



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

---

### MEMORANDUM NO. 2009-081

**TO:** District Superintendents

**FROM:** Sean Moore, Hathaway Scholarship Consultant  
Julie Magee, Hathaway Scholarship Consultant

**DATE:** May 15, 2009

**SUBJECT:** ACT WorkKeys Senior Test Pilot Program

---

### **TIME SENSITIVE – IMPORTANT: PLEASE SHARE**

The Wyoming Department of Education (WDE) and the Wyoming Department of Workforce Services (DWS) are currently seeking districts/high schools that are interested in participating in a WorkKeys testing pilot program. During the 2009 legislative session, the Wyoming Legislature set aside \$30,000.00 to pay for the administration of the ACT WorkKeys Career Readiness Assessment for high school seniors who have not taken the WorkKeys assessment before. The number of students this funding will cover is approximately 1,800.

#### **What is WorkKeys?**

WorkKeys, a product of ACT, Inc., is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success. Over the past two years, approximately 800 juniors have taken the WorkKeys exam during the State ACT/WorkKeys test day. Most of these students were able to use their results to qualify for the Hathaway Provisional Opportunity Scholarship (formerly the Career Scholarship). The WorkKeys assessment consists of three exams:

- ***Reading for Information:*** The WorkKeys Reading for Information exam is given to students in a paper/pencil format and is forty-five minutes long. This exam 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. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience. Reading for Information materials do not include information that is presented graphically, such as in charts, forms, or blueprints.

- Locating Information: The WorkKeys Locating Information exam is given to students in a paper/pencil format and is forty-five minutes long. This exam measures the skills people use when they work with workplace graphics. Examinees are asked to find information in a graphic or insert information into a graphic. They also must compare, summarize and analyze information found in related graphics.
- Applied Mathematics: The WorkKeys Applied Mathematics exam is given to students in a paper/pencil format and is forty-five minutes long. This exam measures the skills 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. This test is designed to be taken with a calculator. A formula sheet that includes all formulas required for the assessment is attached to this communication. While individuals may use calculators and conversion tables to help with the problems, they still need to use math skills to think them through.

### **How does the WorkKeys senior test initiative connect to our State?**

Depending on a student's score, the successful completion of a WorkKeys exam will qualify a student for two things: a Career Readiness Certificate (CRC) and the Hathaway Provisional Opportunity Scholarship. The CRC is part of a statewide program designed to foster economic and workforce development in the state of Wyoming. The CRC is a nationally-recognized credential which denotes that the holder possesses the fundamental skills required to achieve success in the workplace and become a productive, valuable employee. In conjunction with this pilot project, all CRC's will be signed by Joan Evans, Director of Wyoming Workforce Services, and Governor Dave Freudenthal.

There are three CRC levels: Bronze, Silver and Gold. It is critical to note that only the Silver and Gold levels will qualify a student for the Hathaway Provisional Scholarship. This means that students who score a 4 or better on each test will, at a minimum, qualify for a Silver CRC and the Hathaway Provisional Opportunity Scholarship. It is also important to note that students using the results from a WorkKeys exam are also required to fulfill the GPA and Success Curriculum requirements for the Provisional Opportunity Scholarship. Please see Table 1 for a breakdown of CRC levels.

Table 1.

Career Readiness Level	Possible Applied Mathematic Score	Possible Reading for Information Score	Possible Location Information Score	Composite Score	Hathaway Eligible
Bronze	3	3	3	9	No
	3	3	4	10	No
	3	4	4	11	No
Silver	4	4	4	12	Yes
	4	4	5	13	Yes
	4	5	5	14	Yes
Gold	5 or Above	5 or Above	5 or Above	15	Yes

To see more information about the CRC please visit:  
<http://www.wyomingworkforce.org/crc/about.aspx>

### Considerations

Interested districts/high schools should consider the following items when thinking about joining the pilot:

1. How many students have taken the assessment in the past?
2. Do you have the capacity to test the entire senior class?
3. Where would you test students in your school?
4. Which staff would proctor the test?
5. How would you use career readiness results in your school and community?
6. How would you publicize the assessment or encourage students to take the test?
7. Would you be willing to allow DWS or WDE to offer a WorkKeys informational presentation to seniors and staff?
8. Can your school set aside a block of time in October to test seniors?
9. Who would order the tests from ACT?
10. Provide an approximate senior count to WDE.

