. After the answer documents have been collected and counted, say:

Thank you for your cooperation. This is the end of this session.

10. Return the assessment materials to secure storage until they are needed for the next testing session. Be sure to maintain security of the assessment materials until they are prepared for return to ACT.

When you are ready to test, go to “Verbal Instructions for Handing Out Answer Documents” (page 38).



Verbal **Instructions** for Handing Out Answer Documents

Make certain that all examinees are seated in the **same seats** as the previous session when they filled out their answer documents. It is **very important** that each examinee uses the answer document he or she used for the previous testing session.

1. Say:

Please clear your desks of everything except your pencils. The answer documents will now be distributed. Do not mark on them until I give you instructions.

Distribute the answer documents in the same order as they were picked up from the previous testing session.

2. After the examinees have received the answer documents, say:

Do you have your own answer document? Look at the name. Make certain it is yours. Raise your hand if you do not have your own answer document....

Make certain all the examinees have their own answer documents.

Continue with “Verbal Instructions for Administering Assessments” (page 39).



Verbal Instructions for Administering Assessments

Recommendation

ACT recommends that you begin each test session with the following statement:

If you are feeling ill or have circumstances that may affect your performance on the ACT WorkKeys tests, or if you need a special accommodation that you do not have, raise your hand and please come forward now....

If any examinee comes forward, it is your responsibility to determine if the examinee should proceed with testing at this time.

General Verbal Instructions

1. Read the following:

Eating, drinking, and the use of tobacco or reading materials are not permitted in the test room. You may not have a timer, cell phone, media player, or electronic device of any kind in the test room other than a permitted calculator, and you may not use them during break(s). If we find that you have brought a timer, cell phone, media player, or any other electronic device into the test room or if you have or use one during break(s), you will be dismissed, and your answer document will not be scored. If you brought a calculator, put it away now; you may use it only during the *Applied Mathematics* test. Word-to-word foreign language glossaries are permitted for those whose first language is other than English.

Please listen carefully to the following instructions. The use of scratch paper is not permitted. If you need to do any figuring or scratch work, write in your test booklet.

Mark only one response to each question. You will receive credit only for responses properly marked on your answer document during the time allowed for a specific test.

I will walk around the room during testing. If you have a question or need another pencil, raise your hand. Do not look around.

If you are wearing a watch with an alarm, you must be sure it is turned off now. If your alarm sounds in the test room, you will be dismissed and your answer document will not be scored....

2. Then say:

I will keep the official time for this examination. I will announce when five minutes remain on this test to serve as a warning before time is called. It is to your advantage to answer every question. Are there any questions?...

3. If there are no questions, continue by saying:

The following behaviors are prohibited. You will be dismissed and your answer document will not be scored if you are found:

- in possession of or using any electronic device other than an approved calculator during testing or during breaks

- looking at another examinee’s test booklet or answer document
- giving or receiving assistance
- using a prohibited calculator
- using any device to share or exchange information at any time during testing or during breaks
- sharing a calculator with another examinee
- using a calculator on any test other than the *Applied Mathematics test*
- using any device at any time during testing or during break other than an approved calculator, an approved accommodation device, or an assistive device that does not require approval, such as a hearing aid
- attempting to remove test materials, including test questions or answers, from the test room by any means
- using highlight pens, colored pens or pencils, scratch paper, notes, dictionaries, or other aids
- not following instructions or abiding by the rules of the test site
- exhibiting confrontational, threatening, or unruly behavior
- creating a disturbance
- filling in or altering ovals on a test after time has been called. Filling in ovals on a previous test during a later test or filling in ovals even with the test booklet closed is prohibited. If I notice that a test has not been completed and later notice that it has been, I will dismiss you and your answer document will not be scored.

Remember to keep your answer document flat on your desk and placed so that others cannot see it.

4. Then say:

Please pay attention to the announcement of five minutes remaining on this test. When I call time and tell you to stop at the end of a test, put your pencil down immediately and look up. If you finish before I call time, recheck your work, place your answer document inside your test booklet, and close the cover. You may not read or engage in any other activity that could distract others still testing. From this time on, there must be no talking. Listen carefully to these instructions....

5. Go to the page for the first test that you will be administering:

Verbal Instructions			
<i>Reading for Information test</i>	Page 41	<i>Locating Information test</i>	Page 47
<i>Applied Mathematics test</i>	Page 44	<i>Applied Technology test</i>	Page 50

Verbal Instructions for Administering Reading for Information (Evaluación de Comprensión de Lectura)

Before You Begin

Prior to handing out the *Reading for Information* test booklets, check the **expiration date** on the front cover. If a test booklet has expired, it cannot be used for testing. Do NOT distribute the expired test booklets.

Verbal Instructions

1. Say:

I will now distribute the *Reading for Information* test booklets. Do not break the seal or open it until I tell you to do so. There should be no talking.

2. Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of test booklets distributed.**

3. If this is NOT the first test of the day...	If this IS the first test of the day...
Go to step 6.	Continue below and say:

Your test booklets include Terms and Conditions on the back cover.

Turn your test booklet so the back cover faces up. Read the Terms and Conditions silently. Then, look up at me....

4. When all examinees have read the Terms and Conditions, say:

Your answer documents have an Examinee Agreement that requires a signature on page 2, in block **25**. If you have not already done so, silently read the Examinee Agreement and then sign and date the Examinee Agreement. If you do not sign and date the Examinee Agreement, your answer document may be voided and you may not receive your scores....

5. Walk around the room to be sure all examinees have signed the Examinee Agreement.

6. Then say:

Now, turn your test booklet so the front cover faces up. Look at your answer document and go to the first unused section on page 3. If you have used all the sections on page 3, go to the first unused section on page 4. In that section, write "Reading for Information" in the space provided for the Test Name.

A Test Form Number is printed in the upper-right corner of the cover of your test booklet. Print that number in the boxes for the Test Form Number in this section. Then fill in the corresponding oval in each column....

A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Test Booklet Number in this section. Fill in the corresponding oval in each column....

Leave the Admin Code column blank.

7. Walk around the room to be sure examinees are entering the Test Form Number and Booklet Number correctly on their answer documents.

8. Then say:

Break the seal of your test booklet now. Open the cover and read the directions silently. Then, look up at me. **DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO....**

9. Set your stopwatch or interval timers to **exactly 45 minutes** and say:

We are now ready to begin the test. *You will have 45 minutes to work on this test.*

Do not mark beyond item 30. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work. Go to the next page and begin working....

10. Begin timing.

- ▶ As you begin testing, enter the *actual* time of day you announce START below (e.g., 8:43), then calculate the projected STOP time and the time for the verbal announcement of five minutes remaining (subtract five minutes from the STOP time). Before you announce five minutes remaining and before you call STOP, check your timepieces carefully against the time you have written down and **verify it with the proctor**, if one is in the room.

Reading for Information **45 Minutes**

—————
START

—————
5 minutes remaining

—————
STOP

Reminder: You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. **DO NOT** post the time remaining.

11. When your watch or timer indicates **exactly 40 minutes** have passed, and you have checked the time, say:

There are five minutes left.

12. When your watch or timer indicates **exactly 45 minutes** have passed, and you have checked the time, say:

Stop. Put down your pencils, close your test booklets, and look up....

