

Wyoming Program Specifics Summary

Program	EXPLORE	PLAN	ACT Plus Writing	WorkKeys	COMPASS
Assessment Purpose	EXPLORE provides baseline academic information for students at or near the entry point into high school. EXPLORE information helps ensure students select high school courses that will prepare them for college. Measures knowledge and skills in four core areas.	PLAN provides a midpoint review of academic progress in high school while there is still time to make necessary interventions to keep students on track toward educational and career goals. Measures knowledge and skills in four core areas.	The ACT Plus Writing provides all eligible 11 th grade students an opportunity to participate in a college readiness assessment measuring knowledge and skill in five subject areas: English, mathematics, reading, science, and writing.	The WorkKeys provides any 11 th and 12 th grader an opportunity to achieve a score that can be used to earn a Hathaway scholarship. The three WorkKeys tests (Reading for Information, Applied Mathematics and Locating Information) provide data about students' career readiness skills, and can be used toward obtaining a National Career Readiness Certificate (NCRC).	COMPASS, an untimed computer-adaptive college placement test, helps educators quickly evaluate students' skill levels in Reading, Writing Skills (English) and Mathematics. It also gives students and teachers the ability to connect to the resources necessary to achieve academic success.
Which Schools and Students Participate in Testing	<ul style="list-style-type: none"> WDE provides school eligibility file to ACT. Students enrolled in 9th grade. 	<ul style="list-style-type: none"> WDE provides school eligibility file to ACT Students enrolled in 10th grade. 	<ul style="list-style-type: none"> WDE confirms list of schools and provides new schools that are to participate as test sites. Grade 11 students for whom the ACT is appropriate as identified by school. Students from private schools (not participating as a test site), may test at a local district school already serving as a test site. Certain students may be exempt from testing based on WDE policy. 	<ul style="list-style-type: none"> WDE confirms list of schools, using the same file sent for the ACT participating sites Grade 11 and 12 students who choose to take the assessment, including those from established and unestablished sites. 	<ul style="list-style-type: none"> WDE confirms list of schools using the same file sent for the ACT participating sites All grade 12th students from eligible sites can take COMPASS
Test Dates	<ul style="list-style-type: none"> Testing window: April 22 – May 3, 2013 Schools determine the test date within the testing window. Testing can be given anytime during the day. 	<ul style="list-style-type: none"> Testing window: April 22 – May 3, 2013 Schools determine the test date within the testing window. Testing can be given anytime during the day. 	<ul style="list-style-type: none"> April 23, 2013 – Initial Standard Time Test Date May 7, 2013 – Makeup Standard Time Test Date (for students absent / ill on April 23) April 23 through May 7, 2013 – two-week window for Accommodations testing 	<ul style="list-style-type: none"> April 24, 2013 – Initial Standard Time Test Date May 8, 2013 – Makeup Standard Time Test Date April 24 – May 8, 2013 – two-week window for Accommodations testing 	<ul style="list-style-type: none"> April 23- May 7, 2013 – tentative state-wide testing window
Pre-ID Process	<ul style="list-style-type: none"> WDE provides ACT production file to create barcode labels. Pre-ID provides state-assigned student ID (if provided by WDE). Pre-ID information trumps coding on answer folder. 	<ul style="list-style-type: none"> WDE provides ACT production file to create Pre-ID labels. Pre-ID labels provide state-assigned student ID (if provided by WDE). Pre-ID information trumps coding on answer folder. 	<ul style="list-style-type: none"> WDE provides ACT production file to create barcode labels. Barcode gives state-assigned student ID (WISER) Barcode information does NOT trump coding on answer document. 	<ul style="list-style-type: none"> ACT creates barcode labels using same production file provided by WDE for the ACT. Barcode gives state-assigned student ID (WISER) School information comes from Site Header sheet only. 	<ul style="list-style-type: none"> COMPASS is a computer-based test; therefore PreID barcodes are not applicable. Batch-loading of student demographic information is possible using an XML schema available in the COMPASS system.
