
2007 ACT/WorkKeys Administration

First Step:

Wyoming Public Schools will receive:

1. ACT Vouchers
WorkKeys Vouchers
ACT Reorder Forms
WorkKeys Reorder Forms
Set of Frequently Asked Questions
2. Trainings on voucher system

Second Step:

Wyoming Community Colleges will receive:

1. Hathaway Specific CD-ROM
2. Training on CD-ROM and vouchers

Third Step:

Wyoming 11th Grade Students will receive:

1. One voucher. Either ACT or WorkKeys
2. Instruction on how to use the voucher
3. Signature from High School Official
4. Help setting up WorkKeys testing day
(only if taking WorkKeys option)

Fourth Step:

The student(s) will:

1. Complete the voucher
 - A. ACT Voucher will be sent with paper registration
 - B. WorkKeys Voucher will be taken directly to test center

Fifth Step:

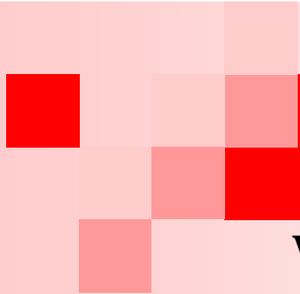
The Community Colleges will:(WorkKeys)

1. Collect the WorkKeys voucher
2. Input student information on Hathaway CD
3. Have students type home high school in e-mail
4. Provide standard testing procedures
5. Provide students with test results
6. Periodically mail vouchers to ACT

Sixth Step:

ACT will:

1. Collect vouchers
 2. Check vouchers for duplication
 3. Bill WDE for vouchers submitted
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ACT Voucher Counselor Information Guide

WHAT TO DO WITH THE ACT VOUCHER

- 1. Inform your 11th grade students that the vouchers are available for February 10, 2007, April 14, 2007, or June 9, 2007, ACT National Test Dates Only.**
- 2. Make sure that each 11th grade student receives only one voucher. They may have a voucher for ACT or WorkKeys, they may not have a voucher for both.**
- 3. Have the student complete the left-hand side of the voucher completely.**
- 4. High School Official fills out the right-hand side of the voucher completely.**
- 5. Have the student complete the ACT paper registration form.**
- 6. Explain to the student that the voucher only covers the basic \$29 test fee. Students may choose options that require payments above and beyond the \$29, but must send a check for the extra amount along with the paper registration and voucher.**
- 7. Make sure the student understands that the voucher is considered used once it has been submitted. Even if they do not test, they may not obtain another voucher. If the student reschedules the test, the student is responsible for any fees incurred.**
- 8. Be sure that the student submits the registration before the registration deadline. Late fees are the responsibility of the student and will not be reimbursed.**

**For further information, contact Lacy Krakow at 307-777-8595.
lkrako@educ.state.wy.us**

WorkKeys Voucher Counselor Information Guide

WHAT TO DO WITH THE WORKKEYS VOUCHER

- 1. Inform your 11th grade students that the vouchers are available from February 1, 2007 - June 9, 2007.**
- 2. Make sure that each 11th grade student receives only one voucher. They may have a voucher for WorkKeys or ACT, they may not have a voucher for both.**
- 3. Have the student complete the left-hand side of the voucher completely.**
- 4. High School Official fills out the right-hand side of the voucher completely.**
- 5. Explain to the student that they must take the completed voucher and a form of identification with them when on the day they plan to take the WorkKeys test.**
- 6. Explain to the student that they must register for the (1) Reading for Information, (2) Applied Mathematics, and (3) Locating Information tests. They must take all three tests on the same day. They may take more than the three tests, but are required to pay for all extra tests themselves. Only the 3 test mentioned above are required for the Hathaway Scholarship if the student does not take the ACT.**
- 7. Make sure the student understands that that the voucher is considered used once it has been submitted. Even if they do not test, they may not obtain another voucher.**

**For further information, contact Lacy Krakow at 307-777-8595.
lkrako@educ.state.wy.us**

Special Announcement for Students Registering for the February ACT using the Wyoming Voucher

Due to the timing of the shipment of vouchers to Wyoming high schools and the registration deadlines associated with the February ACT National Test Date, ACT will waive the late fee for the February Test Date only if the following conditions are met:

1. A PROPERLY COMPLETED AND SIGNED WYOMING VOUCHER is submitted with the ACT Registration Folder.
2. The registration envelope is POSTMARKED NO LATER THAN FRIDAY, JANUARY 19, 2007 (the final date for late registrations for the February test date).

This late fee waiver applies only to eligible grade 11 students registering for the ACT with the Wyoming voucher. It will **not** apply to:

- students who register and pay the late fee and then try to submit a voucher at a later date.
- any other fees such as stand-by testing.
- students registering for any other test date.
- students registering via any other method.