13. When you have everyone's attention, say:

We will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

14. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.

15.	If you are testing in a continuous session...	If you are ending your testing session...
	Go directly to the verbal instructions for the test you plan to administer next.	Go to step 16.
Verbal Instructions		
	<i>Applied Mathematics</i> test	Page 44
	<i>Locating Information</i> test	Page 47
	<i>Applied Technology</i> test	Page 50

16. Now say:

We will now collect your answer documents. Please remain quietly in your seats.

17. Collect and count the answer documents **individually** from each examinee. Turn all the answer documents one way and make certain you have a signed answer document for each examinee.

- Do not dismiss examinees until you have verified that you collected all the test booklets you distributed and that you have an answer document for each examinee.
- Make certain that examinees cannot access the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been returned to the proctor or room supervisor.

18. After the test booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today's testing.

19. Return the assessment materials to secure storage until they are needed for the next testing session. The assessment materials must remain secure until they are returned to ACT.

When you are ready to test again, go to “Verbal Instructions for Handing Out Answer Documents,” (page 38).

Verbal Instructions for Administering *Applied Mathematics* (Evaluación de Matemáticas Aplicadas)

Before You Begin

Prior to handing out the *Applied Mathematics* test booklets, check the **expiration date** on the front cover. If a test booklet has expired, it cannot be used for testing. Do NOT distribute the expired test booklets.

Verbal Instructions

1. Say:

You may place your calculator on your desk. I will now distribute the *Applied Mathematics* test booklets. Do not break the seal or open it until I tell you to do so. There should be no talking.

2. Hand each examinee a booklet individually. Do not pass them back or across aisles
Keep an exact count of the number of test booklets distributed.

3. **If this is NOT the first test of the day..**

If this IS the first test of the day..

Go to step 6.

Continue below and say:

Your test booklets include Terms and Conditions on the back cover.

Turn your test booklet so the back cover faces up. Read the Terms and Conditions silently. Then, look up at me....

4. When all examinees have read the Terms and Conditions, say:

Your answer documents have an Examinee Agreement that requires a signature on page 2, in block 25. If you have not already done so, silently read the Examinee Agreement and then sign and date the Examinee Agreement. If you do not sign and date the Examinee Agreement, your answer document may be voided and you may not receive your scores....

5. Walk around the room to be sure all examinees have signed the Examinee Agreement.

6. Then say:

Now, turn your test booklet so the front cover faces up. Look at your answer document and go to the first unused section on page 3. If you have used all the sections on page 3, go to the first unused section on page 4. In that section, write "*Applied Mathematics*" in the space provided for the Test Name.

A Test Form Number is printed in the upper-right corner of the cover of your test booklet. Print that number in the boxes for the Test Form Number in this section. Then fill in the corresponding oval in each column....

A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column....

Leave the Admin Code column blank.

7. Walk around the room to be sure examinees are entering the Test Form Number and Booklet Number correctly on their answer documents.

8. Then say:

Break the seal of your test booklet now. Open the cover and read the directions silently. Then, look up at me. **DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO....**

9. Set your stopwatch or interval timers to **exactly 45 minutes** and say:

We are now ready to begin the test. *You will have 45 minutes to work on this test.*

Do not mark beyond item 30. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work. Go to the next page and begin working....

10. Begin timing.

- ▶ As you begin testing, enter the *actual* time of day you announce START below (e.g., 8:43), then calculate the projected STOP time and the time for the verbal announcement of five minutes remaining (subtract five minutes from the STOP time). Before you announce five minutes remaining and before you call STOP, check your timepieces carefully against the time you have written down and **verify it with the proctor**, if one is in the room.

Applied Mathematics

45 Minutes

—————
START

—————
5 minutes remaining

—————
STOP

Reminder: You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. **DO NOT** post the time remaining.

11. When your watch or timer indicates **exactly 40 minutes** have passed, and you have checked the time, say:

There are five minutes left.

12. When your watch or timer indicates **exactly 45 minutes** have passed, and you have checked the time, say:

Stop. Put down your pencils, close your test booklets, and look up....

13. When you have everyone's attention, say:

If you tore your formula sheet from the front of your test booklet, please place it inside your booklet. We will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

14. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed. Make sure all formula sheets are returned in the test booklets.

15. Then say:

Place your calculator under your desk.

<p>16. If you are testing in a continuous session...</p> <p>Go directly to the verbal instructions for the test you plan to administer next.</p>	<p>If you are ending your testing session...</p> <p>Go to step 17.</p>
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Verbal Instructions	
<i>Reading for Information</i> test	Page 41
<i>Locating Information</i> test	Page 47
<i>Applied Technology</i> test	Page 50

17. Now say:

We will now collect your answer documents. Please remain quietly in your seats.

18. Collect and count the answer documents **individually** from each examinee. Turn all the answer documents one way and make certain you have a signed answer document for each examinee.

- Do not dismiss examinees until you have verified that you collected all the test booklets you distributed and that you have an answer document for each examinee.
- Make certain that examinees cannot access the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been returned to the proctor or room supervisor.

19. After the test booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today's testing.

20. Return the assessment materials to secure storage until they are needed for the next testing session. The assessment materials must remain secure until they are returned to ACT.

When you are ready to test again, go to “Verbal Instructions for Handing Out Answer Documents” (page 38).

Verbal Instructions for Administering *Locating Information* (*Evaluación de Localización de Información*)

Before You Begin

Prior to handing out the *Locating Information* test booklets, check the **expiration date** on the front cover. If a test booklet has expired, it cannot be used for testing. Do NOT distribute the expired test booklets.

Verbal Instructions

1. Say:

I will now distribute the *Locating Information* test booklets. Do not break the seal or open it until I tell you to do so. There should be no talking.

2. Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of test booklets distributed.**

3. If this is NOT the first test of the day...	If this IS the first test of the day...
Go to step 6.	Continue below and say:

Your test booklets include Terms and Conditions on the back cover.

Turn your test booklet so the back cover faces up. Read the Terms and Conditions silently. Then, look up at me....

4. When all examinees have read the Terms and Conditions, say:

Your answer documents have an Examinee Agreement that requires a signature on page 2, in block 25. If you have not already done so, silently read the Examinee Agreement and then sign and date the Examinee Agreement. If you do not sign and date the Examinee Agreement, your answer document may be voided and you may not receive your scores....

5. Walk around the room to be sure all examinees have signed the Examinee Agreement.

6. Then say:

Now, turn your test booklet so the front cover faces up. Look at your answer document and go to the first unused section on page 3. If you have used all the sections on page 3, go to the first unused section on page 4. In that section, write "*Locating Information*" in the space provided for the Test Name.

A Test Form Number is printed in the upper-right corner of the cover of your test booklet. Print that number in the boxes for the Test Form Number in this section. Then fill in the corresponding oval in each column....

A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column....

Leave the Admin Code column blank.

7. Walk around the room to be sure examinees are entering the Test Form Number and Booklet Number correctly on their answer documents.
8. Then say:

Break the seal of your test booklet now. Open the cover and read the directions silently. Then, look up at me. **DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO....**

9. Set your stopwatch or interval timers to **exactly 45 minutes** and say:

We are now ready to begin the test. *You will have 45 minutes to work on this test.*

Do not mark beyond item 32. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work. Go to the next page and begin working....

