

From: Roush, Margaret A. DPI
Sent: Tuesday, December 30, 2014 2:08 PM
Subject: Important WorkKeys Accommodations Update

Important WorkKeys Accommodations Update: More students with disabilities will have the opportunity to earn ACT WorkKeys National Career Readiness Certificates (NCRC).

After many conversations with ACT, Wisconsin DPI is pleased to be able to offer the opportunity for more students with disabilities to **earn** the NCRC. This means that schools will have the opportunity to provide accommodations that are documented in the student's IEP or 504 plan with the exception of a few that are considered "ineligible" accommodations by ACT.

Any questions about ACT WorkKeys accommodations including ineligible accommodations must be forwarded to ACT directly at: 800.553.6244 x1788, or Email – actstateaccoms@act.org.

A hypothetical situation that illustrates this change:

A school requested extended time for the ACT Plus Writing for a student with an IEP. ACT did not approve the extended time accommodation for the ACT Plus Writing. The school now has the opportunity to order extended time materials for this student per his IEP for WorkKeys. This will allow the student the opportunity to earn a National Career Readiness Certificate.

Ineligible Accommodations	NCRC Eligible
Translation or interpretation of test items (including the Wisconsin WorkKeys Spanish translation DVD)	No
Electronic screen readers: Does not apply in 2015 Wisconsin statewide assessment which is a paper and pencil test.	No
Dictionaries with word definitions	No
Manipulatives or arithmetic tables	No

The window for ordering ACT WorkKeys standard time and accommodations testing materials is February 6-13, 2015. Given these recent changes, DPI has requested an extension of this window from ACT but no decision has been made as of the date of this email. Please work toward meeting the original deadline and DPI will communicate any changes as soon as possible.

Prior to ordering WorkKeys materials, Test Coordinators must:

- Read and understand the ACT WorkKeys Administration Manual for State and District Testing – Special Testing: <http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>
- Read and understand the ACT WorkKeys FAQ: <http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/FAQsStateandDistrictTestingWorkKeys.pdf>
- Read and understand the following revised DPI guidance documents:

New: Revised and Updated DPI Guidance Documents ACT WorkKeys Accommodations

Wisconsin ACT WorkKeys Decision Tree

Schools will find this flow-chart useful to understand and explain which students are allowed to take the ACT WorkKeys with accommodations and which type of accommodation will result in a score that can earn a National Career Readiness Certificate.

<http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/workkeysdecisiontree.pdf>

Wisconsin ACT WorkKeys Accommodations Matrix

This matrix describes Ineligible accommodations, presentation supports, and timing codes for that are available for the WorkKeys statewide administration in Wisconsin and which accommodations will result in scores that are eligible to earn the National Career Readiness Certificate.

<http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/workkeysmatrix.pdf>

New: Revised and Simplified DPI Guidance Documents ACT Plus Writing Accommodations

Wisconsin ACT Plus Writing Decision Tree

Schools will find this flow-chart useful to understand and explain which students are allowed to take the ACT Plus Writing with standard time, ACT-Approved accommodations and State-Allowed accommodations and which type of test administration will result in college reportable scores.

<http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/actdecisiontree.pdf>

Wisconsin ACT Plus Writing Accommodations Matrix

This matrix describes ACT-Approved and State-Allowed accommodations that are available for use with the Wisconsin statewide administration of the ACT Plus Writing and which accommodations will result in college-reportable scores.

<http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/actaccommodationsmatrix.pdf>

New: Revised DPI Guidance Documents ACT Plus Writing and ACT WorkKeys Notification

Wisconsin State-Allowed/Ineligible Accommodations Notification: The ACT Plus Writing and ACT WorkKeys for English Language Learners

This document should be signed by parents of students who are English Language Learners that will be taking the ACT Plus Writing and/or ACT WorkKeys with State-Allowed or Ineligible accommodations which will result in scores that are not college-reportable and/or are not eligible to earn the National Career Readiness Certificate.

<http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/alloweddocumentationell.pdf>

Wisconsin State-Allowed/Ineligible Accommodations Notification: The ACT Plus Writing and ACT WorkKeys for Students with Disabilities

This document should be signed by parents of students who are students with disabilities that be taking the ACT Plus Writing and/or ACT WorkKeys with State-Allowed or Ineligible accommodations which will result in scores that are not college-reportable and/or are not eligible to earn the National Career

Readiness Certificate. <http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/alloweddocumentationswd.pdf>

Best Wishes for a Happy New Year!

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