### Roles and Responsibilities

#### WDE

- Train participating schools on the administration of the test
- Provide two post-test data interpretive workshop webinars
- Reimburse ACT Inc. for tests, scoring and data files
- Conduct pre and post WEN video workshops

#### DWS

- Co-train participating schools
- Act as a central support for questions and answers about WorkKeys and Wyoming's CRC initiative

- Promote the CRC program and educate the local employers of pilot districts
- Pay for the printing and award qualifying seniors personal CRC's before or at the time of graduation

#### Districts and Schools

- Administer paper/pencil test to seniors
- Provide counseling to seniors about test results
- Act as an advocate to local business about the CRC initiative
- Provide WDE and DWS summary and survey about the administration and results of the WorkKeys test
- Participate in pre and post WEN video workshops

#### **Other Facts About WorkKeys**

WorkKeys is offered through your local community college electronically, however, for this pilot; schools must test on site or gain approval to test off-site from ACT, Inc. Also, for this pilot, the WorkKeys test must be administered in paper/pencil format, and the school, not the college, must administer this test.

WorkKeys testing is also offered in the State of Wyoming under the Department of Workforce Services contract with ACT, Inc. Taking the test through this venue usually costs \$50 for certification. Thanks to the \$30,000.00 allocation that is part of Senate File 47, a few lucky schools will be given the opportunity to offer free WorkKeys testing to their high school seniors during our initial pilot program. The cost of the test administered by the pilot schools is approximately \$16.50; again, this cost will be covered by the \$30,000.00.

Accommodations for the WorkKeys test are approved by the local school district, not ACT, Inc. This will eliminate the need for test administrators to submit accommodation to ACT and save the participating schools valuable time in the test administration process.

#### **Why can't we test the seniors on the State ACT/WorkKeys test day with juniors?**

Please understand that the WDE and DWS explored this option, however, the logistics and timeline to get seniors test results and CRC's in time for graduation is impossible. The logistics simply will not allow us to conduct the test in the second half of the school year. The junior ACT/WorkKeys test has moved from the month of March into late April. (please see the attached Superintendent Memo No. 2009-072: 2010 State ACT/WorkKeys Test (For Juniors Only, sent May 1, 2009)) Even if the test was still scheduled for March the timeline to get the results back would still not be sufficient.

District Superintendents  
Memorandum No. 2009-081  
May 15, 2009  
Page 5

**What do I need to do to become a pilot district/school?**

It is simple: all you have to do is reply to this memo and let the WDE know that your district/high school is willing to test your seniors during the latter part of October 2009. If the WDE receives more requests than the funding allows, the WDE and DWS will form a committee to follow up with all interested districts/schools. If you are willing to participate in this pilot program, all replies must be sent to Sean Moore, Hathaway Scholarship Consultant, ([smoore@educ.state.wy.us](mailto:smoore@educ.state.wy.us) or call 307.777.8595) by 5:00 PM on June 5, 2009.

Thank you for your time and consideration about this pilot project. WDE and DWS are excited to work with your district in this capacity.

Sean Moore  
Hathaway Scholarship Consultant  
State of Wyoming \* Department of Education \* Educational Quality & Accountability  
2020 Grand Avenue, Suite 500 \* Laramie, WY 82070 \* <http://www.k12.wy.us>  
P: 307.777.8595 \* F: 307.777.6719 \* [smoore@educ.state.wy.us](mailto:smoore@educ.state.wy.us)

JM/SM/al

Enclosures: WorkKeys Applied Mathematics Formula Sheet  
Memorandum No. 2009 – 072

cc: High School Principals  
High School Counselors  
Curriculum Coordinators  
ACT Test Supervisors  
ACT Back-Up Test Supervisors  
ACT Test Accommodations Coordinators  
PAWS Coordinators

