

Wisconsin ACT WorkKeys Accommodations and Supports Matrix- Revised December 2014

Please refer to 2014/2015 ACT WorkKeys® Administration Manual for State and District Testing Special Testing for complete information regarding ACT WorkKeys accommodations: <http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>

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.

Please refer to the **ACT WorkKeys® Administration Manual for State and District Testing Special Testing 2014/2015** (<http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>) 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 questions related to accommodations that are available to all students.

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. These scores can earn the NCRC. Please review the attached matrix for a list of these accommodations which are NCRC eligible.

English language learner (ELL) status 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.

- 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 accommodation. For more information about ELL participation in state-wide assessments, go to: <http://oea.dpi.wi.gov/assessment/ELL>.

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

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Schools should contact **ACT/WorkKeys State Testing Administration Customer Service** directly with student-specific accommodation questions:

800.553.6244 x2800 – standard time questions • 800.553.6244 x1788 – accommodations questions • Email - <http://www.act.org/aap/state/contact.html>

**Wisconsin ACT WorkKeys Accommodations Available to all Students Testing with Standard Time-
Revised December 2014**

Some accommodations do not require either disability documentation or coding on the answer document. These accommodations are available to all students. Please contact ACT directly for questions related to accommodations that are available to all students. This is not intended to be an exhaustive list.

Accommodations and Supports Available to all Students Testing with <u>Standard Time</u> *	NCRC Eligible	Comments
Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., <ul style="list-style-type: none"> • Home when student is homebound • Care facility when it is medically necessary • Juvenile facility 	Yes	Appropriate off-site or home-bound application must be approved by ACT.
Administration of the assessment individually or in a small group	Yes	If setting is off-site, appropriate off-site application must be approved by ACT.
The use of preferential seating (e.g., front of the room, back of the room)	Yes	
Use of accommodated seating, special lighting, or furniture	Yes	
Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others (e.g., kneeling, constant movement).	Yes	Student must test individually.
Student reads aloud to him or herself	Yes	Student must test individually
Use of sound amplification system for test directions only	Yes	Provided by school or student; student must test individually if device causes distraction
Qualified person familiar to the student administers the assessment (e.g., Special Education Teacher, Bilingual/ESL staff)	Yes	All directions for test administration are read verbatim in English with no clarifications in another language. Qualified person cannot be a relative and must meet the same ACT requirements as all testing staff

***This is not intended to be an exhaustive list of locally approved accommodations and supports. Please contact ACT directly at the number listed below for student-specific questions.**

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Wisconsin ACT WorkKeys Accommodations for Students with Disabilities – Revised December 2014

Result in National Career Readiness Certificate (NCRC) eligibility. These accommodations are only for students with professionally diagnosed disabilities as defined by the American with Disabilities Act (ADA). Please refer to 2014/2015 ACT WorkKeys Administration Manual for State and District Testing: Special Testing for documentation requirements.

Presentation Accommodations	NCRC Eligible	Comments
Extended Time	Yes	All examinees testing in the same room must test with the same timing and begin each test at the same time. Any examinee being tested with any of the administration codes, may not test in a standard time room.
Stop-the-Clock Breaks	Yes	Must test individually in a separate room.
Testing over Multiple Days	Yes	Each test must be completed in a single session. Must not return to a test after being dismissed from that test session. Days do not have to be consecutive but all tests must be completed in correct sequence (Reading for Information, Applied Mathematics, and Locating Information). All ACT Plus Writing testing must be completed before WorkKeys testing can begin.
Large Print	Yes	If the examinee is marking responses on a large-print answer document, then testing staff must, in the examinee's presence, transfer responses to a standard answer document for scoring. Must be done after all tests are completed.
Audio DVD	Yes	Examinees using audio DVDs may all test in the same room as long as they wear headphones and each is in control of their own machine.
Reader Script	Yes	Must be administered one-on-one in a separate room. Reader must sign the Reader's Agreement found in manual. Must read from script exactly as it is printed with no interpretation or additional information provided.
Braille	Yes	May not write in the Braille materials. (Please see "Assistance in Recording Responses" below.
Instructions Translated ONLY	Yes	Includes ACT-provided DVD translation of Reading for Information.
Sign Language Interpreter	Yes	Exact English Signing from the reader script must be used for test items. American Sign Language may only be used for directions. Prior to the exam, the interpreter must sign the Interpreter's Agreement found in manual.
Assistance in Recording Responses	Yes	When an examinee is unable to mark responses on the regular answer document, testing staff may offer one of the following types of assistance: <ul style="list-style-type: none"> • Testing staff may mark the answer document as the examinee indicates the responses. • The examinee may record the responses in the assessment booklet, with testing staff transferring responses to the answer document after time has expired.

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Wisconsin ACT WorkKeys Accommodated Testing – Revised December 2014

Please refer to 2014/2015 ACT WorkKeys® Administration Manual for State and District Testing Special Testing for complete information regarding ACT WorkKeys accommodations: <http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>

Supports for ELL	NCRC Eligible	Comments
Word-to-Word Foreign Language Glossary	Yes	Dictionaries with word definitions are prohibited. Room Supervisor must examine dictionary prior to and after the test to ensure it does not contain notes or other unauthorized testing aids.
Test Directions translated	Yes	Written and/or verbal test directions provided in the examinee’s native language and/or clarified for the student.
ACT Provided Audio DVD Spanish Translation	No	Available accommodation for ELL student who do not have a disability but receive supports in school. Scores obtained are not eligible to receive National Career Readiness Certificate.

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Administration Codes

- Each test administered with accommodations must have the corresponding code gridded on the answer document.
- Test Coordinator must work with room supervisors to grid these codes on the answer documents.
- Please see page 5-6 in the 2014/2015 ACT WorkKeys® Administration Manual for State and District Testing Special Testing for complete information about Administration codes:
<http://www.act.org/aap/pdf/WKStateSpecialManual.pdf>

Administration Codes and Descriptions (reproduced from 2014/2015 ACT WorkKeys® Administration Manual for State and District Testing Special Testing)

Administration Codes and Descriptions					
The table below shows the administration code to grid for each type of accommodation.					
Accommodation	Administration Codes				
	Regular Time (45 mins)	Time-and-a-half (68 mins)	Double Time (90 mins)	Three Hours	Stop-the-clock Breaks
Single-day Testing					
Regular Print Materials (including extended time)	400	150	200	300	450
Large Print	400	130	235	291	451
Audio DVDs or English Video DVDs	--	--	--	294	454
Reader Script	--	--	--	293	453
Braille	--	--	--	292	452
Instructions Translated ONLY (includes ACT-provided DVD translation of <i>Reading for Information</i>)	600	610	620	630	640
ACT-provided DVD Translation of <i>Applied Mathematics</i> or <i>Locating Information</i>	--	--	--	941*	942*
ACT WorkKeys-ineligible Accommodation	900*	910*	920*	930*	940*
Testing Over Multiple Days					
Regular Print Materials (including extended time)	500	510	520	530	--
Large Print	501	511	521	531	--
Audio DVDs or English Video DVDs	--	--	--	534	--
Reader Script	--	--	--	533	--
Braille	--	--	--	532	--
Instructions Translated ONLY (includes ACT-provided DVD translation of <i>Reading for Information</i>)	550	551	552	553	--
ACT-provided DVD Translation of <i>Applied Mathematics</i> or <i>Locating Information</i>	--	--	--	954*	--
ACT WorkKeys-ineligible Accommodation	950*	951*	952*	953*	--

* Ineligible for ACT WorkKeys scores and the National Career Readiness Certificate

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