



Wyoming Department of Education

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MEMORANDUM NO. 2012-026

TO: District Superintendents
Assessment Coordinators
Junior High/Middle School Principals
Junior High/Middle School Counselors
High School Principals
High School Counselors

FROM: Joey French, Hathaway Scholarship Consultant
Standards, Learning and Accountability Division

DATE: February 13, 2012

SUBJECT: 2012 ACT 11th GRADE TESTING

IMPORTANT: PLEASE SHARE

During the 2011 legislative session, the Wyoming Legislature passed [§21-2-204](#), the “Wyoming Accountability in Education Act.” This law requires the Wyoming Department of Education (WDE) to establish baseline college readiness benchmarks in grades 8 and 11 during school year 2011-12. The passage of this law affected the ability of students to choose either the ACT or WorkKeys in accordance with [§21-2-202\(a\)\(xxx\)](#).

To meet the requirements for both [§21-2-204](#) and [§21-2-202\(a\)\(xxx\)](#), all districts are now obligated to administer the ACT assessment to **all 11th grade** students in Wyoming “except that any student with an Individual Education Plan (IEP) may be excused from taking either the college entrance examination or the job skills test if the parent or guardian of the student submits a request for the excusal to the appropriate local school district authority [§21-2-202\(a\)\(xxx\)](#).” The ACT testing window is April 24th – May 8th, as originally scheduled.

The WDE has partnered with the Department of Workforce Services (DWS) to provide students the opportunity to take a WorkKeys assessment. This assessment is for students who may have opted to take the WorkKeys instead of the ACT in order to qualify for a Hathaway Scholarship. To be clear, those students who prefer to take the WorkKeys are still required to take the ACT during the state ACT testing window referenced above; however, they will have the opportunity to take a **free** WorkKeys assessment through our partnership with DWS.

To establish your school as a WorkKeys testing site please refer to the steps below:

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Step 1: Submit Contact Information

Send the following contact information to Amelia Kelso at Department of Workforce Services, Amelia.kelso@wyo.gov (307.742.2153).

- Name and title of Main Contact Person (Testing Site Administrator)
- Email
- Phone
- Fax
- Physical Address of Testing Site
- Mailing Address of Testing Site
- Website (optional)
- Instructions on how to arrange to take WorkKeys® at your site
- Any special instructions for testing or limitations on testing times
- Names (First and Last) and email addresses of any additional proctors who may be administering the assessments

Step 2: DWS Submits to ACT, Inc

The Department of Workforce Services and the Department of Education are partnering to cover the licensing fees associated with adding high schools to the DWS statewide WorkKeys® contract (\$100 per school).

Step3: High School Staff Trains

- WorkKeys® Test Administrator training site:
 - <http://www.act.org/workkeys/reference/training.html>
 - Username: Admin
 - Password: Training
- Questions? Contact:
- Mary Lewis, ACT WorkKeys® Trainer
 - Phone: 1-800-WORKKEY (967-5539)
 - Fax: 319-337-1585

Step 4: Sign License Agreement

- ACT will send an email containing a licensing agreement attachment to the email address provided in Step 1.
- Print two copies of the license agreement, have the Principal sign two originals and mail both to ACT. Also send a signed copy to DWS for our records. Keep a signed copy on site.
- Send the two printed copies of the license agreement with ORIGINAL signatures to ACT by mail.

STEP 5: ACT Issues Credentials

- Each site will get 4 pieces of info to use for testing:
 - URL (web address) to use for signing students up
 - Bookmark this site on staff computers ONLY

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- URL (web address) to use for administering the assessments
 - Bookmark this site on all computers used for testing
- Username
- Password

Step 6: Begin Testing

- Use the URLs ACT provided to register and assess students on WorkKeys
- If you use these correct URLs, username, and password, the scores will automatically be submitted to ACT
- DWS will pull in the information from ACT, and WY Career Readiness Certificates will be issued accordingly as students earn them.
- It's up to the schools to decide when to distribute

Please note, your district along with ACT, has established a testing team that is well underway with all testing logistics. This is a communication to inform you about the minor change surrounding WorkKeys for 11th grade students.

ACT is different from PAWS testing. The resident district is required to provide the test to home-schooled students, private school students, institutional school students, and the virtual transfer distance education students (Supt's memo's [2010-046](#) and [2011-084](#)). Attached is a worksheet that provides the counts of 11th grade fulltime virtual transfer distance education students and their resident districts. ACT will send a 10% overage of testing materials. However, when ordering booklets, please include this information to ensure all students will have the opportunity to participate. If you determine that the inclusion of these students will increase the number of room supervisors needed to proctor the test, please contact the private school, institutional school and/or the distance education program to aid and assist in the proctoring of the exam. Their staff will be responsible for providing a room supervisor if your district is unable to do so.

If you have any questions regarding this communication, contact Joey French at joey.french@wyo.gov or call 307-777-6226.

JF/al

Attachment

Current Number of Wyoming Distant Education Transfer Students		
School District ID	District Name	11th Grade Distant Education Transfer Students
0101000	Albany #1	2
0201000	Big Horn #1	0
0202000	Big Horn #2	0
0203000	Big Horn #3	0
0204000	Big Horn #4	0
0301000	Campbell #1	14
0401000	Carbon #1	0
0402000	Carbon #2	0
0501000	Converse #1	4
0502000	Converse #2	2
0601000	Crook #1	2
0701000	Fremont #1	0
0714000	Fremont #14	0
0702000	Fremont #2	0
0721000	Fremont #21	0
0724000	Fremont #24	1
0725000	Fremont #25	5
0738000	Fremont #38	0
0706000	Fremont #6	1
0801000	Goshen #1	0
0901000	Hot Springs#1	1
1001000	Johnson #1	0
1101000	Laramie #1	4
1102000	Laramie #2	2
1201000	Lincoln #1	0
1202000	Lincoln #2	4
1301000	Natrona #1	8
1401000	Niobrara #1	1
1501000	Park #1	2
1516000	Park #16	1
1506000	Park #6	5
1601000	Platte #1	1
1602000	Platte #2	1
1701000	Sheridan #1	1
1702000	Sheridan #2	6
1703000	Sheridan #3	0
1801000	Sublette #1	2
1809000	Sublette #9	1

Current Number of Wyoming Distant Education Transfer Students		
School District ID	District Name	11th Grade Distant Education Transfer Students
1901000	Sweetwater#1	2
1902000	Sweetwater#2	0
2001000	Teton #1	0
2101000	Uinta #1	1
2104000	Uinta #4	0
2106000	Uinta #6	0
2201000	Washakie #1	1
2202000	Washakie #2	0
2301000	Weston 1	0
2307000	Weston #7	0