10. Begin timing.

- ▶ As you begin testing, enter the *actual* time of day you announce **START** below (e.g., 8:43), then calculate the projected **STOP** time and the time for the verbal announcement of five minutes remaining (subtract five minutes from the **STOP** time). Before you announce five minutes remaining and before you call **STOP**, check your timepieces carefully against the time you have written down and **verify it with the proctor**, if one is in the room.

Locating Information

45 Minutes

START

5 minutes remaining

STOP

Reminder: You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. **DO NOT** post the time remaining.

11. When your watch or timer indicates **exactly 40 minutes** have passed, and you have checked the time, say:

There are five minutes left.

12. When your watch or timer indicates **exactly 45 minutes** have passed, and you have checked the time, say:

Stop. Put down your pencils, close your test booklets, and look up....

13. When you have everyone's attention, say:

We will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.

14. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.

15.	If you are testing in a continuous session...	If you are ending your testing session...
	Go directly to the verbal instructions for the test you plan to administer next.	Go to step 16.
Verbal Instructions		
	<i>Reading for Information test</i>	Page 41
	<i>Applied Mathematics test</i>	Page 44
	<i>Applied Technology test</i>	Page 50

16. Now say:

We will now collect your answer documents. Please remain quietly in your seats.

17. Collect and count the answer documents **individually** from each examinee. Turn all the answer documents one way and make certain you have a signed answer document for each examinee.

- Do not dismiss examinees until you have verified that you collected all the test booklets you distributed and that you have an answer document for each examinee.
- Make certain that examinees do not have access to the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been returned to the proctor or room supervisor.

18. After the test booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today's testing.

19. Return the assessment materials to secure storage until they are needed for the next testing session. The assessment materials must remain secure until they are returned to ACT.

When you are ready to test again, go to “Verbal Instructions for Handing Out Answer Documents” (page 38).

Verbal Instructions for Administering *Applied Technology* (Evaluación de la tecnología Aplicadas)

Before you Begin

Prior to handing out the *Applied Technology* test booklets, check the **expiration date** on the front cover. If a test booklet has expired, it cannot be used for testing. Do NOT distribute the expired test booklets.

Verbal Instructions

1. Say:

I will now distribute the *Applied Technology* test booklets. Do not break the seal or open it until I tell you to do so. There should be no talking.

2. Hand each examinee a booklet individually. Do not pass them back or across aisles. **Keep an exact count of the number of test booklets distributed.**

3. If this is NOT the first test of the day...	If this IS the first test of the day...
Go to step 6.	Continue below and say:

Your test booklets include Terms and Conditions on the back cover.
Turn your test booklet so the back cover faces up. Read the Terms and Conditions silently. Then, look up at me....

4. When all examinees have read the Terms and Conditions, say:

Your answer documents have an Examinee Agreement that requires a signature on page 2, in block 25. If you have not already done so, silently read the Examinee Agreement and then sign and date the Examinee Agreement. If you do not sign and date the Examinee Agreement, your answer document may be voided and you may not receive your scores....

5. Walk around the room to be sure all examinees have signed the Examinee Agreement.

6. Then say:

Now, turn your test booklet so the front cover faces up. Look at your answer document and go to the first unused section on page 3. If you have used all the sections on page 3, go to the first unused section on page 4. In that section, write "*Applied Technology*" in the space provided for the Test Name.

A Test Form Number is printed in the upper-right corner of the cover of your test booklet. Print that number in the boxes for the Test Form Number in this section. Then fill in the corresponding oval in each column....

A seven-digit number is printed in the upper-left corner of your test booklet. This is your Test Booklet Number. Print the seven-digit number in the boxes for the Booklet Number in this section. Fill in the corresponding oval in each column....

Leave the Admin Code column blank.

7. Walk around the room to be sure examinees are entering the Test Form Number and Booklet Number correctly on their answer documents.
8. Then say:

Break the seal of your test booklet now. Open the cover and read the directions silently. Then, look up at me. **DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO...**
9. Set your stopwatch or interval timers to **exactly 45 minutes** and say:

We are now ready to begin the test. *You will have 45 minutes to work on this test.*

Do not mark beyond item 32. Leave the rest of the spaces on the answer document blank. I will announce when you have five minutes left to work. Go to the next page and begin working....
10. Begin timing.
 - ▶ As you begin testing, enter the *actual* time of day you announce START below (e.g., 8:43), then calculate the projected STOP time and the time for the verbal announcement of five minutes remaining (subtract five minutes from the STOP time). Before you announce five minutes remaining and before you call STOP, check your timepieces carefully against the time you have written down and **verify it with the proctor**, if one is in the room.

Applied Technology

45 Minutes

START

5 minutes remaining

STOP

Reminder: You may post the Start and Stop times on the board; check your calculations carefully before you do so. You will read an announcement when five minutes remain on each test. Do not disturb examinees during the test session with additional oral or written announcements of time remaining. **DO NOT** post the time remaining.

11. When your watch or timer indicates **exactly 40 minutes** have passed, and you have checked the time, say:

There are five minutes left.
12. When your watch or timer indicates **exactly 45 minutes** have passed, and you have checked the time, say:

Stop. Put down your pencils, close your test booklets, and look up....
13. When you have everyone's attention, say:

We will now collect your test booklets. Do not put your answer document in your test booklet. Please remain quietly in your seats.
14. Collect the test booklets individually from each examinee and count them. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed.

15.	If you are testing in a continuous session...	If you are ending your testing session...
	Go directly to the verbal instructions for the test you plan to administer next.	Go to step 16.
Verbal Instructions		
	<i>Reading for Information</i> test	Page 41
	<i>Applied Mathematics</i> test	Page 44
	<i>Locating Information</i> test	Page 47

16. Now say:

We will now collect your answer documents. Please remain quietly in your seats.

17. Collect and count the answer documents **individually** from each examinee. Turn all the answer documents one way and make certain you have a signed answer document or each examinee.

- Do not dismiss examinees until you have verified that you collected all the test booklets you distributed and that you have an answer document for each examinee.
- Make certain that examinees do not have access to the assessment materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been returned to the proctor or room supervisor.

18. After the test booklets and answer documents have been collected and counted, say:

Thank you for your cooperation. This ends today’s testing.

19. Return the assessment materials to secure storage until they are needed for the next testing session. The assessment materials must remain secure until they are returned to ACT.

When you are ready to test again, go to “Verbal Instructions for Handing Out Answer Documents” (page 38).

After the Tests

Materials to Be Returned

All materials, including unused test materials and materials to be scored, must be returned immediately after testing. **Do not keep any testing materials.**

Room Supervisor Responsibilities

To ensure that each examinee's test results are reported as accurately and quickly as possible, each room supervisor must carefully prepare the test materials in that room for the test coordinator.

Take the following steps to prepare the test materials for the test coordinator.