Materials Order Process	<ul style="list-style-type: none"> States will submit via eligibility file the 9th grade enrollment and accommodated materials orders. Supplemental orders placed on ACT provided order form by district testing coordinators and emailed or faxed to ACT EXPLORE & PLAN contract coordinator. 	<ul style="list-style-type: none"> States will submit via eligibility file the 10th grade enrollment and accommodated materials orders. Supplemental orders placed on ACT provided order form by district testing coordinators and emailed or faxed to ACT EXPLORE & PLAN contract coordinator. 	<ul style="list-style-type: none"> Standard Time quantity for Initial Test Date based upon estimated grade 11 enrollment provided by school. May 7 Standard Time Makeup Test Date figure provided online by TS. Applications for ACT-Approved Accommodations required by 1/25/13 for each student requiring accommodations. State-Allowed Accommodations orders placed online by 4/3/13 for students denied ACT-Approved accommodations or for ELL students. 	<ul style="list-style-type: none"> Standard Time quantity for Initial Test Date based upon estimated total WorkKeys enrollment provided by school. May 8 Standard Time Makeup Test Date figure provided online by TS WorkKeys Accommodations materials ordered online, quantity of each type needed by 2/1/13. 	<ul style="list-style-type: none"> NA
Training	<ul style="list-style-type: none"> 2 live webinars include a PowerPoint (EXPLORE and PLAN) with Q & A session. A training webcast will be available at state website: http://act.org/aap/wyoming/ 	<ul style="list-style-type: none"> 2 live webinars include a PowerPoint (EXPLORE and PLAN) with a Q & A session to follow. A training webcast will be available at state website: http://act.org/aap/wyoming/ 	<ul style="list-style-type: none"> Several training webcasts available at state website: http://act.org/aap/wyoming/ New testing staff must view training. Q & A sessions for all appointed staff scheduled for January and February 2013. 	<ul style="list-style-type: none"> Training webcast used for ACT, also includes information about administering WorkKeys. Q & A sessions scheduled for January and February 2013. 	<ul style="list-style-type: none"> Training webinars will be held for COMPASS administrators and webcasts will be made available at state website: http://www.act.org/aap/wyoming/

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Accommodations	<ul style="list-style-type: none"> • Are a local (school) decision. • No approval needed from ACT. • Based on documented professional diagnosis. • Individual Education Program (IEP), Section 504 Plan, or limited English proficiency plan. • Accommodations should align to what student is granted in regular classroom. 	<ul style="list-style-type: none"> • Are a local (school) decision. • No approval needed from ACT. • Based on documented professional diagnosis. • Individual Education Program (IEP), Section 504 Plan, or limited English proficiency plan. • Accommodations should align to what student is granted in regular classroom. 	<ul style="list-style-type: none"> • Application for ACT-Approved Accommodations required. Accommodations are authorized by ACT using ADA guidelines. Receipt deadline 1/25/13. • If the student is denied ACT-Approved Accommodations, school may order State-Allowed Accommodations materials by 4/3/13, OR student may test with no accommodations under standard time conditions. • See Accommodations Summary for more detail. 	<ul style="list-style-type: none"> • Local decision based on professional diagnosis. • Align to what student is granted in regular classroom. See Supervisor's Manual or Accommodated Summary Chart. 	<ul style="list-style-type: none"> • COMPASS multiple-choice tests are computer-adaptive, and untimed. Therefore extended time testing is a function of the testing model. • For students with limited or impaired vision and students with various types of sensorimotor or cognitive dysfunction, test administrators can provide a trained reader to read the passages and test questions directly from the computer screen to the student. The reader can also aid the student in navigating the test screens.
Test Materials	<ul style="list-style-type: none"> • Non-Secure shipment (i.e., answer folders, Pre-ID labels, Supervisor's Packet, test booklets, Room Supervisor's manual, Why Take EXPLORE) shipped approximately two weeks prior to testing window. 	<ul style="list-style-type: none"> • Non-Secure shipment (i.e., answer folders, Pre-ID labels, Supervisor's Packet, test booklets, Room Supervisor's manual, Why Take PLAN) shipped no later than two weeks prior to testing window. 	<ul style="list-style-type: none"> • Non-Secure Shipment (i.e., answer documents, barcode labels, Supervisor's Manuals) shipped six weeks before test date to TS. • Secure Shipments sent to arrive no later than one week before test -- Standard Time to TS; Accommodations shipments sent to TAC. 	<ul style="list-style-type: none"> • Non-Secure Shipment (i.e., answer documents, barcode labels, Supervisor's Manuals) shipped six weeks before test date to TS. • Secure Shipments sent to arrive no later than one week before test -- Standard Time to TS; Accommodations shipments sent to TAC. 	<ul style="list-style-type: none"> • NA
Pre-Test Activity	<ul style="list-style-type: none"> • Determine test date. • Test Supervisor identifies Room Supervisors, proctors and trains staff. • Reserve test rooms. • Determine when non-test sections will be administered. • Non-cognitive and cognitive portions of the test can be administered in one day or on separate days. The non-cognitive portion must be administered prior to the cognitive portion. • Determine which option will be used for administering non-test sections. • Determine if sort codes are used. 	<ul style="list-style-type: none"> • Determine test date. • Test Supervisor identifies Room Supervisors, proctors and trains staff. • Reserve test rooms. • Determine when non-test sections will be administered. • Non-cognitive and cognitive portions of the test can be administered in one day or on separate days. The non-cognitive portion must be administered prior to the cognitive portion. • Determine which option will be used for administering non-test sections. • Determine if sort codes are used. 	<ul style="list-style-type: none"> • School staff holds pre-test session for students to complete non-cognitive information on answer document. Must not be completed on test day or after test day. • School staff apply barcode labels to answer documents, create rosters for standard time rooms, and plan for distribution of materials the morning of test. • TS and TAC identify and train Room Supervisors and Proctors. • Training webcasts available at WY state testing website. 	<ul style="list-style-type: none"> • Demographic information and Local Items can be gridded the morning of test, as long as testing begins by 9:00 A.M. • School staff apply barcode labels to answer documents, create rosters for standard time rooms, and plan for distribution of materials the morning of test. • TS and TAC identify and train Room Supervisors and Proctors. • Training webcasts available at WY state testing website. 	<ul style="list-style-type: none"> • Establish all test sites for WDE in the COMPASS system • Create appropriate test packages at each testing site. • Review technical specifications for installing and administering COMPASS • Download COMPASS client to all testing work stations • Review test administration procedures in COMPASS Internet Version Reference Manual with all staff. • Launch COMPASS on all workstations prior to students being admitted to take the tests.
