



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

State Testing Overview for **EXPLORE, PLAN, ACT and WORKKEYS**

July 31, 2012

Today's Goal

- Program Overview of:
 - EXPLORE
 - PLAN
 - The ACT
 - WorkKeys
- Review aspects of programs with focus on:
 - Accommodations
 - Procedures and materials
 - Test administration specifics

EXPLORE and PLAN Overview

ACT[®]

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EXPLORE®



- Serves as the **entry measure** of academic progress toward college and career readiness when used with PLAN and the ACT
- Designed to help **8th and 9th** grade students
- **Curriculum-based achievement test** that measures college readiness
- Assesses academic progress
- Helps students understand and begin to explore the wide range of career options open to them
- **Career Interest Inventory** and educational/career plans collected

PLAN[®]



- Provides a **midpoint assessment** of academic progress toward college and career readiness when used with EXPLORE and the ACT
- Designed to help 10th grade students
- **Curriculum-based achievement test** that measures college readiness
- Most **powerful predictor of performance on the ACT**
- Used for **course placement** including dual-enrollment/rigorous courses
- **Career Interest Inventory** and educational/career plans collected

EXPLORE Test

EXPLORE

Academic Sections (120 minutes)

- English (30 minutes)
- Math (30 minutes)
 - Calculators Allowed on Math only
- Break (optional 5 - 10 minutes)
- Reading (30 minutes)
- Science (30 minutes)

Students Must Complete All Sections

PLAN Test

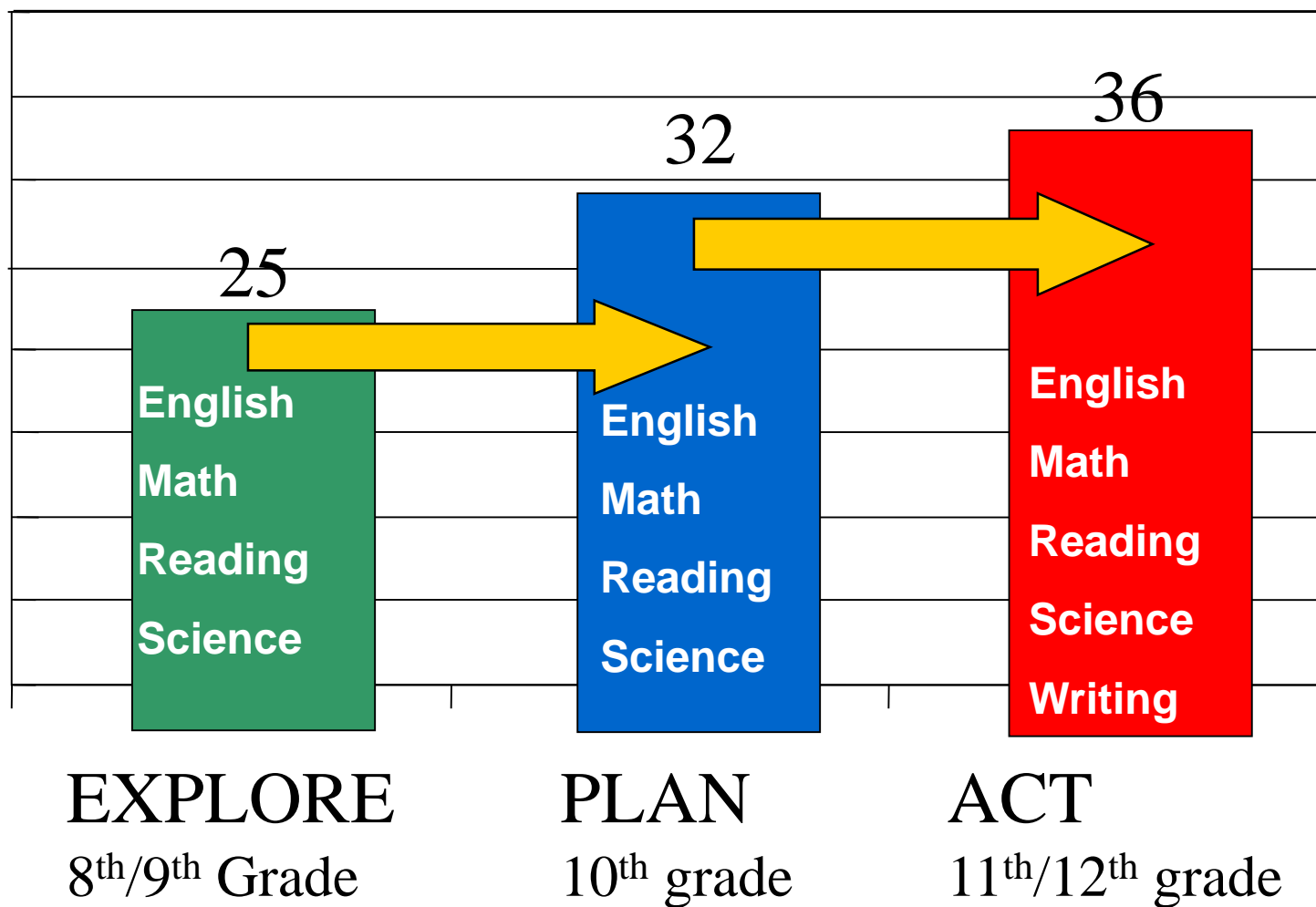
PLAN

Academic Sections (120 minutes)

- English (30 minutes)
- Math (40 minutes)
 - Calculators Allowed on Math only
- Break (optional 5 - 10 minutes)
- Reading (20 minutes)
- Science (25 minutes)

Students Must Complete All Sections

Score Scales Relationship



EXPLORE and PLAN for North Carolina

Who may test?

- NCDPI provides school eligibility to ACT.
- EXPLORE = 8th grade, Plan = 10th grade
- State affiliated public schools

When can I test?

- Testing window: *October 1 – 31, 2012*
- Schools determine test date within the window
- Testing can be given anytime during the day

Who orders?

- State submits eligibility list to ACT
- Supplemental and accommodated orders placed by district

EXPLORE and PLAN

Pre-ID Labels

Pre-ID Labels

- Pre-ID labels will be provided
- Barcode gives state-assigned student ID
- Pre-ID labels will be shipped separately from test materials
- Applied to page 1 of the answer folder prior to test day

EXPLORE and PLAN

Accommodations

Who approves?

- Accommodations are a local (school) decision
- *No approval* is needed from ACT
- Should be supported by IEP or 504 Plan
- Should align to what student is granted in regular classroom

What materials are available?

- Audio CD's Reader's Scripts, Large Print Test Books, and Braille Test Books.

Testing

- Must complete each test in a single session, not over multiple days.
- Return answer folders with standard time answer folders
- Return answer folders and braille test forms only

EXPLORE and PLAN Testing Materials

What materials do I receive?

