**Pike CTC – Adult Education WorkKeys Assessment Policies**

**ACT WorkKeys** is a series of computer-based assessments that measure foundational workplace skills.

**ACT WorkKeys Pre-employment Purposes**

Many employers utilize WorkKeys scores for pre-employment screening.

**ACT WorkKeys Post-Secondary Education Purposes**

Many post-secondary institutions, like Pike CTC, utilize ACT WorKKeys for pre-entrance requirements.

The following WorkKeys scores are required for the Pike CTC EMT and Medical Assistant programs:

**Program: EMT & Advanced EMT**

Test Section Minimum Score

Applied Math 3

Workplace Docs 5

Graphic Literacy 4

**Program: Medical Assistant**

Test Section Minimum Score

Applied Math 4

Workplace Docs 5

Graphic Literacy 4

**Test Registration:**

To register for a test please contact the Adult Education Office at 740-289-2282.

**Cost:**

$20 per section / $60 for all three

**You may pay online at our online store**:

<https://pikectc.square.site/>

**Retest Policy**

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

* It is strongly recommended that an examinee receive intervention/training before retesting. Pike CTC makes available free remediation classes & services.
* When the examinee attempts to retest, the ACT WorkKeys test delivery platform will automatically assign the examinee an alternate test form. The examinee may take all available forms without a waiting period.
* After the examinee has taken all available forms, the examinee MUST wait 30 days before testing again. After the 30-day waiting period, the examinee may register and retest.

**Classes to prepare or to improve scores:**

The Pike CTC offers free classes to anyone who would like to prepare for the ACT WorkKeys tests or to those who would like to improve their scores.

The classes are available during the day, evening, or through a hybrid distance learning model.

To register for the classes please contact the Adult Education Office at 740-289-2282.

**WorkKeys Accommodation Guidelines:**

**Testing with Accommodations**

Accommodations are available only for examinees when documented in an IEP, 504 Plan, or other accommodation/support plans.

Professional diagnosis or plans must be current (not more than 5 years).

Examinees with accommodations must use the designated accommodation test materials.

Examinees with the same testing times may test together as a group unless an accommodation requires one-to-one testing.

Examples of accommodations include, but are not limited to:

• Timing/scheduling supports (e.g., extra testing time, testing over multiple days, breaks as needed).

• Audio supports (e.g. human reader using a Reader’s Script for paper testing, text-to-speech).

• Response supports (e.g., scribe to record responses).

**Authorization**

The test coordinator identifies examinees who qualify to test with:

• Accommodations - based on their Individualized Education Program (IEP), 504 plan, or other accommodation/support plans.

• English learner (EL) supports–based on limited English proficiency.

• Designated supports–based on an identified need

Written documentation qualifying authorization will be kept securely on file for one year after testing.

Diagnostic documentation is not provided to ACT.

**Determining Accessibility Supports Based on Need**

Some options for examinees with visual impairments:

• Human reader (using a Reader’s Script for paper testing), or text-to-speech

• Scribe to mark responses

• Extra testing time

Some options for examinees with hearing impairments:

• Interpreter for verbal instructions

• A copy of the verbal instructions for the examinee to read

• Interpreter for test questions (using a Reader’s Script for paper testing)

• Extra testing time

Some options for examinees with learning disabilities:

• Text-to-speech

• Extra testing time

• Scribe to mark responses

Some options for examinees with physical disabilities:

• Scribe to mark responses

• Extra testing time

**Administration Details**

Timing Guidelines

All examinees in the room must have the same authorized timing. Examinees testing with accommodations may not test in a standard time room. If they do, tests from that room will not be scored or scores will be canceled.

When testing with accessibility supports, examinees may use less time than allowed with their authorized timing. Do not move to the next test until the standard time has expired and all examinees in the room have completed that test section, or the allotted time has expired.

Testing More Than One Examinee at a Time

ACT encourages group administrations for examinees authorized for the same timing and similar accommodations and/or supports.

If more than 20 examinees will test in one room, a proctor is required to assist with the administration. All examinees in the room must have the same authorized timing and must be working on the same test at the same time (e.g., when administering Test 1, all examinees must be working on Test 1).

**Testing with Interpreters, Readers, or Scribes**

Examinees may request to test with an interpreter, reader, or scribe.

Interpreter

An interpreter may sign verbal instructions if authorized by the test coordinator.

• Sign systems for verbal instructions include American Sign Language (ASL), Signing Exact English (SEE), and cued speech.

• When signing verbal instructions only, the administration does not need to be one-to-one.

An interpreter may sign test items, if authorized by the test coordinator.

• Sign systems for test items include Signing Exact English (SEE) or cued speech following the reader’s script. No other sign systems are allowed for test items.

• The interpreter follows the test content verbatim, without adding explanation.

• When signing test items, this must be a one-to-one administration.

Reader (available for paper testing only)

The reader administers the test one-to-one (may not read the test to a group).

The reader follows the reader’s script verbatim, without adding explanation.

Passages may be repeated at the examinee’s request.

Scribe

A scribe may be authorized for examinees who are unable to mark multiple-choice answers.

During the test, the examinee dictates answers to the scribe who marks responses. The examinee must be tested one-to-one.

**Interpreter, Reader, or Scribe Qualifications**

The interpreter, reader, or scribe must meet all of the following criteria:

Be proficient in English and, if applicable, SEE

Be experienced in testing

Be employed by the school district where the examinee attends school - if the examinee is taking ACT WorkKeys tests at their school. This is not required if the examinee is taking ACT WorkKeys tests at a national test center.

Agree to administer the tests in compliance with the policies and procedures

Read and sign the appropriate agreement form

To protect both the examinee and the reader or interpreter from questions of possible conflict of interest, the following conditions must also be met.

The reader or interpreter must:

• Not be a relative or guardian of the examinee

• Not be engaged in test preparation activities for ACT WorkKeys during the current academic year.

Test scores achieved under the supervision of an individual who does not satisfy ALL the requirements listed in the section above will be canceled.

Testing with Text-to-Speech

Examinees authorized for text-to-speech may test as a group if they have their own headphones, can control the progress of their own device, and are all working on the same test at the same time (e.g., when administering Test 1, all examinees in the room must be working on Test 1).

Examinees are able to replay any portion of any test as needed within the time allowed for each test.