Security Requirements	<ul style="list-style-type: none"> • Check materials upon arrival. • Test materials must be stored securely, with limited access until test day. • Destroy unused answer folders. 	<ul style="list-style-type: none"> • Check materials upon arrival. • Test materials must be stored securely, with limited access until test day. • Destroy unused answer folders. 	<ul style="list-style-type: none"> • Schools must meet requirements with regard to facilities, personnel and storage. • Authorization for offsite testing is available by submitting form to ACT. • Secure materials must be checked-in upon receipt and placed in locked, limited-access storage until morning of the test. • Standard Time testing must start by 9:00 AM. 	<ul style="list-style-type: none"> • Schools must meet requirements with regard to facilities, personnel, and storage per Supervisor's Manual. • Secure materials must be checked-in upon receipt and placed in locked, limited-access storage until morning of the test. • Standard Time testing must start by 9:00 AM. 	<ul style="list-style-type: none"> • The customer testing interface must be accessed only by authorized and qualified staff trained to administer COMPASS. • Students must be monitored at all times while taking the test. • No personal belongings should be accessible by students in the testing area (backpacks, purses, cell phones, etc.)

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Materials Return	<ul style="list-style-type: none"> • Answer documents must be received at ACT by <u>May 10, 2013</u> to be included in WDE state testing data file. • Use the prepaid, pre-addressed envelopes provided to return the following documents in the following order: School Header, Testing Irregularity Report(s), Test Supervisor's Comment Form, Room Supervisor's Comment Form, and Answer Folders. • Answer folders from standard, make-up and accommodated testing are returned together. • Schools keep test booklets and return to students for review of their score reports. • Schools keep voided answer folders. • All other material to be securely destroyed. 	<ul style="list-style-type: none"> • Answer documents must be received by <u>May 10, 2013</u> to be included in WDE state testing data file. • Use the prepaid, pre-addressed envelopes provided to return the following documents in the following order: School Header, Testing Irregularity Report(s), Test Supervisor's Comment Form, Room Supervisor's Comment Form, and Answer Folders. • Answer folders from standard, make-up and accommodated testing are returned together. • Schools keep test booklets and return to students for review of their score reports. • Schools keep voided answer folders. • All other material to be securely destroyed. 	<ul style="list-style-type: none"> • All test materials are returned to ACT no later than May 10, 2013. • Answer documents from standard time administrations are returned to ACT for scoring using pre-addressed polymailer(s). • Test booklets from April 23 and May 7 returned in cartons by reversing flaps to expose pre-addressed return labels. Pre-arranged FedEx pickups scheduled for April 25 and May 9. • Answer documents from accommodations placed in pre-addressed envelope (blue for ACT-Approved; brown for State-Allowed) AND placed inside cartons. Reverse flaps of cartons to expose pre-addressed return labels. Pre-arranged pickup scheduled for May 9. • Required documentation must be returned with materials i.e., rosters, used Supervisor Manuals, seating diagrams, testing verification form, and staff lists. 	<ul style="list-style-type: none"> • All test materials must be returned to ACT by May 10, 2013. • All answer documents are to be returned to ACT for scoring; follow instructions in Supervisor's Manual. Answer documents will be returned in plastic polymailer bags, with pre-paid address labels. • With the return of answer documents, include completed administration forms (returned in polymailer). • All other test materials are to be returned in cartons by reversing flaps to expose pre-printed address on flap, follow instructions in Supervisor's Manual. ACT will provide pre-paid labels for return of test materials 	<ul style="list-style-type: none"> • NA
Answer Document Return Deadline	<ul style="list-style-type: none"> • Answer documents must be received at ACT by <u>May 10, 2013</u> to be included in WDE state testing data file. • ACT will provide the state with a status report of answer folders returned by school, by district at the request of the state • Answer folders received after this date will be scored at school or district expense. 	<ul style="list-style-type: none"> • Answer documents must be received at ACT by <u>May 10, 2013</u> to be included in WDE state testing data file. • .ACT will provide the state with a status report of answer folders returned by school, by district at the request of the state. • Answer folders received after this date will be scored at school or district expense. 	<ul style="list-style-type: none"> • Answer documents must be received by May 17, 2013. • Answer documents received after this date will not be scored. 	<ul style="list-style-type: none"> • Answer documents are to be received by ACT, no later than May 17, 2013. • Answer documents received after this date will not be scored. 	<ul style="list-style-type: none"> • NA