- Test Supervisor's Manual
- Room Supervisor's manuals (*1 per 20 students*)
- “*Why Take EXPLORE or PLAN?*” handouts
- Instructions for completing your answer folder
- Test booklets
- Answer folders
- School header
- Return envelopes

What materials are available?

- Shipped no later than two weeks prior to the testing window

EXPLORE and PLAN

Pre-Test Activity

- Determine test date
- Test Supervisor identifies: Room Supervisor, Proctors and trains staff
- Reserve test rooms
- Determine when to complete non-test sections
- Determine if testing one or two days
- Will sort codes be used?
- Will supplemental local items be administered?

Post Test / Materials Return

Once testing is over

- Ensure student information is entered on answer folders
- Complete School Header
- Return answer folders by Answer Document Return Deadline (ADRD) **November 16, 2012**
- Use prepaid, pre-addressed envelopes provided to return the following to ACT: School Header, Testing Irregularity Report(s), Test Supervisor's Comment Form, Room Supervisor's Comment Form, Answer Folder, and Braille Test Form
- Keep test booklets and return to students for review once score reports arrive
- All other material to be securely destroyed

EXPLORE and PLAN Reporting

- ✓ The EXPLORE / PLAN Test and non-cognitive components

School Reports Package:	District Reports Package:
-Student Reports (2)	
-Student Score Labels (2)	
-Profile Summary Report	-Profile Summary Report
-Presentation Packet	-Presentation Packet
-Intervention Rosters	
-Item Response Summary Report	-Item Response Summary Report
-Research Data File	-Research Data File

Contact Information

- **EXPLORE / PLAN** Customer Services
 - 877/789-2925
- **EXPLORE** Student Website
 - <http://www.actstudent.org/explore>
- **PLAN** Student Website
 - <http://www.actstudent.org/plan>
- Webcast posted to the state website
 - <http://act.org/aap/northcarolina>

The ACT Plus Writing Overview

ACT[®]

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ACT State Testing Program

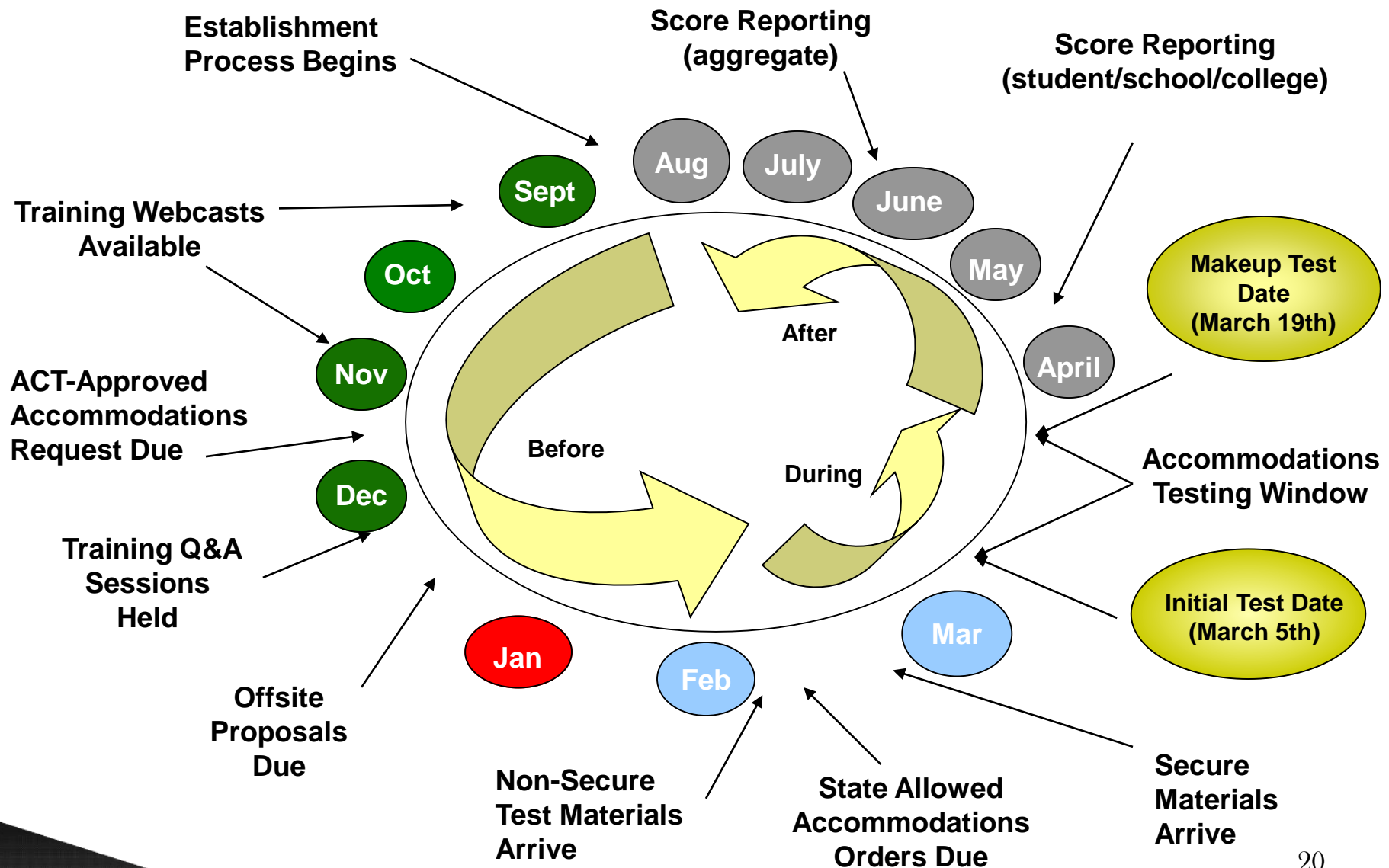
- Eligible schools identified by NCDPI
- All grade 11 students are to test:
 - English, Mathematics, Reading, Science, and Writing
 - Standard Time, ACT-Approved Accommodations, or State-Allowed Accommodations
- Used for accountability in 2012-13

Spring 2013 ACT Administration

- Initial Standard Time Test Day
March 5
- Makeup Standard Time Test Day
March 19
- Accommodations Two - Week Testing Window
March 5 – March 19



ACT State Testing Cycle Overview



A grayscale photograph of three students, two boys and one girl, looking down at a book held by the boy on the left. They are in a classroom setting with lockers visible in the background. The image is semi-transparent, allowing the text to be overlaid.