1. Separate test materials into three stacks.
 - Completed answer documents
 - Used test booklets
 - All other used and unused test materials
2. Make sure that there is an answer document for each examinee who took a test.
3. Make sure the number of answer documents matches the number of examinees.
4. Check each examinee's answer document to note the following:
 - The name is printed and gridded properly.
 - All other required information (e.g., ID Number, date of birth, gender) is complete and accurate.
 - The Test Booklet Number and Test Form Number are complete and accurate for each test.
 - Test responses are marked with a soft-lead No. 2 pencil. If an examinee used a pen or marker, use a soft-lead No. 2 pencil to grid over the ink marks.
 - All stray marks or doodles have been erased.
 - All marks are neat, dark, and gridded properly.
 - For accommodated testing, make sure the proper Administration Code is gridded (see the administration codes table, page 22).
5. Use the Irregularity Report form (page A-3) to describe any irregularities that could affect the examinee's scores. Attach the Irregularity Report to the answer documents of the affected examinees.
6. Return all the materials to your test coordinator.

Test Coordinator Responsibilities

At the completion of testing, the test coordinator must prepare all materials for return to ACT.

Site Header

ACT WorkKeys headers are used by ACT to organize results much like drawers and folders organize files. Use of headers in preparing your answer documents for scoring will determine how records are combined to produce your summary reports as well as how your individual reports and rosters are sorted.

Reports are sorted and generated according to the headers that are used. Summary reports are produced for each header level used when assembling the answer documents. (The results for examinees with Administration Codes on their answer documents will not be included in the summary reports.)

Level 1: Site Header. Every shipment of scorable answer documents **MUST** include a completed Site Header. For information necessary to complete the header, please refer to the WKEYM Pack/Return Slip that was included in your shipment of test materials. The figure on page 55 highlights where information that must be transferred to this header is located on the WKEYM Pack/Return Slip. If a completed Site Header is not included in your shipment of scorable answer documents, scoring and reporting will be delayed.

- Block A*: Print your name, site name, city, state, ZIP code, and telephone number.
- Block B*: Print your six-digit Institution/Site Code in the boxes (see page 55). Fill in the corresponding ovals.
- Block C: If you have been assigned a District/Company Number, print the number in the boxes. Add leading zeros to right justify the entry. Fill in the corresponding ovals.
- Block D: If you have a School/Division Number, print the number in the boxes. Add leading zeros to right justify the entry. Fill in the corresponding ovals.
- Block E*: Print your Contract/Cycle Code in the boxes (see page 55). Fill in the corresponding ovals.
- Block F*: Fill in the appropriate oval for the month testing occurred. In the boxes, print the last two digits of the year testing occurred. Fill in the corresponding ovals.
Note: The tests cannot be scored without a test date. If you do not grid a test date, ACT will insert the month and year the answer documents were received for processing as the test date.
- Block G*: Total the number of answer documents to be scored and enter the number in the boxes. Add leading zeros to right justify the entry, e.g., 00184. Fill in the corresponding ovals.
- Block H: Leave this block blank.
- Block I: Leave this block blank.

*Required.

ACT[®] WorkKeys[™]

Site Header

ID#: 78zvkrbnh251

A NAME AND SITE ADDRESS

Test Coordinator Name _____

Site Name _____

City _____ State _____ ZIP Code _____

Telephone Number _____

B INSTITUTION/SITE CODE

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

C DISTRICT/COMPANY NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

D SCHOOL/DIVISION NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

E CONTRACT/CYCLE CODE

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

F TEST DATE

Month: Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Year (4-digits):

G TOTAL NUMBER OF ANSWER DOCUMENTS TO BE SCORED

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

H SPECIAL SCORING INSTRUCTIONS

Score with Listening Writing

Score Listening Only

Score Writing Only

I OFFICE USE ONLY (Do not mark)

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

ACT

P.O. Box 168, Iowa City, IA 52243-0168

- A** Enter your name and site address information.*
- B** See Packing WKEYM Pack/Return Slip.*
- C** Enter your District/Company Number.
- D** Enter your School/Division Number.
- E** See Packing WKEYM Pack/Return Slip.*
- F** Enter month and year.*
- G** Enter TOTAL NUMBER of answer documents to be scored for your site.*

*Required

ACT[®] WKEYM Pack/Return Slip

McCombs Distribution Center
1225 Scott Hall
Iowa City, IA 52242

Checked by: _____
Site ID: _____
Site Name: _____
Site User Date: _____

Order Number:
4 2 8 6 7 9 3 0

Printed: 11/20/08
Order Type: WKEYM
Delivery No: 3262710

Page 1 of 2

For any items that cannot be returned, please use the green provided for only post service, if applicable.

Packing Instructions:

Shipped	Item Description	UOM	Ordered	Back Ordered	Item Number
	ACT SCORING SERVICE ENVELOPE 10X13 NEPO	EA	1	0	
From Serial To Serial Quantity Returned Serial Number to / to to					
30	WK APPLIED MATHEMATICS E168B-E168B 2007	EA	20	0	
From Serial To Serial Quantity Returned Serial Number to / to to					
1123040	1123040				
1123048	1123048				
1123042	1123042				
1123045	1123045				
1123044	1123044				
1123045	1123045				
1123046	1123046				
1123047	1123047				
1123020	1123020				
1123030	1123030				
1123031	1123031				
1123032	1123032				
1123033	1123033				
1123034	1123034				
1123035	1123035				
1123036	1123036				
1123037	1123037				
1123038	1123038				
1123039	1123039				