Prepared for the Wyoming Department of Education by ACT

Frequently Asked Questions For the 2006-07 Academic Year

Questions about the Wyoming State Voucher

What is the Wyoming State Voucher?

Two types of payment vouchers will be available to students for the purpose of covering the following fees:

- (1) Basic registration for the ACT (no writing) (\$29)
- (2) Computer-based WorkKeys assessments: Applied Mathematics (AM), Reading for Information (RI), and Locating Information (LI) (\$12 fee per set of three assessments)

Each student may use one type of voucher only – either the voucher for the ACT test or the voucher for the WorkKeys assessments. A student may not use both and may use a voucher only one time.

Who is eligible for a Wyoming State Voucher?

All 11th grade students in Wyoming are eligible for a voucher that may be used as payment for basic registration fees for the ACT test or certain WorkKeys assessments.

Are GED and home-school students able to utilize the voucher system?

Yes, ANY Wyoming resident who is a junior (or whose class is currently in the 11th grade) is eligible to receive one voucher. Students not in the public schools may pick up a voucher at the district office of the county they currently reside in.

How do students obtain a voucher?

Vouchers are available at high school guidance offices. 11th grade students not attending a Wyoming public school can obtain a voucher at the nearest district office. Students cannot request vouchers directly from ACT.

Questions about The ACT

What is The ACT?

The ACT is America's most widely accepted college entrance exam. It assesses high school students' general educational development and their ability to complete college-level work.

- The multiple-choice tests cover four skill areas: English, mathematics, reading, and science.
- The Writing Test, which is optional, measures skill in planning and writing a short essay.

How do students benefit from taking the ACT?

- The ACT is universally accepted for college admission.
- The ACT is curriculum-based. The ACT is not an aptitude or an IQ test. Instead, the questions on the ACT are directly related to what students have learned in high school courses in English, mathematics, and science. Because the ACT tests are based on what is taught in the high school curriculum, students are generally more comfortable with the ACT than they are with traditional aptitude tests or tests with narrower content.
- The ACT is more than a test. The ACT also provides test takers with a unique interest inventory that provides valuable information for career and educational planning and a student profile section that provides a comprehensive profile of a student's work in high school and his or her future plans.
- The ACT is a good value. As a private, not-for-profit organization governed by educators, ACT is committed to providing services at the lowest possible cost. Accordingly, the ACT provides a comprehensive package of educational assessment and career planning services for college-bound students at a fee that is lower than the fee for the competing admission test.

How does the ACT differ from PAWS?

ACT is a nationally based test, while PAWS is the Wyoming State test.

How does the ACT relate to the Hathaway Scholarship?

To be eligible for the Hathaway Scholarship, students must take the ACT and meet the minimum score which ranges from 17 -27 depending on the level of scholarship the student is looking to obtain.

Where will students take the ACT?

Students may take the ACT at one of the ACT Test Centers located in the State of Wyoming. For the most current listing of locations of ACT Test Centers for the February, April and June 2007 tests, please go to www.actstudent.org

How much does it cost to take the ACT?

The voucher covers only the basic registration fee for the ACT (\$29.00), including reports to the student, their high school and up to four college choices (if valid codes are provided on the registration folder). Depending on their college plans, many students choose to take the optional writing test requiring an additional \$14 when registering. (Remember that the optional writing test is not covered by the voucher form.)

How do students register for the ACT?

Students registering for the ACT test and using a voucher will submit the completed and signed voucher to ACT with his/her paper registration folder. The student will not be able to register online when paying with a voucher.

Students not using a voucher as their method of payment are encouraged to use the ACT website at www.actstudent.org to complete an online registration. Students registering on the Web are required to pay by credit card

How many times can a student register for the ACT test?

Students may register only once using a Wyoming ACT voucher. Vouchers may be used **only** for the February 2007, April 2007, or June 2007 national test dates.

If a student would like to take the ACT test more than once, they must pay the registration fee of \$29, or \$43 if they wish to take the ACT Plus Writing.

What if the student wants to change their test date after they register?

If, after submitting their registration, a student determines that they would like to change the test date for which they are registered, they may do so for a \$20 fee (an extra \$19 if you are in the late registration period). Instructions for doing so are on the back of the admission ticket students will receive following the completion of the processing of their registration request. Information is also available on ACT's website at <http://www.actstudent.org/faq/answers/changebefore.html>

What if a student wants to change their test center location after registering?

If, after receiving their admission ticket, they may attempt to change the test center to which they are assigned. If the student is successful in doing so, they will be responsible for the \$20 test center change fee. Instructions for doing so are on the back of the admission ticket students will receive following the completion of the processing of their registration materials. Information is also available on ACT's website at <http://www.actstudent.org/faq/answers/changebefore.html>

What if students want to take the writing test?