Test Site Establishment Process

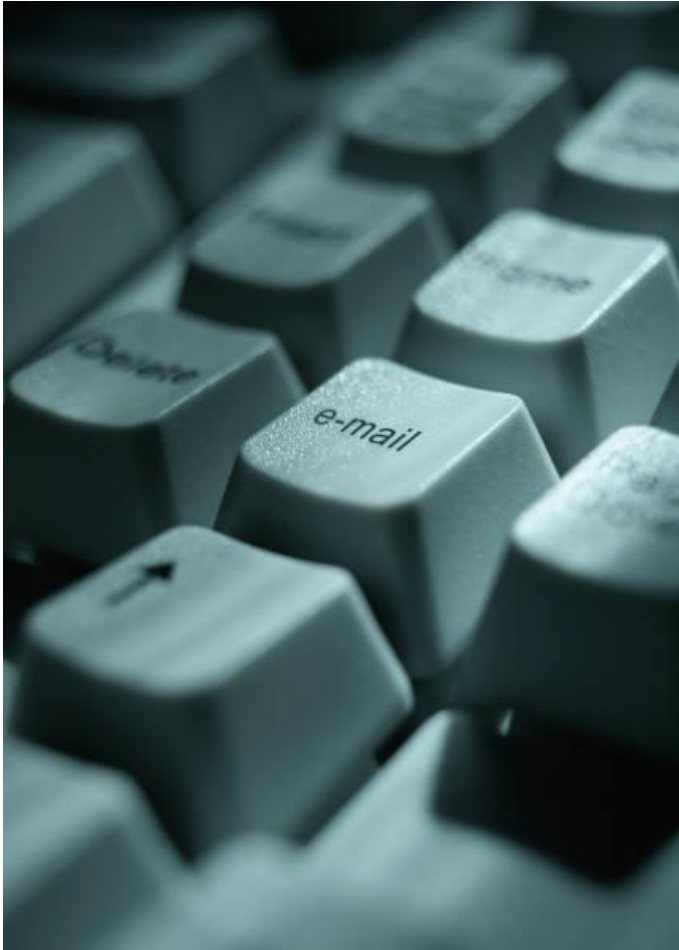
2012- 2013 Key Dates

Week of Aug 27	Establishment Materials Received by Principals <ul style="list-style-type: none">• <i>Checklist of Dates</i>• <i>Summary of Requirements</i>
September 21	Deadline for Principal to complete school information profile and appoint 3 Key Testing Staff: <ul style="list-style-type: none">• Test Supervisor (TS)• Back-up Test Supervisor (BU)• Test Accommodations Coordinator (TAC)
October 5	Deadline for completing profile from Principal, TS, BU, and TAC.

Required Testing Staff

- Test Supervisor
 - Responsible for all assessment activities
 - Responsible for all testing materials
- Back-up Test Supervisor
 - Responsible to serve if Test Supervisor unable to do so
 - Will assist the Test Supervisor
- Test Accommodations Coordinator
 - Submits accommodations applications or online order
 - Coordinates all accommodations testing for the school
- Each high school must have these three identified and profiles submitted by October 5

Email Communication



Email Communication
throughout the year will
come from
StateTesting@act.org.

Ensure this email is
“accepted” by email systems
so you do not miss important
information by adjusting your
SPAM filters accordingly.

2012- 2013 Key Dates

November 30	Receipt deadline for the <i>Application for ACT-Approved Test Accommodations</i>
December 14	Receipt deadline of online Proposal for Off-Site Administration (if standard testing requirements cannot be met at the school)
February 13 12:00 PM CT	Receipt deadline for State-Allowed Accommodations order (submitted online by TAC)



Facility and Staff Requirements

Maintaining Test Integrity

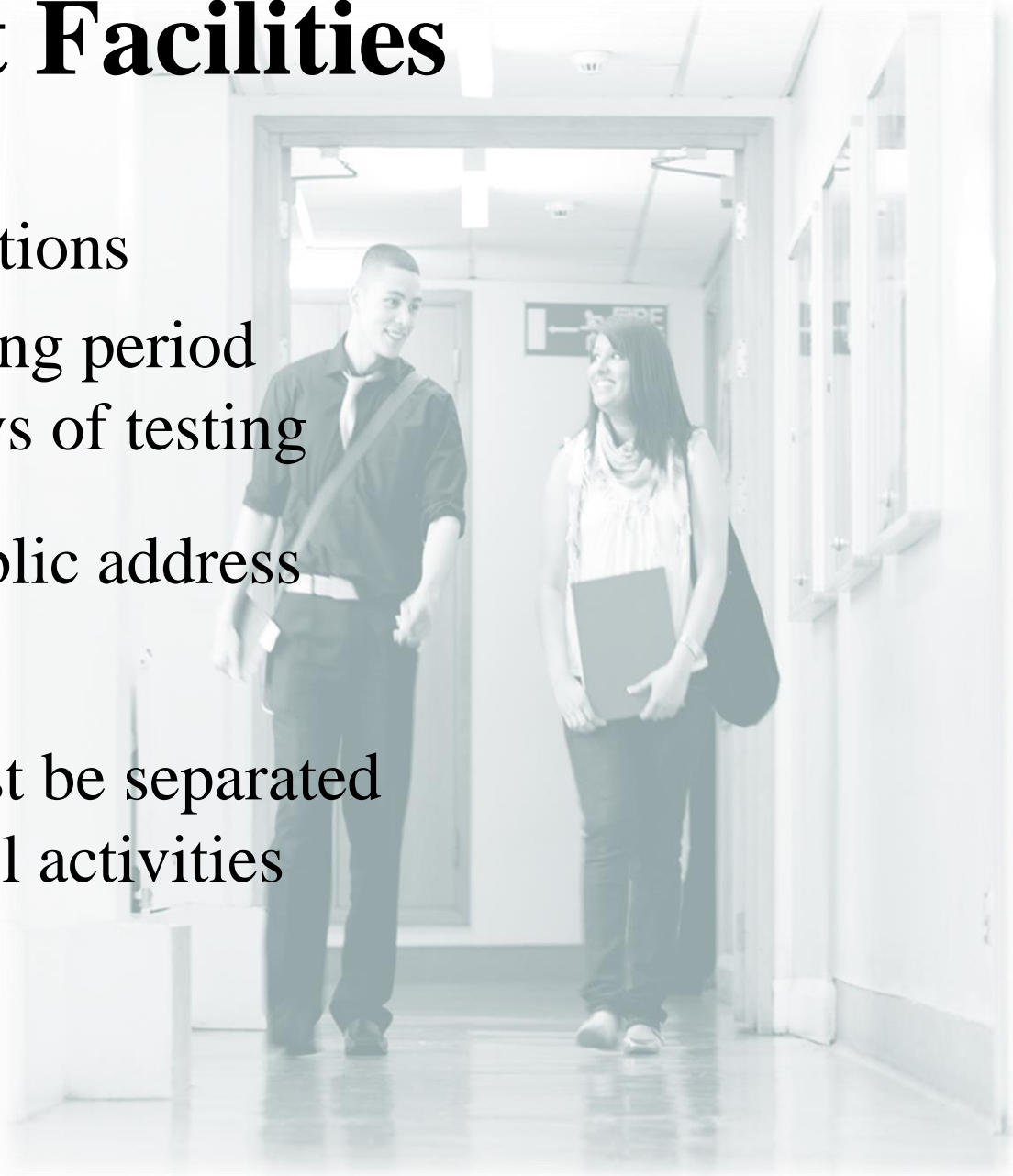
- Test Supervisors and Back-Up Test Supervisors have access to secure test materials prior to testing
- Restrictions for selection of testing staff
 - Relatives
 - Coaches
- Materials sent directly to school's TS and TAC
- No unauthorized observers

Staff Requirements

- Required number of qualified staff per room
 - One Room Supervisor required for each room
 - ***Plus*** one Proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
 - For accommodations room, the ratio is one Proctor to 10 students.