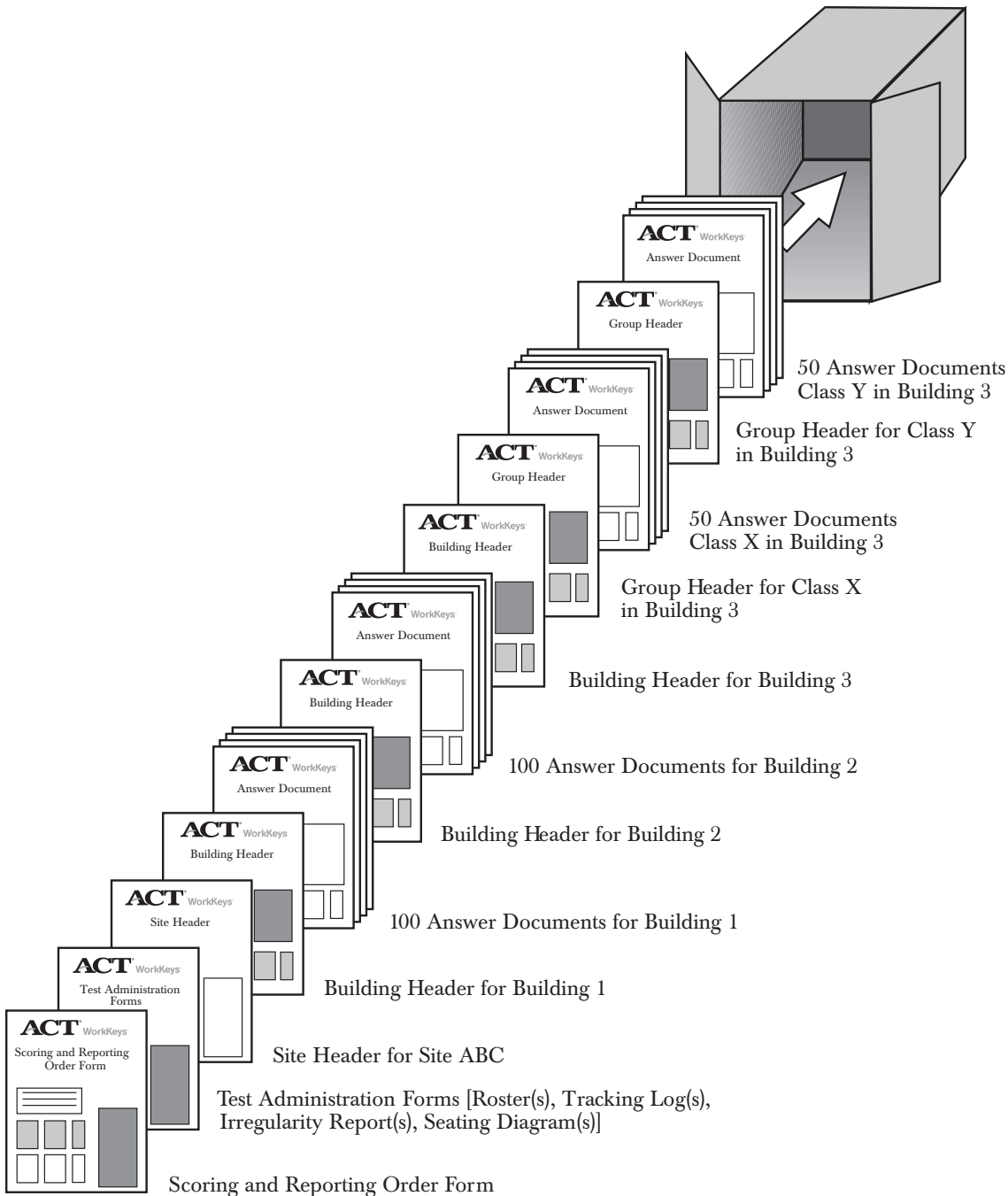
4 2 8 6 7 9 3 0

4 2 8 6 7 9 3 0

Returned Date: 12/28/08 MANPOWER Returned from: 12/28/08 MANPOWER

- Place the completed Site documents Header on top of the stack of headers and answer documents for Buildings One, Two, and Three.
- Place all Test Administration forms completed by the test coordinator during the testing sessions (Irregularity Report, etc.) on top of the Site Header.
- Complete the Scoring and Reporting Order Form.
- If your documents will be shipped to ACT in more than one envelope or box, copy the first page of the Scoring and Reporting Order Form (shows Site Information), and include a copy of that page in each envelope and/or box.
- Place the completed Scoring and Reporting Order Form on top of all documents.

Assembly of Answer Documents for Scoring



Depending on your site configuration, you may not have received all of the above documents in your material shipment.

Ordering Score Reports

Standard score reports are:

- “Memo to examinee” for each examinee (one copy)
- “Summary” for each examinee (one copy)
- “Examinee Roster Report” for entire group tested (one copy)

Refer to the Scoring and Reporting Order Form included in your shipment of test materials for more information regarding the standard score reports.

Below are the reporting options available. If your site orders more than one reporting option, you will be invoiced for each.

- Batch Scoring is the standard scoring process. After answer documents are received at ACT, answer documents are scanned and score reports are generated and shipped within 10 business days. Standard scoring fees are billed for this option.
- Next Business Day Scoring is offered for rush orders, and is provided as electronic score reports in PDF format. Sites **must** email a completed Next Business Day Scoring Notice to ACT **before** answer documents are shipped so ACT can ensure that the rush order is scheduled and processed promptly when it arrives. Electronic score reports will be provided the next business day after receipt of answer documents and completed forms. Please note that the electronic score reports will be available for 10 calendar days only. There will be an additional fee if electronic scores need to be reposted after 10 calendar days. (NOTE: A site profile is required for Next Business Day Scoring.)
- Electronic Score Reporting is provided in PDF format. ACT will activate your site profile and notify you via email when your site profile has been set up. ACT will then email your site when electronic score reports are available for download from the secure ACT WorkKeys website. Please note that the electronic score reports will be available for 10 calendar days only. This electronic format replaces the standard printed reports. Standard scoring fees are billed for this option. **There will be an additional fee if electronic score reports need to be reposted after 10 calendar days.**

If you would like to order additional copies of the Standard reports or Supplemental reports, call Customer Services at 319.337.1875.

For information about interpreting your score reports, please refer to *Interpreting Your ACT WorkKeys Scores* on our website at www.act.org/workkeys/pdf/forms/interp.pdf.

Packing and Shipping Scorable Answer Documents

1. Collect all assembled answer documents, headers, and completed administration forms (Roster, page A-1; Test Materials Tracking Log, page A-2; Irregularity Report, page A-3; Seating Diagram, page A-4).
2. Your site identification information on page 1 of the Scoring and Reporting Order Form **must** accompany each envelope or carton of answer documents shipped. Make enough copies to insert one on top of the documents placed in each envelope or carton.
3. Insert the Scoring and Reporting Order Form, Test Administration forms, Site Header and any additional documents in the assembled stack that will fit in the first envelope or carton and number it 1 of X, 2 of X, etc.
4. Continue inserting assembled documents in envelopes and number the envelopes consecutively.
5. On each envelope, write your return address and your six-digit Institution/Site Code, and check the box next to “WorkKeys.”
6. Seal each envelope.

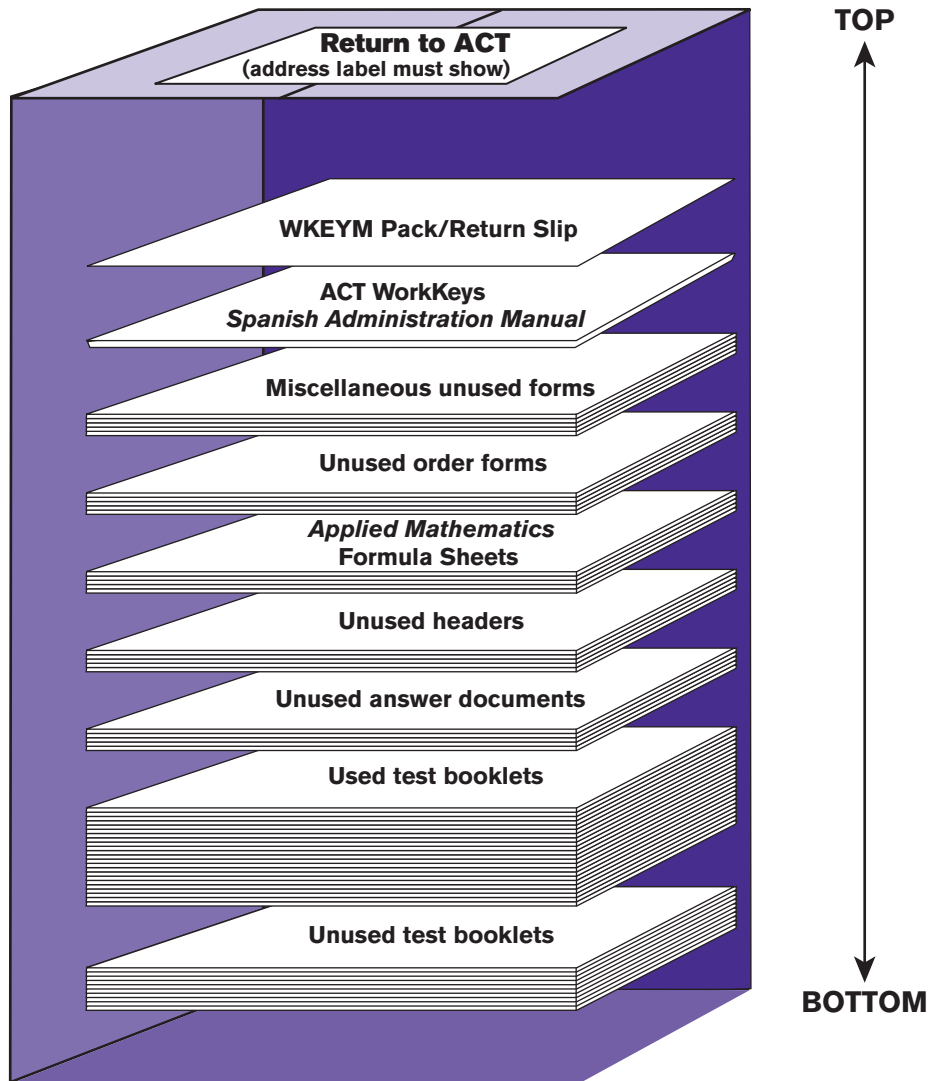
7. If you are returning more than 250 answer documents, please return them in a carton.
8. Reverse the flaps on the carton(s), number each carton 1 of X, 2 of X, etc. Write your return address and your six-digit Institution/Site Code on the top of each carton.
9. **Write “ACT WorkKeys Scoring” in the address area of the cartons.** To avoid scoring delays, do not ship nonscorable test materials in the same envelope or cartons as the answer documents to be scored.
10. Tape each carton, making sure the ACT address is visible.
11. If answer documents are being returned in envelopes or cartons other than those supplied by ACT, use the following address:
ACT Scoring Services
McCarrel Center
2727 Scott Blvd.
Iowa City, IA 52243-4059
12. ACT recommends all envelopes and cartons be sent via FedEx or some other traceable method. Affix proper postage and mail all envelopes or cartons at the same time.
13. Answer documents must be received on or before the test booklet expiration date.

