### ACT

**Paper Initial Testing Dates:**
- March 12, 2019 (standard time)
- March 12-26, 2019 (accommodated)

**Paper Makeup Testing Dates:**
- April 2, 2019 (standard time)
- April 2-8, 2019 (accommodated)

**Online Testing Window:**
- March 12-14 and March 19-21, 2019 (standard time and accommodated)

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### WorkKeys

**Online Testing Window (Standard Time):**
- October 2, 2018 - April 12, 2019

**Accommodated Testing Windows:**
- Fall Testing Window: October 2-16, 2018
- Fall Makeup Window: October 16-22, 2018
- Spring Testing Window: March 13-27, 2019

### Important to Note and Not New:
- If extended time is the only accommodation needed as indicated on the current IEP/IAP/EL plan, the test may be administered online only during the accommodated testing window.
- If small group is also on the IEP/IAP/EL plan, this may be assigned for online testing.

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### Cost for ACT
- $35.50 for both online and paper

### Cost for WorkKeys
- $9.50 per test

### Audio DVDs
- Audio DVDs will no longer be available for pre-recorded audio sessions.
  - ACT will ship USBs.

### Only WorkKeys 2.0 assessment is available:
- Applied Math
- Workplace Documents
- Graphic Literacy
  - USBs are replacing DVDs pre-recorded audio sessions.
  - UEB Braille without Nemeth code is available for Applied Math.

### Reporting
- Reporting of district data files and aggregate reports will be posted to PearsonAccess when files become available.
  - Reports CDs will no longer be mailed.
  - DTC and STC should downloaded the needed reports as soon as reports become available.

### Policy Change (See notes on page 2)
**Bulletin 118, §7209.WorkKeys [Formerly LAC 28:CXI.2209]**
- Students shall be subject to a 30-day wait period before retesting on WorkKeys assessments, during which time LEAs shall provide remediation.
- District must provide student results for all WorkKeys tests taken by every student every year, as outlined by DOE, to ensure all results are considered (applies only to districts/schools not signing the ACT (other realms) Addendum).
2018 -2019 Updates for ACT and WorkKeys

Important Notes Regarding WorkKeys

- The 30 day wait period refers to 30 calendar days.
- Testing on day 30 does not meet the policy requirement.
- Testing within the official state testing window will be monitored and strictly enforced.
- Results from any test taken in violation of policy will not be used in accountability.

ACT (other realms) Addendum

- Non-LDOE realm test results will be reported directly to the LDOE from ACT for all schools or districts if the ACT (other realms) Addendum has been signed and submitted to the LDOE.
- If the ACT (other realms) Addendum is not received, the test results from non-LDOE realms must be submitted during the 2018-19 ACT data certification period.
  - LDOE will no longer accept copies of the WorkKeys NCRC during data certification.
- The only acceptable documentation is the WorkKeys Roster Report With Scale Scores printed from Validus Online Reports Portal.
  - This report displays the student’s name, last 4-digits of the ID, all test dates, and scores earned.
- Use the Creating a Group Quick Start Guide (PDF) to register students correctly so LDOE can match students to scores.
  - When registering students, DO NOT select the Generate ID button. The User ID should be the examinee’s first and last name in full (Jill Tester) and the 10-digit LA Secure ID (LASID).
    - For 2018-2019, only WorkKeys 2.0 titles will be displayed.
    - The Start Date must be filtered for August 6, 2018.
    - The End Date must be filtered for April 12, 2019.
    - Under Examinee, the student’s full name should appear.
    - Under ID, last 4 digits of the 10-digit LASID should appear.
    - When the report is submitted to LDOE during ACT data certification, all pages of the report must be submitted as seen in the top right corner of the report.
- Detailed information about all online reports are available in the ACT WorkKeys Online Reports Portal User Guide.

Skill Report

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