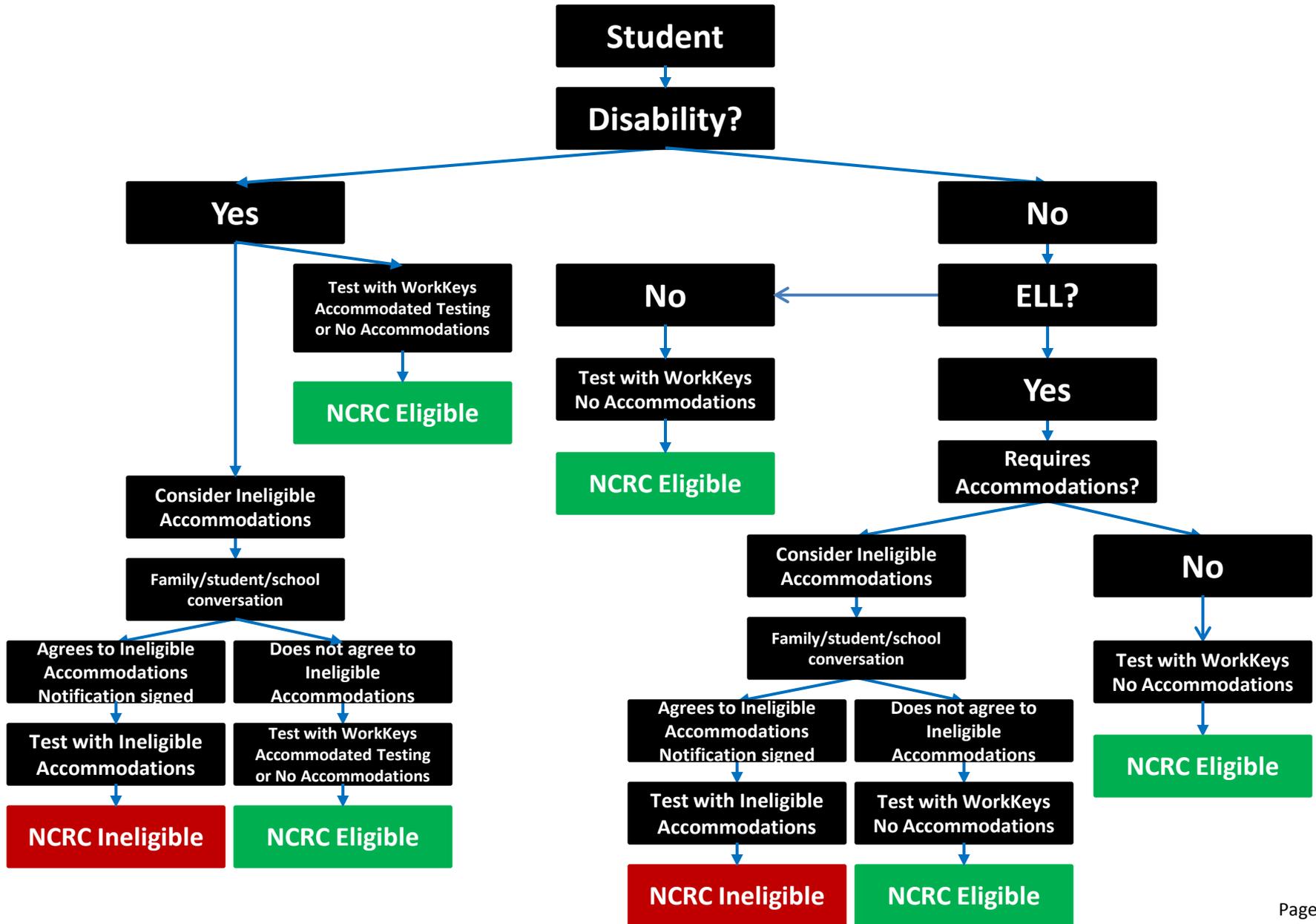


Wisconsin ACT WorkKeys Accommodations Decision Tree



Wisconsin ACT WorkKeys Accommodations Decision Tree Considerations and Definitions

ACT WorkKeys helps ensure that individuals are ready for work, careers and post high school training opportunities. WorkKeys helps students to be adequately prepared for the workforce, understand the requirements for jobs they are considering and determine the skill levels required for various jobs. Students in Wisconsin will take three WorkKeys assessments: Reading for Information, Locating Information and Applied Mathematics. Depending on how well the student performs on these tests, students can earn the National Career Readiness Certificate (NCRC) at four possible graduated levels: Bronze, Silver, Gold and Platinum. Employers can use the NCRC to help ensure that candidates they are considering for employment or training have the foundational skills necessary to be successful.

Following the provisions of the Americans with Disabilities Act (ADA), ACT WorkKeys® provides testing accommodations for individuals with disabilities who need accommodations to take the ACT WorkKeys tests. Please refer to the [ACT WorkKeys® Administration Manual for State and District Testing Special Testing 2014/2015](#) for important documentation information. Some accommodations, such as preferential seating or testing individually in a separate room do not require either disability documentation or coding on the answer document. These accommodations are available to all students. Written documentation is required for all other accommodations. Please contact ACT directly for specific questions related to accommodations.

Accommodations that result in scores eligible to receive the NCRC include:

- *Extended and Multiple-day Testing Sessions (includes extended time)*
- *Braille*
- *Large Print*
- *Sign Language Interpreters*
- *Assistance in Recording Responses*
- *Audio DVD*
- *Reader Script*
- *Instructions translated (only)*

English language learner (ELL) status alone does not qualify as a disability under the ADA. The following can be allowed for ELL students and the scores are NCRC eligible:

- *A word-to-word foreign language glossary. Dictionaries with work definitions are prohibited. The room supervisor must examine the glossary prior to and after the test administration to ensure it does not contain notes or other unauthorized testing aids.*
- *Written and/or verbal directions provided in the student's native language and/or clarified for the student.*

Ineligible Accommodations result in scores that cannot be used to earn the National Career Readiness Certificate.

Ineligible accommodations include:

- *Providing translation or interpretation of test items (including the Wisconsin WorkKeys Spanish translation DVD)*
- *Using electronic screen readers (does not apply in 2015 Wisconsin statewide assessment which is a paper and pencil test)*
- *Allowing the use of dictionaries with word definitions*
- *Allowing the use of manipulatives or arithmetic tables*
- *English Language Learners (ELL) with English language proficiency levels 1 through 5 who may benefit and use linguistic supports in instruction may choose to test with this type of accommodations. For more information about ELL participation in state-wide assessments, go to: <http://oea.dpi.wi.gov/assessment/ELL>.*

Resources:

<http://oea.dpi.wi.gov/assessment/ACT>

<http://www.act.org/aap/wisconsin/act.html>

<http://oea.dpi.wi.gov/assessment/ACT/accommodations>

<http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>

ACT/WorkKeys State Testing Administration Customer Service

800.553.6244 x2800 – standard time questions

800.553.6244 x1788 – accommodations questions