If students choose the ACT Plus Writing test option, they must pay the additional \$14.00 for the ACT Writing Test. When submitting their registration folder and Wyoming voucher, students must include a check or credit card information to pay the additional \$14.00 fee for the Writing Test.

What if a student misses the test on their designated test date?

The student has used the voucher once they register, even if they do not test. If the student wishes to move their registration to a different test date, they must pay all required fees (e.g., test date change, late registration). Instructions for making a test date change are on the back of the admission ticket students will receive following the completion of the processing of their registration request. Information is also available on our website at <http://www.actstudent.org/faq/answers/changebefore.html>

What if students have already registered and paid for the ACT test?

To request a refund for a previously paid registration fee for a February, April or June 2007 test date, mail a photocopy of your admission ticket and a completed voucher to: WY Refund ACT Registration, PO Box 414, Iowa City, IA 52243-0414. Requests must be postmarked by June 9, 2007.

When are the test dates?

The voucher may be used for registration for the ACT on the following national test dates:

February 10, 2007
April 14, 2007
June 9, 2007

By when do I have to register?

Test Date	Registration Deadline	\$19 Late Fee Required
February 10, 2007	January 5, 2007	January 6–19, 2007
April 14, 2007	March 9, 2007	March 10–23, 2007
June 9, 2007	May 4, 2007	May 5–18, 2007

The late fee is not covered by the voucher and is the student's responsibility.

What if students have a disability or need special accommodations when taking tests?

ACT is committed to serving students with disabilities by providing reasonable accommodations appropriate to the student's disability. ACT has established policies regarding documentation of an applicant's disability and the process for requesting accommodations. For details, see [ACT Policy for Documentation to Support Requests for Testing Accommodations](#) on the ACT.

If a student currently receives accommodations in school due to a professionally diagnosed and documented disability, they may provide documentation to support a request for one of the following:

Center Testing #1: Standard Time National Testing with Accommodations

Center Testing #2: Extended Time National Testing (50% more time). If approved, they will be allowed up to 5 hours total to work on the multiple-choice tests at their own pace, including breaks between the tests. If the student is taking the Writing Test, they will be allowed up to 5 hours and 45 minutes total; however, they must complete the multiple-choice tests within 5 hours.

Special Testing: At specially arranged times with extended time and alternate formats available—*not* as part of national testing

The basic fees for all forms of testing are the same. Additional information and forms for downloading are available on ACT's website at <http://www.act.org/aap/disab/index.html>. Read the information about each to determine which **one** to choose and follow that application process carefully. You may find the [comparison chart](#) helpful to review the requirements and features of Extended Time National Testing and Special Testing. If the student has already been approved for Extended Time National Testing, they may request a [test date change](#) or [reregistration](#).

How often can students take the ACT?

Students may take the ACT as often as they wish but only once per national test date. Many students take the test twice, once as a junior and again as a senior. Students may use the Wyoming voucher to register only one time.

Does it help to take the ACT more than once?

ACT research shows that of the students who took the ACT more than once:

- 55% increased their composite score on the retest
- 22% had no change in their composite score on the retest
- 23% decreased their composite score on the retest

Will student scores be sent directly to the University of Wyoming or community colleges?

Students must mark on their registration form which colleges and Universities they want their score sent to. They may mark up to 4 colleges or Universities for free.

Is the ACT score the student receives using the voucher the one that will be used to determine Hathaway eligibility?

Students may take the ACT as many times as they would like up to the time that they attend their first day of college classes. At that point the highest score will be the one used to determine their Hathaway eligibility.

Questions about WorkKeys Assessments

What is the WorkKeys assessment?

The WorkKeys® system from ACT is being implemented in high schools, community colleges, and adult education facilities across the country to help students become better prepared for the workforce.

Working with counselors, students can compare their skill levels with the skill levels needed for specific occupations they are considering and identify skill areas in which they may need to improve.

WorkKeys scores also allow students to realize the importance of their studies. Students document their readiness for work, giving them an edge with the growing number of employers who accept or require WorkKeys scores from job applicants.

What are the benefits of taking the WorkKeys assessments?

Students in grades 9–12 who plan to work during high school, after high school graduation, or during their college years need the same fundamental skills as others in the workforce.

WorkKeys helps students determine skill levels and education required for various jobs. Students can identify skill levels required from more than 10,000 job profiles in the WorkKeys database by going to www.workkeys.com and choose the link for Job Analysis.

The abilities to learn, listen, communicate, work in teams, and solve problems—all areas addressed by WorkKeys—are important assets for any employee, regardless of career choice. They are also extremely important in today's higher education.

WorkKeys scores also allow students to document their readiness for work, giving them an edge with the growing number of employers who accept or require WorkKeys scores from job applicants.