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Reports / Results	<ul style="list-style-type: none"> • Scores range from 1 - 25 • EXPLORE Student and School Score Reports are sent to students and schools 5 to 10 days after the receipt of answer folders. • EXPLORE district reports are processed and shipped 10 days after all district scoring is complete. • Score reporting will be supplied for all answer folders returned by the Answer Document Return Deadline (ADRD). • The contract coordinator will be able to provide the state with a status report of answer folder return by school, by district at the request of the state. • School and student reports will be paper and include a data CD. • District reporting will be on CD. • State reporting will be made available via secure website to WDE. 	<ul style="list-style-type: none"> • Scores range from 1 - 32 • PLAN Student and School Score Reports are sent to students and schools 5 to 10 days after the receipt of answer folders. • PLAN district reports are processed and shipped 10 days after all district scoring is complete. • Score reporting will be supplied for all answer folders returned by the Answer Document Return Deadline (ADRD). • The contract coordinator will be able to provide the state with a status report of answer folder return by school, by district at the request of the state. • School and student reports will be paper and include a data CD. • District reporting will be on CD. • State reporting will be made available via secure website to WDE. 	<ul style="list-style-type: none"> • Subject scores and composite range from 1 – 36; Multiple choice subscores range 1 – 18. Combined English/Writing 1 – 36; subscore 2 – 12. • ACT Score Reports are sent to students and schools 3 to 8 weeks after the administration. • College-Reportable scores are provided from Standard Time and ACT-Approved Accommodations administrations. • State-Allowed Accommodations results are NOT college-reportable. Letters containing State-Allowed results will be sent to HS principals in August/September 2013 (two copies of letters provided -- one each for school and student). • Grade 11 Profile Reports sent to school principals and districts test coordinators in June 2013. • All results will be used for state accountability. 	<ul style="list-style-type: none"> • WorkKeys Examinee Report and Student Summary Report– mailed to school Principal 8-10 weeks following testing, to be distributed to each student. • Each participating school also receives a printed WorkKeys Examinee Roster Report (paper copy). Mailed to the Principal, containing Reportable Scores (Level and Scale scores). • Results can be used toward achieving the Provisional Opportunity level of the Hathaway Scholarship. • Results can also be used to obtain a WorkKeys score that can be used to achieve a National Career Readiness Certificate (NCRC). • Students can find information about creating a WorkKeys account at: http://www.act.org/certificate/account.html, which will allow them to view their scores online as well as request an NCRC. 	<p>STANDARD REPORTS</p> <ul style="list-style-type: none"> • Student Advising Reports, which can include customized course placement information and local campus referral messages, are available as soon as testing is finished, allowing immediate advising and registration. COMPASS includes features to assist local staff in uploading results to campus computer systems. • Customized List Reports and placement reports with recommendations for groups. <p>ADDITIONAL RESEARCH REPORTS</p> <ul style="list-style-type: none"> • Entering Student Descriptive Report describes the characteristics, needs, plans, and skills of entering students. • Returning Student Retention Report identifies the student retention patterns of an institution and the characteristics of students related to those patterns. • Course Placement Services evaluates outcomes of course placement practices on a campus and provides information for setting and refining cut scores.
ACT Customer Service	<ul style="list-style-type: none"> • EXPLORE & PLAN Customer Services phone: 877-789-2925. 	<ul style="list-style-type: none"> • EXPLORE & PLAN Customer Services phone: 877-789-2925. 	<ul style="list-style-type: none"> • ACT Test Administration, 800-553-6244; extension 2800 or extension 1788 for accommodations. • State website: http://act.org/aap/wyoming/ • Contact: http://www.act.org/aap/state/contact.html 	<ul style="list-style-type: none"> • ACT Test Administration, 800-553-6244; extension 2800 or extension 1788 for accommodations. • 1.800.WORKKEY/1.800.967.5539 • State website: http://act.org/aap/wyoming/ • Contact: http://www.act.org/aap/state/contact.html 	<ul style="list-style-type: none"> • ACT COMPASS Customer Service can be reached at 800-645-1992 • There are a variety of options at this number to provide appropriate help for different program or tech support questions.