## Applied Mathematics Formula Sheet

### Distance

1 foot = 12 inches

1 yard = 3 feet

1 mile = 5,280 feet

1 mile  $\approx$  1.61 kilometers

1 inch = 2.54 centimeters

1 foot = 0.3048 meters

1 meter = 1,000 millimeters

1 meter = 100 centimeters

1 kilometer = 1,000 meters

1 kilometer  $\approx$  0.62 miles

### Area

1 square foot = 144 square inches

1 square yard = 9 square feet

1 acre = 43,560 square feet

### Volume

1 cup = 8 fluid ounces

1 quart = 4 cups

1 gallon = 4 quarts

1 gallon = 231 cubic inches

1 liter  $\approx$  0.264 gallons

1 cubic foot = 1,728 cubic inches

1 cubic yard = 27 cubic feet

1 board foot = 1 inch by 12 inches by 12 inches

### Weight

1 ounce  $\approx$  28.350 grams

1 pound = 16 ounces

1 pound  $\approx$  453.592 grams

1 milligram = 0.001 grams

1 kilogram = 1,000 grams

1 kilogram  $\approx$  2.2 pounds

1 ton = 2,000 pounds

### Rectangle

perimeter =  $2(\text{length} + \text{width})$

area =  $\text{length} \times \text{width}$

### Rectangular Solid (Box)

volume =  $\text{length} \times \text{width} \times \text{height}$

### Cube

volume =  $(\text{length of side})^3$

### Triangle

sum of angles =  $180^\circ$

area =  $\frac{1}{2}(\text{base} \times \text{height})$

### Circle

number of degrees in a circle =  $360^\circ$

circumference  $\approx 3.14 \times \text{diameter}$

area  $\approx 3.14 \times (\text{radius})^2$

### Cylinder

volume  $\approx 3.14 \times (\text{radius})^2 \times \text{height}$

### Cone

volume  $\approx \frac{3.14 \times (\text{radius})^2 \times \text{height}}{3}$

### Sphere (Ball)

volume  $\approx \frac{4}{3} \times 3.14 \times (\text{radius})^3$

### Electricity

1 kilowatt-hour = 1,000 watt-hours

amps = watts  $\div$  volts

### Temperature

$^\circ\text{C} = 0.56(^\circ\text{F} - 32)$  or  $\frac{5}{9}(^\circ\text{F} - 32)$

$^\circ\text{F} = 1.8(^\circ\text{C}) + 32$  or  $(\frac{9}{5} \times ^\circ\text{C}) + 32$

**NOTE:** Problems on the WorkKeys *Applied Mathematics* assessment should be worked using the formulas and conversions on this formula sheet.



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

---

## MEMORANDUM NO. 2009 - 072

**TO:** School District Superintendents

**FROM:** Sean Moore, Hathaway Scholarship Consultant  
Julie Magee, Hathaway Scholarship Consultant

**DATE:** May 1, 2009

**SUBJECT:** 2010 State ACT/WorkKeys Test (**For Juniors Only**)

---

### TIME SENSITIVE

Over the past two years, the State administered ACT/WorkKeys test has been held on the second and fourth Tuesday in the month of March. Many districts have voiced concerns about the timeliness of the test and the conflicts it poses. After taking all concerns and comments into consideration, the WDE has worked with ACT, Inc. to move the testing date. Starting with the 2009-2010 school year, the new dates for the ACT/WorkKeys State tests will be:

<b>Test Year</b>	<b>Initial Test Date</b>	<b>Make-up Test Date</b>
2010	Wednesday, April 28, 2010	Wednesday May 12, 2010
2011	Wednesday, April 27, 2011	Wednesday, May 11, 2011
2012	Wednesday, April 25, 2012	Wednesday, May 9, 2012

If you have any questions or comments, please contact Sean Moore, Hathaway Scholarship Consultant, at 307-777-8595 or [smoore@educ.state.wy.us](mailto:smoore@educ.state.wy.us).

SM:al

cc: High School Principals  
High School Counselors  
Curriculum Coordinators  
ACT Test Supervisors  
ACT Back-Up Test Supervisors  
ACT Test Accommodations Coordinators