What WorkKeys assessments may be taken with the voucher?

Students may use a voucher to take three computer-based WorkKeys assessments:

- (1) Applied Math (AM),
- (2) Reading for Information (RI), and
- (3) Locating Information (LI)

Students must register for all three tests at the same time under the voucher system.

How do I obtain a voucher for the WorkKeys assessments?

Vouchers are available at high school guidance offices as well as through the district office. Students cannot request vouchers directly from ACT.

What does it cost to take the three (3) WorkKeys assessments?

Students who are eligible for a voucher do not have to pay the charged fee for the three assessments. If a student chooses to take additional assessments, he or she must pay the price charged by the testing center.

How do I register for the WorkKeys assessment?

After obtaining a voucher from his or her counselor or district coordinator, students must contact one of the testing sites listed on the back of the voucher to obtain a testing date. The student must submit the completed and signed voucher to the testing administrator at the WorkKeys test site.

Can he or she use the one voucher for three different testing times?

Students must register for all three tests at the same time. The student will turn in the voucher at the time of registration. Testing dates are established by the testing site so the option to take tests at different times will depend on the schedule at the testing site.

What if a student does not want to take the three assessments at the same time?

Using the voucher system, the student is required to register for and take all three tests at the same time. If the student cannot complete all three tests at the same time they can use the same User ID they obtained at registration to complete the remaining tests at the same testing site. This is subject to the availability of testing dates provided by the test site.

Where do students take the WorkKeys assessments?

A list of approved WorkKeys testing sites is provided on the back of the voucher. Students must call the testing site to arrange for testing.

What if students have a disability or need special accommodations when taking tests?

In most cases a current Individual Education Plan (IEP) prepared by appropriate academic/psychological staff for a student will be acceptable documentation for accommodation. Extended time can be offered at time and a half, double time, or 3 hours. Contact the testing site if you have questions about accommodations.

Can students take a WorkKeys test more than once?

Students can take a WorkKeys test again but must pay for any additional testing themselves.

ACT[™] Memo

Date: December 26, 2006
To: High School Staff and Unit District Superintendents
From: ACT State Testing
Subject: Initial Supply of Wyoming ACT and WorkKeys Vouchers

Enclosed is an initial supply of *Wyoming ACT Vouchers* and a *Wyoming Voucher for WorkKeys*. Students may choose to use one of the vouchers for state funded testing. They must choose to take either The ACT or the three WorkKeys tests, not both.

The following procedures apply for using the Wyoming ACT voucher:

- When using this voucher as payment, the student must register using an ACT paper registration folder.
- Students may REGISTER ONLY ONCE with a voucher for the February 2007, April 2007, or June 2007 national test date.
- This voucher covers only the basic registration fee for The ACT (\$29.00), including reports to the student, their high school if provided when registering, and up to four college choices (if valid codes are provided in block O on the registration folder).
- This voucher may NOT be used to pay for any of the following additional fees: ACT Writing Test, late registration, 5th and 6th college choices, other optional services, test date change, test center change, test option change, additional score reports requested later, residual testing, or standby testing.
- If the student chooses the ACT Plus Writing test option, they must pay the additional \$14.00 for the ACT Plus Writing test.
- The student will have used their voucher eligibility once they register, even if they do not test. If the student wishes to move their registration to a different test date, they must pay all required fees (e.g., test date change, late registration).
- For a student to request a refund for a previously paid registration fee for the February, April or June 2007 test date, mail a photocopy of your admission ticket and this voucher to: WY Refund ACT Registration, PO Box 414, Iowa City, IA 52243-0414. Requests must be postmarked by June 9, 2007.

The following procedures apply for using the Wyoming WorkKeys voucher:

- This voucher is only valid from February 1 – June 9, 2007.
- Students may REGISTER ONLY ONCE with a voucher during the February 1 – June 9, 2007, testing period. They must register for ALL THREE tests at one time.
- The voucher covers the assessment fee for WorkKeys Reading for Information, Applied Mathematics, and Locating Information and includes score reports for the school and the student.
- Once the student has registered at an approved WorkKeys testing site they will need to complete all three tests before June 9, 2007.
- Students will take the voucher with identification to the testing site.

In addition to an initial supply of vouchers, this mailing includes reorder forms for both the ACT and WorkKeys vouchers that can be used to order additional quantities of vouchers from ACT.

Questions from district personnel about the procedures that apply for issuing ACT vouchers should be directed to ACT State Testing at (319) 337-1493, and questions regarding WorkKeys vouchers should be directed to WorkKeys at (800) 967-5539. Questions requiring guidance from WDE should be directed to Lacy Krakow, Hathaway Program Consultant, at 307-777-8595.