



Wyoming Department of Education

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MEMORANDUM NO. 2010-046

TO: School District Superintendents
High School Principals
State ACT / WorkKeys Test Supervisors
Backup Test Supervisors / Accommodation Coordinators

FROM: Sean Moore, ACT / WorkKeys State Testing
Educational Quality & Accountability Unit 

DATE: March 5, 2010

SUBJECT: ACT State Test and Makeup Test

TIME SENSITIVE INFORMATION

If your school has been designated as an approved ACT state test site for the ACT and WorkKeys state-funded test, your site is required to provide all juniors who *reside* in your district the opportunity to take the ACT or WorkKeys on the scheduled state test day or make-up test day. This includes but is not limited to:

- Home Schooled Student
- Private School Students
- Institutional School Students
- Distance Education Students

The resident public school shall follow the process defined by ACT, Inc. to enable the student to participate in the upcoming statewide ACT or WorkKeys assessment. The resident district shall include the student and his/her educational provider in all further correspondence relative to the statewide ACT or WorkKeys assessment. This includes gathering accommodation documentation when needed. The student and his/her educational provider shall respect and follow the resident public school's timelines and deadlines.

If it is determined by the resident school test supervisor that that private school students, institutional school students and/or distance educational students increase the number of room supervisors needed to proctor the test, the educational provider for said students shall be responsible for providing a room supervisor on the statewide test day or makeup test day. The room supervisor must be identified and trained in advance by the testing site's designated ACT test supervisor.

The 2010 state test is scheduled for Wednesday, April 28, 2010. The makeup test is scheduled for Wednesday, May 12, 2010. Testing with accommodations will occur during the two-week window in between the initial and makeup test.

If you have any question or concerns, please contact Hathaway Scholarship Consultant Sean Moore at 307.777.8595 or smoore@educ.state.wy.us.

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cc: High School Counselors (Public & Private)
Homeschooler Association
Distance Education Providers