Packing and Shipping Nonscorable Test Materials

1. To avoid scoring delays, do not ship nonscorable test materials in the same envelopes or cartons as the answer documents to be scored.
2. Ensure that all nonscorable test materials have been collected from every testing room/site.
3. Pack the test materials in the carton in this order, starting with what is placed in the bottom of the carton:
 - Unused test booklets
 - Used test booklets
 - Unused answer documents
 - Unused headers
 - *Applied Mathematics* Formula Sheets (torn out of test booklets)
 - Unused order forms
 - Miscellaneous unused forms
 - *ACT WorkKeys Spanish Administration Manual for Paper Testing*
 - WKEYM Pack/Return Slip
4. Print the site name and Institution/Site Code on the side of each carton.
5. Write **your return address** on the top of each carton.
6. Number the cartons, e.g., 1 of X, 2 of X, etc. Be sure to number the nonscorable materials separately from the envelopes and/or cartons containing the answer documents to be scored.
7. Tape each carton, ensuring that the ACT Distribution center address is visible.
8. If nonscorable materials are being returned in cartons other than those supplied by ACT, address each carton as follows:
ACT WorkKeys
ACT Distribution Center
2727 Scott Blvd.
Iowa City, IA 52243

9. All cartons must be sent via FedEx or some other traceable method. Affix proper postage and mail all cartons at the same time.
10. All test booklets must be received at ACT one week after testing or immediately after the expiration date printed on the front cover of each test booklet.

Packing Nonscorable Test Material



ACT WorkKeys Roster

(This document may be photocopied.)

Page ____ of ____

You may provide your own roster instead of this form IF it has **all** the information shown on this form.

Testing Site Name _____ Institution/Site Code _____
(for testing site)

City, State _____

Test Date _____

Room Supervisor _____

Room Name/Number _____

Type of ID
P = Photo ID
R and initials = Recognized
L = ID Letter
- = Absent
D = Denied

Examinee's Name (please print or type)	Type of ID
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Test Coordinator: Keep a copy for your records for one year.

ACT WorkKeys Test Materials Tracking Log

(Copy this log as needed.)

Institution/Site Code _____

I. Testing Site Name _____

II. All tests received in material shipment

Serial range
printed on test booklet

Reading for Information _____ to _____

Applied Mathematics _____ to _____

Locating Information _____ to _____

Applied Technology _____ to _____

Test Coordinator

Date materials checked and placed in secure storage

III. Distributed to:

Room Supervisor

Room Name/Number

Date

Serial range
printed on test booklet

Reading for Information _____ to _____

Applied Mathematics _____ to _____

Locating Information _____ to _____

Applied Technology _____ to _____

Room Supervisor

Room Name/Number

Date

Serial range
printed on test booklet

Reading for Information _____ to _____

Applied Mathematics _____ to _____

Locating Information _____ to _____

Applied Technology _____ to _____

IV. _____

Date Test Coordinator receives material back from testing room

V. All materials shipped back to ACT

Test Coordinator

Date

Test Coordinator: Keep a copy for your records for one year.

ACT WorkKeys Irregularity Report

ACT WorkKeys Irregularity Report—Individual and Group Irregularities

(See *Irregularities* section of *Administration Manual* for complete information about irregularities. Copy this form as needed.)

Test Site _____ **Room #/Location** _____ **Institution/Site Code** _____
 (as it appears on the WKEYM Pack/Return Slip)

City, State _____ **Test Date** _____

Check box to indicate test delivery method: paper testing Express Score
 For paper testing, staple any voided answer documents or defective test materials to this form.

Individual Irregularities

Examples of individual irregularities include: • defective materials/equipment • failure to follow directions • illness • prohibited behavior (e.g., giving/receiving assistance; unauthorized calculator use; marking previous/future test sections) • challenged item/time (See *complete explanation of irregularities in manual.*)

Examinee Name and ID Number	Test Title/ Test Booklet Number	Description of Irregularity (include time the irregularity occurred)	Action Taken by Test Site Personnel (including any notification given to examinees or ticket number if contacted by ACT help desk)	Answer Document Voided? (Y/N)
Name: ID Number:	Test Title: Booklet Number:			
Name: ID Number:	Test Title: Booklet Number:			
Name: ID Number:	Test Title: Booklet Number:			

Group Irregularities (attach names of examinees in room)

Examples of group irregularities include: • mistiming • disturbances/distractions • emergency evacuation • power failure • missing/stolen test materials • inclement weather (See *complete explanation of irregularities in manual.*) Call ACT immediately if there has been a mistiming.

Number of Examinees Affected	Test Title	Time of Irregularity	Description of Irregularity	Action Taken by Test Site Personnel

Room Supervisor's or Proctor's Name (print) _____ **Test Coordinator's Name (print)** _____
Room Supervisor's or Proctor's Signature _____ **Test Coordinator's Signature** _____
Room Supervisor or Proctor Phone _____ **Test Coordinator Phone** _____
Room Supervisor or Proctor Email _____ **Test Coordinator Email** _____

Test Coordinator: Return this form with used answer documents. Keep a copy for your records for one year.

Seating Diagram

When completing the seating diagram form on the reverse of this page:

- Each seat in the room is represented by one box on the diagram.
- The completed diagram should show where examinees are seated in relation to each other.
- If this diagram does not fit your room, draw a diagram that does and attach it to this form.

