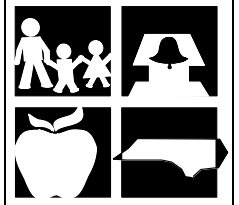


Assessment Brief



Public Schools of North Carolina • State Board of Education • William Cobey, Chairman • North Carolina Department of Public Instruction • June St. Clair Atkinson Ed.D., State Superintendent

How ACT WorkKeys Assessments Are Included in the Accountability Program

December 7, 2016

This brief is available on the North Carolina Department of Public Instruction (NCDPI) Division of Accountability Services website, www.ncpublicschools.org/accountability/testing.

This publication and the information contained within must not be used for personal or financial gain. North Carolina school system/school officials and teachers, parents, and students may download and duplicate this publication for instructional and educational purposes only. Others may not duplicate this publication without prior written permission from the NCDPI Division of Accountability Services/North Carolina Testing Program.

The ACT WorkKeys Assessment

WorkKeys is a job skills assessment designed to measure foundational and personal skills as they apply to the workplace. Successful completion of three WorkKeys assessments—Applied Mathematics, Locating Information, and Reading for Information—can help a student earn the National Career Readiness Certificate™ (NCRC®), a portable credential that documents essential work skills.

The three subtests that make up the ACT WorkKeys assessments include Applied Mathematics, Locating Information, and Reading for Information.

- The Applied Mathematics test measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.
- The Locating Information test measures the skill people use when they work with workplace graphics. Examinees are asked to find information in a graphic or to insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.
- The Reading for Information test measures the skills people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations.

Student Eligibility for the ACT WorkKeys Assessment

Only North Carolina public school students who are identified as Career Technical Education (CTE) concentrators or are expected to be concentrators by the time of graduation from high school are eligible to participate in the statewide administration of the ACT WorkKeys assessment. Schools cannot elect to test an entire grade of students.

The state funds only one ACT WorkKeys weekday, in-school test administration per student. Students who have taken the ACT WorkKeys assessment during a previous state administration are not eligible to participate in any additional ACT WorkKeys state-funded administrations. As with any vendor

assessment, the North Carolina Department of Public Instruction (NCDPI) does not function as a third-party for nonpublic or home school students. Nonpublic and home school students must contact ACT directly for WorkKeys test administration information. These administrations are at the expense of the non-public or home school.

Explanation of How the WorkKeys Assessments are Included in Accountability

The 95% participation rule for the School-Based Management and Accountability Program applies to the ACT WorkKeys assessment. This means that the state expects 100% participation, and if less than 95% of all eligible students are tested, sanctions are applied to the school. Students are included in the ACT WorkKeys calculations in the year that they graduate. The NCDPI reviews students' course enrollment, as well as course completion, to determine if they are CTE concentrators.

If it is determined that a student is a CTE concentrator, the following rules apply:

1. The NCDPI reviews ACT WorkKeys score data from all prior ACT WorkKeys state administrations. If a state administration score is found for the student from a prior year, even if it is not the student's year of graduation, that first state administration score is used for Accountability purposes.
2. If an assessment score is not found after reviewing ACT WorkKeys state administration score data from previous years, the NCDPI reviews the state administration score data from the current year for an assessment score.
3. If an ACT WorkKeys assessment score is not found in prior administrations or the current administration, the NCDPI reviews the current year ACT WorkKeys Exception file.

In the event that a student score is not found in any of the above instances, the student will then count against the school's participation rate for ACT WorkKeys. Additionally, if a student is found in more than one of the above instances, the earliest state administration score is used for accountability purposes.

Independent WorkKeys Testing

Non-state sponsored ACT WorkKeys testing is available to districts and charter schools that choose to administer the assessments to students who are not CTE concentrators. However, these administrations are at the expense of the district or charter school. Districts/charter schools wishing to do this must contact ACT directly for more information about non-state sponsored ACT WorkKeys testing.

In compliance with federal law, the NC Department of Public Instruction administers all state-operated educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints regarding discrimination issues should be directed to:

*Office of the Deputy State Superintendent
6368 Mail Service Center
Raleigh, NC 27699-6368
Telephone (919) 807-3200; fax (919) 807-3388*