Test Facilities

- Freedom from distractions
 - Uninterrupted testing period required for all days of testing
 - Turn off bells, public address systems, etc
 - Testing rooms must be separated from regular school activities



Testing Off-Site

- If facility requirements cannot be met, school may submit Proposal for Off-Site Administration
 - Community College
 - Other public facility
 - Other private facility
- Each site must be approved by ACT

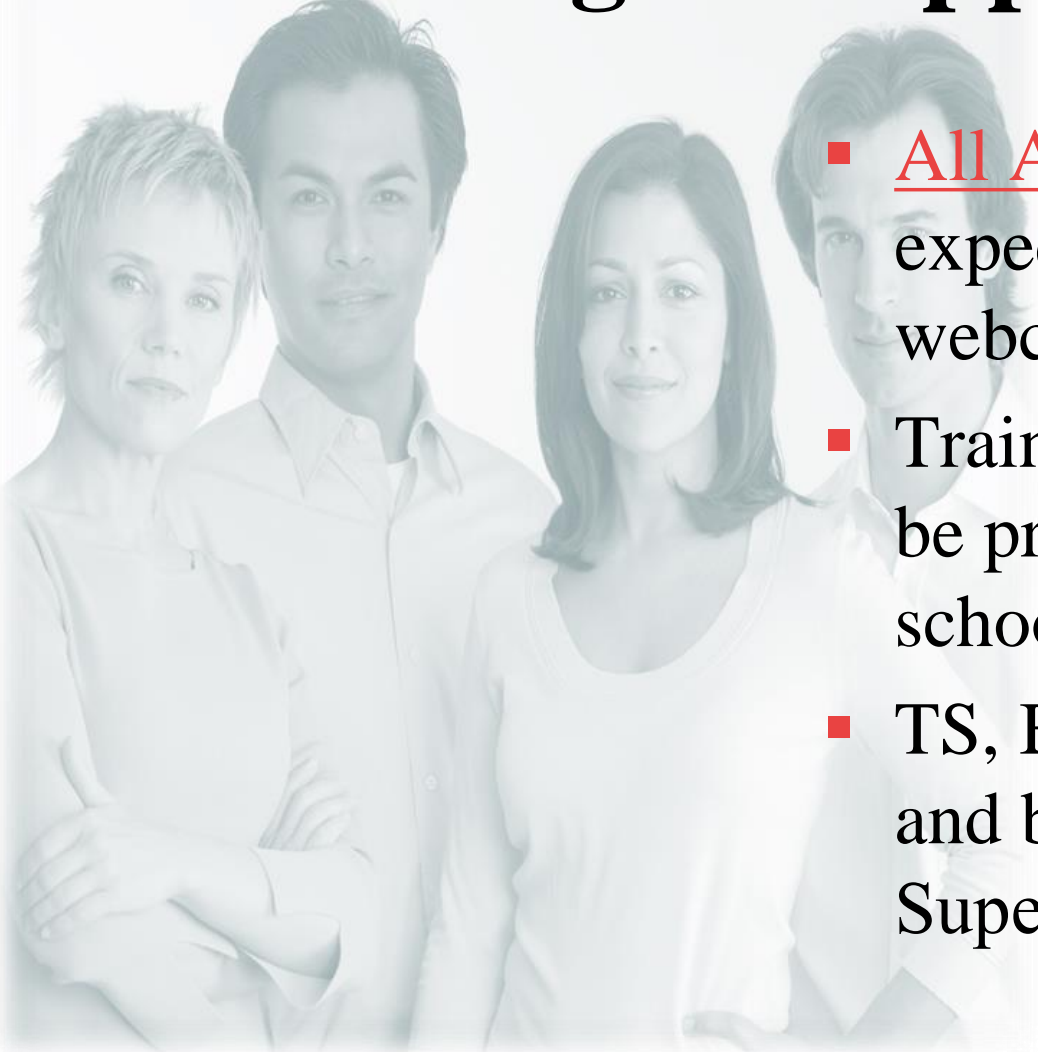


Training Webcasts

2012- 2013 Training Dates

- Webcast training videos for viewing:
 - TAC Training – Early September
 - Test Administrator Training (TS, BU, TAC) - Early November
 - Room Supervisor/Proctor Training - Early November
- ❖ Available at <http://www.act.org/aap/northcarolina>
- Live Q & A Sessions in early December

Training for Appointed Staff

- 
- All Appointed Test Staff are expected to view training webcast -- approx. 90 minutes
 - Training packets (3 copies) will be provided to each participating school.
 - TS, BU, and TACs must read and be familiar with the ACT Supervisor's Manuals

Room Supervisor / Proctor Training

- Local training session is **required** before testing
 - facilitated by the Test Supervisor at the school
- Separate training session is **required** for all staff supporting testing with accommodations
 - facilitated by the TAC at each school
- Room Supervisors and Proctors must also read and be familiar with the Supervisor's Manuals

Before Test Date

- The Test Supervisor must schedule an in-school session (before test day) for students to complete all ACT pre-test, non-cognitive information
 - Student must not complete on test day or have access to answer document after testing is complete
- School staff adhere barcode labels to answer documents
- Schools prepare standard time rosters, organize materials, and plan for test administration

A grayscale photograph of a hand with light-colored nail polish resting on a document with Braille text. The hand is positioned in the upper left, with fingers slightly spread. The Braille is visible as raised dots on the paper. The background is a light gray, and the overall image has a soft, slightly blurred quality.