Form purpose	To document the test room setup, the location of each examinee in the room, and the specific test booklet(s) used by each examinee
Staff responsible	Test coordinator
Number required	1 per test
Return procedure	Keep a copy for your records for 1 year

Seating Diagram Instructions

1. Stand at the front of the room and face the examinees. (The front of the room is where all examinees would see you if they looked up.)
2. Mark each empty seat by drawing an "X" in the appropriate box.
3. Mark each occupied seat by writing the serial number of that examinee's test booklet in the appropriate box.
4. If examinees are seated at tables, show which seats are at the same table by drawing a circle around the boxes that represent those seats.
5. If examinees are not all facing the same direction, draw an arrow inside each seat's box to indicate the direction the examinee sitting there is facing.
6. If you move someone to another seat after booklets have been distributed, indicate the original seat **and** the new seat on the diagram and complete an Irregularity Report to explain why.

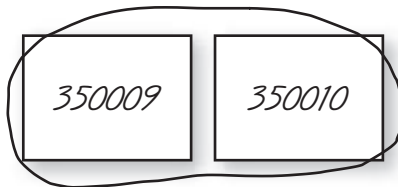
Examples

Two adjacent seats



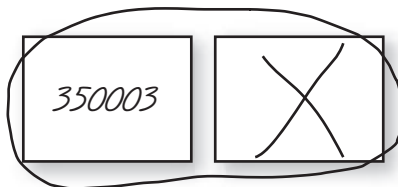
- Each box represents one seat.

Two seats at a table



- Each box represents one seat.
- Two circled boxes represents two seats at a single table.

Two seats at a table, one empty seat



- A box marked with an "X" represents an empty seat.

See form
on reverse.

1 Test Site Information

Testing Site Code

Testing Site Name

City, State

Test Date

Room Name/Number

Number of Staff in the Room

Room Supervisor Name

2 Room Type

- Single level
- OR
- Multiple level

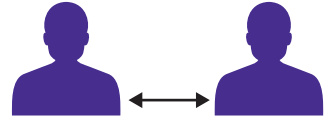
3 Writing Surfaces

- Desks: ____ in. by ____ in.
- Tables: ____ ft. by ____ ft., # ____ per table

4 Distances between Examinees

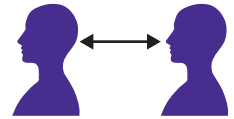
shoulder-to-shoulder

_____ ft.



head-to-head

_____ ft.

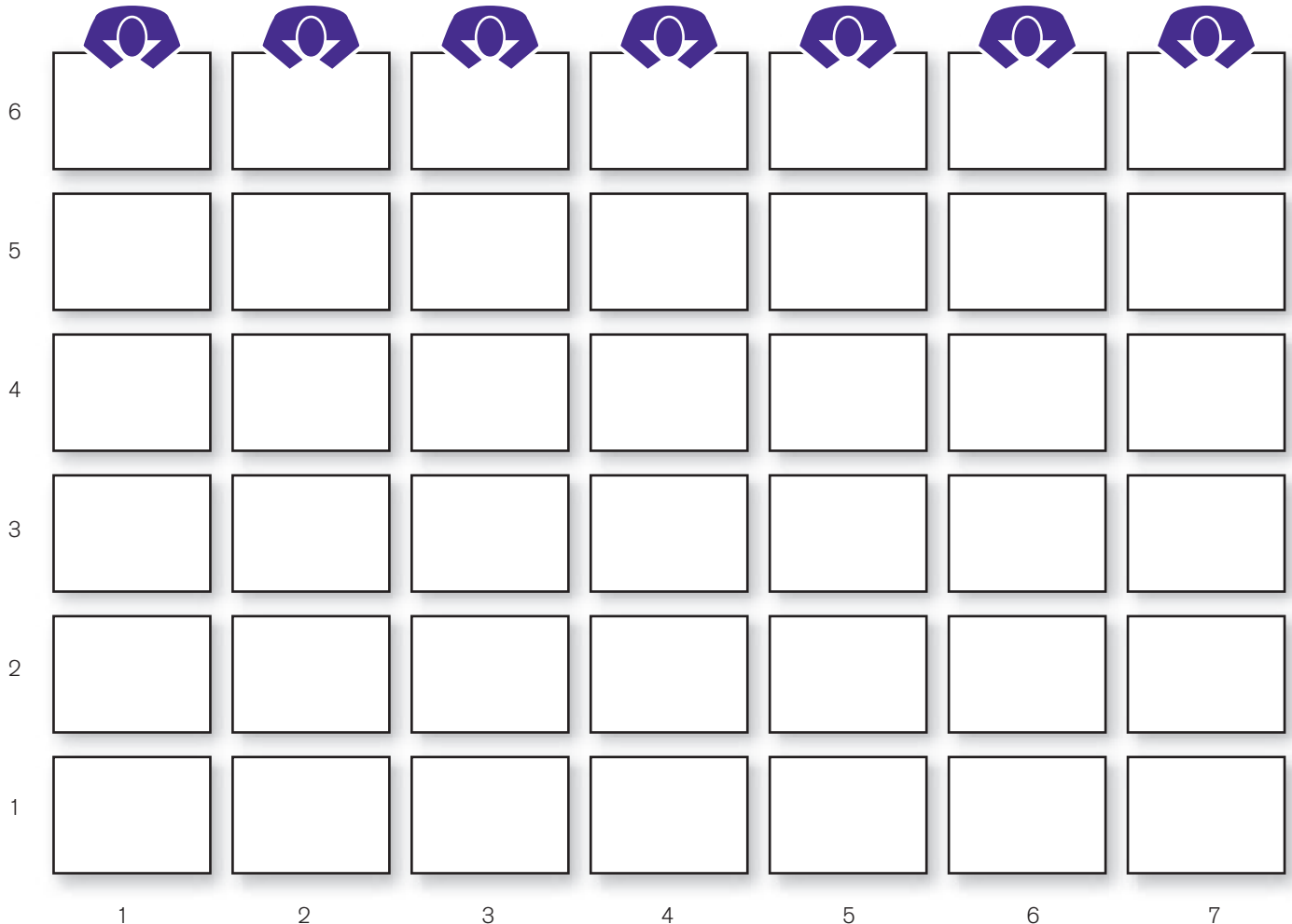


5 Number of Examinees

Number of examinees in the room: _____

6 Seating Diagram

BACK



ACT WorkKeys Report of Accommodated Tests

(Copy as needed.)

For each accommodated assessment, the test coordinator should complete and submit one of these reports with the examinee's answer document. Both the examinee and the test coordinator should sign to indicate that (1) the examinee has the specified disability, (2) the accommodation specified has been provided.

Examinee's Name (printed)	ID Number
Test Site Name	Institution/Site Code
Test Coordinator's Name (printed)	Date

On the examinee's answer document, indicate the examinee's accommodation by marking the box labeled Admin. Code with the appropriate Accommodation Code (see the administration codes table, page 22) for each assessment for which accommodation was provided.

In the space below or on an attached page, describe the examinee's disability as it relates to the ACT WorkKeys assessment(s).

For each ACT WorkKeys assessment administered, give the test date and the code describing the accommodation provided **exactly as it was marked on the examinee's answer document**. A code list is provided on page 22. Also note any accommodations provided not directly related to the test.