ACT Accommodations

Accommodations Overview

- Accommodations Provided on the ACT
 - ACT-Approved Accommodations
 - State-Allowed Accommodations
- Accommodations Summary
- Important Dates and Contact Information

Accommodations Options

- **ACT-Approved Accommodations** result in ACT scores that are fully reportable to colleges, scholarships, and other entities.
 - **Currently** on an Individualized Education Program (IEP) or Section 504 Plans
 - Professionally Diagnosed and Documented Disability

- **State-Allowed Accommodations** result in ACT scores that are not college-reportable; they are used for state accountability purposes only.
 - Limited English Proficiency (LEP) students who do not have a disability but receive accommodations in school

ACT-Approved Application Process

- **Receipt Deadline:
November 30, 2012**
- **Provided to schools
with Establishment
Materials**
- **Copy Header and
Application as
needed**

ACT

Application for ACT-Approved Test Accommodations
ACT State Testing—Spring 2013

Important! This document is perforated on the left. Tear the application at the perforation to separate the form from the rest of this document.

Deadline: The deadline for ACT to receive ACT-Approved Accommodations applications from your school is **November 30, 2012**.

A. Student Information

(Please print or type.) Student address is required. If not available, school address may be used.

Student Name (Last, First, Middle Initial)		Date of Birth (Mo/Day/Yr)	
Student Street Address or PO Box	City	State	Zip
Name of High School Where the Student Will Test (This request must come in under the header sheet from the same school with the same ACT HS Code)		ACT HS Code (required)	

B. Previous Approval of the Same Accommodations on the ACT

Check either Yes or No to indicate whether this student has been approved previously for the same accommodations on the ACT.
☐ Yes If yes, complete all of Side 1 of this form and sign sections J and K. You may leave sections G, H, and I blank.
☐ No If no, both sides of this form must be completed and required documentation submitted.

C. Diagnosed Disability

Check all that apply.

<p>Learning Disability (01)</p> <input type="checkbox"/> (RD) Reading Disorder <input type="checkbox"/> (DA) Mathematics Disorder <input type="checkbox"/> (SL) Speech/Language Disorder* <input type="checkbox"/> (DW) Writing Disorder/Written Expression	<p>Physical/Sensory Disability (02)</p> <input type="checkbox"/> (DF) Hearing Impairment <input type="checkbox"/> (PH) Motor Impairment* (explain on side 2, G) <input type="checkbox"/> (VI) Visual Impairment* (explain on side 2, G) <input type="checkbox"/> (TR) Tourette's Syndrome <input type="checkbox"/> (EP) Epilepsy or Seizures	<p>Psychological Disability (03)</p> <input type="checkbox"/> (AD) Attention Deficit Disorder/ADHD <input type="checkbox"/> (AX) Anxiety Disorder* (explain on side 2, G) <input type="checkbox"/> (BD) Emotional/Behavioral Disorder <input type="checkbox"/> (AU) Autism Spectrum Disorder* <input type="checkbox"/> (PD) Other Psychological/Cognitive Disability, including intellectual disability* (explain on side 2, G) <p>FSIQ _____</p>
<p>*Full documentation required</p>		
<p>Other Disability (07)</p> <input type="checkbox"/> (HB) Confined to home (explain on side 2, G) <input type="checkbox"/> (OD) Other* (explain on side 2, G)		

D. Test Format Requested

Check only one. Alternate formats must be supported by diagnosis and IEP, 504 Plan, or official accommodations plan. Examinees using reader's script must test individually. Readers may not read the tests to a group of examinees. For oral presentation, choose ONE of the following: DVDs, cassettes, or reader's script. **Note:** If you do not check a box below, the student will automatically receive regular type (10-point).

<input type="checkbox"/> (01) Regular Type (10-point) <input type="checkbox"/> (02) Large Type (15-point) <input type="checkbox"/> (03) Braille (printed copy included) <input type="checkbox"/> (04) Cassettes w/ Regular Type	<input type="checkbox"/> (05) Cassettes w/ Large Type <input type="checkbox"/> (06) Cassettes w/ Raised Line Drawings <input type="checkbox"/> (07) Reader's Script w/ Regular Type <input type="checkbox"/> (08) Reader's Script w/ Large Type	<input type="checkbox"/> (09) Reader's Script w/ Raised Line Drawings <input type="checkbox"/> (10) DVDs w/ Regular Type <input type="checkbox"/> (20) DVDs w/ Large Type <input type="checkbox"/> (21) DVDs w/ Raised Line Drawings
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E. Time Requested

Check only one. ACT will assign a timing code (e.g., standard time, time-and-a-half, double time, triple time) based on the disability and approved test format.

<input type="checkbox"/> Standard time - large type only <input type="checkbox"/> Standard time on each test; authorization to test over multiple days <input type="checkbox"/> Extended time on each test; authorization to test over multiple days	<input type="checkbox"/> Self-paced time-and-a-half, all tests on one day <input type="checkbox"/> Extended time only on Writing Test (50 minutes)
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F. Other Accommodations Requested

Use this space to request any other accommodations not covered by the above.

ACT-Approved Application Process

RECEIPT DEADLINE: November 30, 2012

■ Side One

- A. Student Information
- B. Previously Approved
- C. Diagnosis
- D. Test Format
- E. Test Time
- F. Other Accommodations

■ Side Two

- G. Specific Disorder
- H. History
- I. School Plan
- J. School Signature
- K. Parent Signature

ACT-Approved Application Process

- Review Process
 - Denials
 - Provide Additional Information
 - Test Standard Time OR State-Allowed
- Preliminary Roster – week of **January 21**
 - All or Partial approvals
 - Review for Accuracy by **February 1**

ACT-Approved State Test Accommodations Roster		
ACT High School Code: 111-111 ACT High School		
Test Accommodations Coordinator: Sam Smith		
1.	Ref No. 650001	John Smith
Timing Code: 2 - Up to double time on each test (over multiple days)		
Test Format: STATE REGULAR 59E / WRITING 14K		
No additional accommodations		
2.	Ref No. 650002	Joe Smith
Timing Code: 3 - Up to triple time on each test (over multiple days)		
Test Format: STATE REGULAR 59E / WRITING 14K / READER		
Clarification of Accommodations:		
* Each examinee approved for a reader must test individually. The room supervisor must read the tests to the examinee verbatim from the provided Reader's Script, NOT from a regular print test booklet.		
3.	Ref No. 650003	Julie Smith
Timing Code: 5 - Standard time		
Test Format: STATE REGULAR 59E / WRITING 14K		
Clarification of Accommodations:		
* Testing over multiple days using standard time limits is approved. Each subject must be completed in one sitting.		
* The use of a reader is NOT approved.		
4.	Ref No. 650004	Jen Smith
Timing Code: 6 - Up 5 hours and 45 minutes total to complete all 5 tests		
Test Format: STATE REGULAR 59E / WRITING 14K		
Clarification of Accommodations:		
* Authorization to test over more than one day is NOT approved.		
5.	Ref No. 650005	Jane Smith
Timing Code: 7 - Up to time-and-a-half on each test (over multiple days)		
Test Format: STATE REGULAR 59E / WRITING 14K		
No additional accommodations		

State-Allowed Ordering Process

- Students needing State-Allowed Accommodations:
 - Denied ACT-Approved Accommodations
 - Do not meet requirements for ACT-Approved Accommodations
 - ESL or ELL students
- Materials online orders submitted by **February 13**
 - No approval by ACT
 - Materials not assigned to individual students

2012 Accommodations Summary

- 6,393 ACT-Approved Applications received
 - Approved 5,611 submissions (88 percent)
- Common issues causing denial of apps:
 - Lack of evaluation, missing diagnosis/required documentation with submitted application
 - Unable to detect functional limitation as required by American with Disabilities Act (ADA)
 - Diagnosis of speech or language disorder (note: no oral responses required for ACT)
 - No accommodation received, or plan on file, at school

Accommodations Summary

■ Important Dates

- ACT-Approved Application - Receipt Deadline **November 30**
- Preliminary Roster – Changes by **February 1**
- State-Allowed Online Order – **February 13**
- Testing Window – **March 5 through March 19**

■ Resources/Contact Information

- Website - <http://www.act.org/aap/disab/index.html>
- 800/553-6244 x1788 (7:00 AM – 5:00 PM CST)
- ACTStateAccoms@act.org

Test Materials – Non-Secure and Secure

Spring 2012

Test Date: _____
 Test Room: _____
 Room Supervisor: _____
 City, State: _____

SUPERVISOR'S MANUAL



State Testing

Initial Test Date Makeup Test Date
 March 6, 2012 March 20, 2012
 March 20, 2012 April 3, 2012
 April 24, 2012 May 6, 2012
 (Note: All test dates above are Tuesdays.)

This manual is for participating states and districts to administer the ACT (No Writing) or the ACT Plus Writing through ACT State Testing with standard time.

ACT

The ACT® Plus Writing
 2012 State Testing Answer Folder
 Day 1 Testing

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 when data present.

NOTE: Students must fill in ALL personal information on pages 1 and 2, even if a bubble is applied to page 1.

1. PERSONAL INFORMATION
 Last Name: _____ First Name: _____
 Middle Initial: _____
 Social Security Number: _____
 Date of Birth: _____
 City: _____ State: _____ Zip: _____

2. RACE/ETHNICITY BACKGROUND
 Please indicate if you are of Hispanic or Latino background.
 Yes ☐ No ☐
 Please print to respond.

3. EDUCATIONAL OPPORTUNITY SERVICE
 Please indicate if you are currently serving in the military or are a member of the National Guard or Reserve.
 Yes ☐ No ☐
 Please print to respond.

4. COLLEGE PLANNING/REPORTING SCORES
 You will receive a report from this administration. You will be asked to report scores to the colleges for which you are considering college. If you do not wish to report scores, please indicate on the "Reporting Option" at the right.

5. REPORTING OPTION
 Reporting Option: I intend to report scores to the colleges for which I am considering college. I will indicate on the "Reporting Option" at the right. (If you do not wish to report scores, please indicate on the "Reporting Option" at the right.)

6. SERIAL #
 SERIAL # _____

Security

- The Test Supervisor and Test Accommodations Coordinator are responsible for ensuring restricted access at **all** times from moment of receipt to return (documented “chain of custody”)
- Receipt, check-in, and verification of test booklets by serial numbers
- Test materials are never left unattended
 - Answer documents **not** returned to students after testing is complete
- Immediate and complete return of all materials to ACT as outlined in “return of materials” procedures

Non-Secure Test Materials

- Shipped to Test Supervisors at each school
Week of February 4, 2013
 - Supervisor's Manual
 - *Taking the ACT*
 - Answer Documents (blank)
 - Barcode Labels
- Non-Secure materials used to complete pre-test session

Secure Test Materials

Standard Time Testing

- Standard Time - Shipped to Test Supervisors at each school

Scheduled to arrive the week of February 25, 2013

- Test Books – Standard Time
- Return envelopes and plastic polymailer bags
- Supervisor Report Forms
- Keep cartons for use in return of test materials

Secure Test Materials

Accommodated Testing

- Accommodated Materials - Shipped to TAC at each school
 - Separate shipments of ACT-Approved and State-Allowed
 - **Scheduled to arrive week of February 25, 2013**

Accommodated Testing

- ACT-Approved “kit” assigned for each student includes all materials needed to test
 - State-Allowed sent in packages according to online order
-
- Keep cartons for return of all accommodated test materials.

ACT Score Reports

- Standard ACT Score Reports from Standard Time and ACT-Approved testing to
 - High Schools
 - Student Reports
 - Colleges and Universities
 - School / District Aggregate Reports
- State-Allowed Accommodations (not college-reportable)
 - Letters sent to HS Principals in June (2 copies for each student)
 - Results also available to state

How Districts Can Help

- Become familiar with program calendar and procedures
 - Refer to NC website: <http://act.org/aap/northcarolina/>
 - Refer to Supervisor's Manuals
 - District official will be copied on e-blasts for ACT
- Make certain due dates and deadlines are met
 - ACT Checklist of Dates
- Urge schools to contact ACT with questions

For More Information

- North Carolina State testing website:
<http://www.act.org/aap/northcarolina>
- EXPLORE / PLAN
 - Customer Services: 877/789-2925
- ACT
 - ACT State Testing 800/553-6244 x 2800
 - ACT State Testing Accommodations 800/553-6244 x 1788
 - Contact via web: <http://www.act.org/aap/state/contact.html>

WorkKeys Overview

ACT[®]

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Agenda

- Overview of WorkKeys
- Review of 2012 Testing
- What's New for 2012-13
- Timeline
- Accommodations
- Questions

Work Readiness System

Comprehensive, evidence-based solutions.



With ACT's Work Readiness System, we haven't reinvented the wheel: we've set a new wheel in motion to help you reinvent your workforce.

Work Readiness System

Comprehensive, evidence-based solutions.

- **Job Analysis**

Define Your Workforce

- **Assessments**

Assess Your Workforce



- **Training & Curriculum**

Develop Your Workforce



- **Certification**

Certify Your Workforce



- **Research & Analytics**

Understand Your Workforce

Who uses WorkKeys

- High Schools
- Community Colleges
- Business/Industry
- Corrections
- Workforce Agencies

Job Analysis

Define Your Workforce

ACT has one of the largest, most robust occupational profile databases, with more than 18,000 job profiles.




Job Analysis

Define Your Workforce

Computer Software Engineers, Systems Software

Computer Software Engineers, Systems Software


O*Net Code: *(Click to open wages and additional information in a new window)*

- 15-1032.00

Clusters: *(Click one to search all jobs in cluster)*

- Architecture & Construction
- Information Technology

Description:
Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. Apply principles and techniques of computer science, engineering, and mathematical analysis.