Name of Assessment	Date Administered	Admin. Code	Accommodations (describe)	Comments
<i>Applied Mathematics in Spanish</i>	/ /			
<i>Applied Technology in Spanish</i>	/ /			
<i>Locating Information in Spanish</i>	/ /			
<i>Reading for Information in Spanish</i>	/ /			

The signatures below signify that:

- the examinee has the specified disability, and
- the accommodations indicated above have been provided.

Examinee Signature	Date
Test Coordinator Signature	Date

Test Coordinator: Return this form with used answer documents for each accommodated test. Keep a copy for your records for one year.

Training Session **Outline** and Topics for Discussion

Test coordinators are expected to discuss the following topics with their staff during their training sessions:

I. Security of Test Materials

- A. Security is of utmost concern. Test materials must NEVER be left unattended. Tests must be kept away from doors and away from examinees in the test room before and after testing.
- B. Describe how the test coordinator will distribute materials to the test rooms, and how room supervisors are to distribute materials inside the test rooms.
- C. Room supervisors are to count tests when they receive them from the test coordinator and again before examinees are dismissed. Review the use of the Test Materials Tracking Log (page A-2).
- D. No unauthorized persons are allowed in the test rooms. This includes friends, relatives, and members of the media. ACT-authorized observers must be asked for a letter of introduction from ACT (see “Authorized Observers,” page 2).
- E. Staff members must NEVER leave a test room unattended.

II. Room Preparation

- A. Demonstrate proper seating arrangements and test room preparation. Discuss arrangements for potential multiple-level seating, fixed seating, left-handed examinees, and ease of staff movement. (See “Seating Arrangements,” page 4.)
- B. Describe any items that will be supplied by the site (e.g., pencils) and how they will be distributed and returned.
- C. Discuss how to handle examinees who bring cell phones and electronic devices into the test room.

III. Test Activities

- A. Stress the importance of ensuring that all examinees fill in the ovals for name, mailing address, city, state, and ZIP code in order for them to receive their score reports.
- B. Review a roster of examinees (page A-1) and explain the information it contains and how it is to be used on test day (see “Roster,” page 15).
- C. Review acceptable and unacceptable forms of examinee identification (page 24). Emphasize the importance of properly marking the roster. If an examinee is personally recognized by a member of the testing staff, enter “R” and the staff member’s initials on the roster. If an examinee cannot be recognized by any of the testing or site staff who are present, a government or school-issued photo ID is required.
- D. Room supervisors are not to wait for examinees who arrive late or delay testing for those attempting to produce an acceptable form of identification.
- E. Examinees must not be allowed to select their own seats. **Instead, direct them to specific, assigned seats** and pay particular attention to separating known friends.
- F. No one may be admitted to the test room after tests have been distributed. Determine how to handle late arrivals.
- G. Discuss when and where staff members are to report on test day.
- H. Staff members are encouraged to wear soft-soled shoes. They should avoid crinkly clothing, noisy jewelry, coins in pockets, perfumes, or other items that may distract examinees.
- I. Information concerning potential examinee dress and behavior issues should be discussed. These might include site rules regarding the wearing of hats, the location of restrooms, and smoking restrictions.

- J. Discuss procedures for prohibiting cell phones and other electronic devices in the test rooms and during breaks.
- K. Testing begins when the room supervisor starts reading the Verbal Instructions on each test date.
- L. Verbal Instructions must be read verbatim to examinees.
- M. To protect the security of the tests, test booklets and answer documents may not be distributed prior to admitting examinees and only as directed in the Verbal Instructions.
- N. Only examinees may break the test booklet seals. Testing staff are not authorized to open any test booklets.
- O. Accurate timing of each test is critical. Room supervisors must record the actual Start, five-minutes-remaining, and Stop times in their manuals.
- P. The room supervisor must complete a Seating Diagram (page A-4) showing where examinees were seated and how tests were distributed. Stress the importance of providing complete and accurate information, which assists in keeping tests secure. The number of tests handed out (used) and number of examinees in the room (serial numbers on Seating Diagram) must be the same.
- Q. Staff members must not read (other than this manual), correct papers, use a computer, talk casually with other staff, or do anything not related to administering the tests. They must not eat, drink, use tobacco in the test room, or use a cell phone, unless calling ACT.
- R. Conversations must be quiet and kept to a minimum. Even whispered conversations can be distracting to examinees.
- S. Calculators must be checked during the *Applied Mathematics* test to ensure they do not violate ACT standards. Review “Calculators” (page 26) and sites’ ability to provide an acceptable calculator. Stress that examinees using a prohibited calculator must be dismissed.
- T. During testing, staff members are to walk quietly around the room, be available to respond to questions, assist in the case of illness, replace defective test booklets or answer documents, and check that examinees are working on the correct test. Advise staff not to pause near an examinee long enough to be a distraction.
- U. Stress the importance of ensuring that the correct test form is entered AND the oval filled in by every examinee.
- V. Discuss what actions to take if staff members observe prohibited behavior (page 32). Review plans for dismissing examinees (e.g., where they are to be sent, how to maintain vigilance in the test room, documenting actions taken).
- W. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or in the case of an emergency (page 29). Also, discuss potential individual irregularities and actions to take (page 30).
- X. Review the Irregularity Report (page A-3).

IV. After the Test

- A. Room supervisors must verify the count of used and unused tests, then return test materials, completed roster(s), Test Tracking Log(s), Irregularity Report(s) (as required), and Seating Diagram(s) to the test coordinator immediately after testing.
- B. The number of used test booklets (seals broken) must match the number of examinees tested in each room.
- C. Emphasize the importance of correctly completing all required documentation and returning all answer documents to be saved immediately after testing to ensure timely and accurate scoring of answer document by ACT.

Anonymous Security Hotline

Test center staff are expected to report test administration irregularities and security issues to ACT Test Administration by completing the Irregularity Report or calling 800.553.6244, ext. 2800. Immediate reporting to ACT Test Administration is critical to the standardized administration of ACT WorkKeys testing.

In exceptional situations, test center staff may wish to file an anonymous report about concerns that ACT WorkKeys tests may have been compromised. If you wish to report such concerns anonymously, you may do so by calling 877.777.7296 or reporting it online at **act.alertline.com**.

ACT Test Security Principles

1. Ensure that ACT business processes, distribution models, tests, test scores, and the information and insights we provide are “secure by design.”
2. Protect the integrity of our testing assets and the information and insights ACT provides throughout the entire life cycle of a test (from test concept to development, delivery, reporting, investigation, and remediation).
3. Promote conduct that enhances test security. Deter and detect conduct that will materially and negatively affect the reputation and integrity of our testing assets, test scores, the information and insights ACT provides, and the ACT brand.
4. Ensure that a reported test score and associated information are accurate and valid indicators of the test taker’s own achievements, behaviors, and/or goals.
5. Foster effective communication that enables prompt reporting and resolution of test security concerns.
6. Ensure that everyone in the testing process is aware of, competent for, and supported in their roles. Avoid placing individuals or organizations in situations that may pose or appear to pose a conflict of interest or a safety concern.
7. Build a sense of community, collaboration, and trust that engages and empowers people to act upon these principles.