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level	Number of Profiles
Applied Mathematics	4	4	6	3
Reading for Information	5	5	5	1
Locating Information	4	4	5	3
Applied Technology	5	5	6	2
Writing				0
Listening				0

« Previous

Next »

Close

Assessments

Assess Your Workforce

Communication Skills

- ✓ Business Writing
- ✓ Listening for Understanding
- ✓ Reading for Information

Problem Solving Skills

- ✓ Applied Mathematics
- ✓ Applied Technology
- ✓ Locating Information
- ✓ Workplace Observation

Interpersonal Skills

- ✓ Teamwork

Soft Skills

- ✓ Performance
- ✓ Talent
- ✓ Fit



	APPLIED MATHEMATICS	1	2	3	4	5	6	7
	APPLIED MATHEMATICS EXTENDED FORMS	1	2	3	4	5	6	7
	READING FOR INFORMATION	1	2	3	4	5	6	7
	READING FOR INFORMATION EXTENDED FORMS	1	2	3	4	5	6	7
	LOCATING INFORMATION	1	2	3	4	5	6	7
	APPLIED TECHNOLOGY	1	2	3	4	5	6	7
	TEAMWORK	1	2	3	4	5	6	7
	OBSERVATION	1	2	3	4	5	6	7
	WORKPLACE OBSERVATION	1	2	3	4	5	6	7
	LISTENING	1	2	3	4	5	6	7
	LISTENING FOR UNDERSTANDING	1	2	3	4	5	6	7
	WRITING	1	2	3	4	5	6	7
	BUSINESS WRITING	1	2	3	4	5	6	7



Training & Curriculum

Develop Your Workforce

KeyTrain® is an interactive learning tool for developing and improving the applied workplace skills defined by the WorkKeys system. The core curriculum is complemented by reporting capabilities, diagnostic tools, and soft skills curriculum.



Training & Curriculum

Develop Your Workforce



KeyTrain Foundational Skills

Trainability
Transferable skills

Career and Life Skills

Soft skills for the
workplace and life
Financial Literacy

Job Search Skills

Resumes, Job Search,
Job Applications,
Interviewing

Career Exploration

Search careers by
WorkKeys skills and
interest areas

Certification

Certify Your Workforce



The NCRC™ is a credential that is:

- Evidence-based
- Industry-recognized
- Portable
- Used to document essential skills linked to workplace success
- Awarded at four levels:
Bronze, Silver, Gold, Platinum

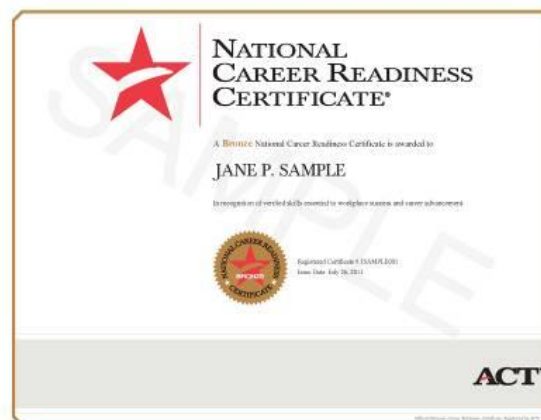
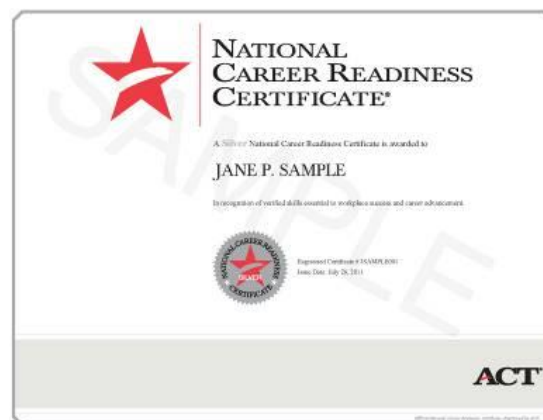
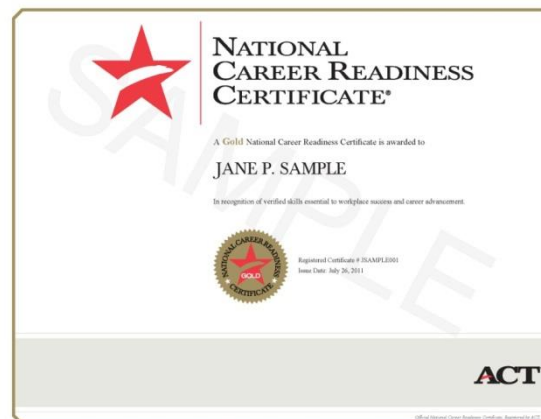
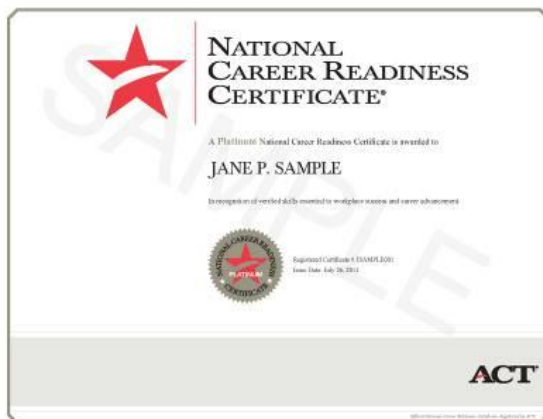
National Career Readiness Certificate

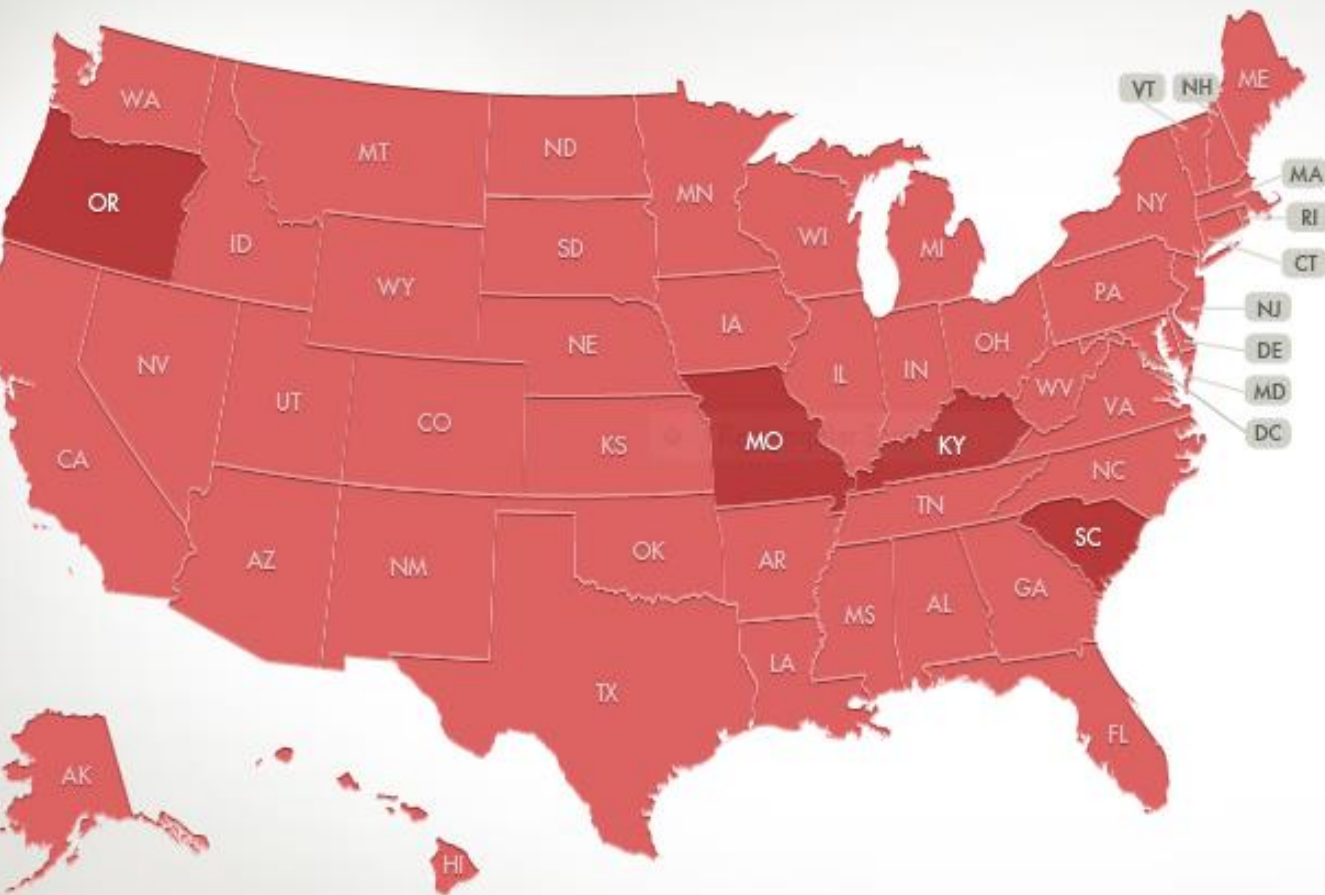
- Three WorkKeys assessments
 - Applied mathematics
 - Reading for information
 - Locating information

Certificate	WorkKeys Scores
Platinum	6s and above
Gold	5s and above
Silver	4s and above
Bronze	3s and above

National Career Readiness Certificate

New Design





This map is a work in progress. [Learn more.](#)

What is an ACT® Certified Work Ready Community?

ACT Certified Work Ready Communities (CWRC) empowers counties and states with data, process and tools that drive economic growth. Participating states are leveraging the **National Career Readiness Certificate (NCRC™)** to measure and close the skills gap – and building common frameworks that link, align and match their workforce development efforts.

ACT is leading this national effort and offers a **CWRC Academy** – a performance-driven program state leadership teams use to initiate, deploy and drive carefully-tailored statewide efforts that grow the number of counties certified as work ready communities.

For more information or to apply, please see the links at the bottom of this page or simply [contact us](#).

[MORE ON HOW TO SIGN UP](#) ►

UNITED STATES OF AMERICA
NATIONAL CAREER READINESS CERTIFICATE

ACT NATIONAL CAREER READINESS CERTIFICATE TOTAL	1,443,025
TOTAL COUNTIES:	3,141
JOBS PROFILED:	18,935
PLATINUM:	6,203
GOLD:	280,676
SILVER:	802,481
BRONZE:	353,665

CHOOSE STATE



BUSINESSES USING

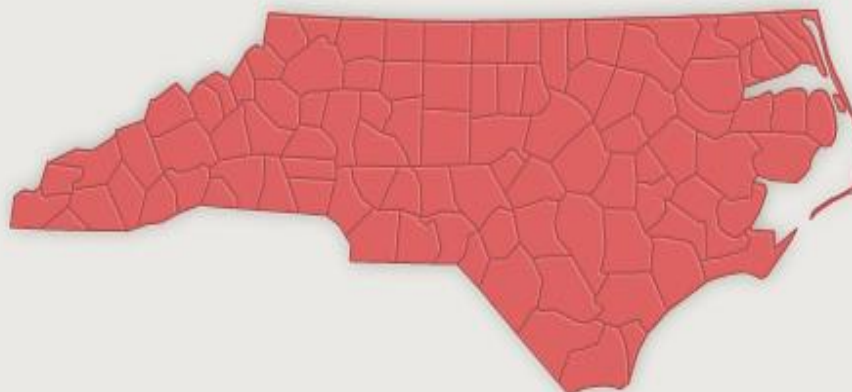
UNITED STATES

NORTH CAROLINA

CHOOSE STATE



CHOOSE COUNTY



**NATIONAL
CAREER READINESS
CERTIFICATE[®]**

PLATINUM 358

GOLD 20,834

SILVER 70,068

BRONZE 29,134

TOTAL 120,394

NCRC PLUS 2 ⁱ

**JOB PROFILES
COMPLETED** 592 ⁱ

NCRC Data: 01-01-2006 - 06-30-2012

This map is a work in progress. [Learn more.](#)

2012 Results

	NC	NC Data	National Data
No Certificate	5,394	15%	13%
Bronze	8,244	23%	21%
Silver	17,172	49%	47%
Gold	4,456	13%	18%
Platinum	59	<1%	1%
Total Certificates	29,931		
Total Tested	35,325		

Internet v. Paper

Internet	18,175 examinees
Paper/Pencil	17,150 examinees

What's New for 2012 - 13

- Early Graduate Testing
- Recorded Training
- Live Q/A (after Recorded Training)
- Return of test materials

Timeline

- School Contacts Received
 - Deadline September 5
- Ordering Dates
 - Order only what you need
- Return Dates

Accommodations

- Summary Chart
- Refer to manual

Communication

- Email sent to school contact
 - Posted on website
- Workkeys-nc@act.org
- 1.800.WorkKey or 1.800.967.5539
- <http://www.act.org/aap/northcarolina/>
- <http://act.org/stateservices/northcarolina/>

For additional information

Mary Molusky, State Program Manager
mary.molusky@act.org

A chemistry teacher stands at the front of a classroom, gesturing with his hands while speaking. The chalkboard behind him is filled with various chemical structures, including a benzene ring with a hydroxyl group, a branched alkane, and a cyclic amine. In the foreground, the backs of several students' heads are visible, with one student's hand raised in the air. The overall scene is in grayscale with a red and black decorative border at the top and bottom.

Questions and Answers