



Career Readiness
Courseware &
Credentials

WIN Learning

Paper-based Testing Full Test Administration Manual Version 6.0

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About WIN

WIN Learning (WIN) helps school districts, community colleges, adult education programs, corrections, workforce development, and business and industry organizations ensure all learners and job seekers have the skills to be successful in their path to career readiness. WIN's Personalized Career Readiness System provides learners and job seekers with the tools necessary to prepare them for the future, whether it's college, a trade school, the military, or the workplace.

WIN's standards-aligned, web-based programs offer education and workforce entities an engaging and relevant career-driven education and training resource to prepare learners and job seekers for success. The result is higher academic achievement, greater commitment to employability work habits, increased motivation to seek their career path, and true readiness for career success.

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel in school and in life.

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Paper-based Test Administration Manual Introduction

This test administration manual (TAM) provides policies and procedures for all test administration personnel to read and implement during the administration of the paper-based Work Ready, Essential Soft Skills and Digital Literacy assessments. This TAM and additional resources regarding the paper-based test administration can be found at www.wincrsystem.com under the Resources tab.

The following sections include important information regarding test administration policies and procedures. All instructions in this manual should be followed as explained.

Participants can take one or all of the three WIN Learning assessments. WIN Learning's Work Ready assessments are Work Ready Math, Work Ready Reading, and Work Ready Data. Successfully passing all three assessments will earn the participant a Work Ready Credential.

WIN Learning also offers the Essential Soft Skills assessment. Successfully passing the Essential Soft Skills assessment will earn the participant an Essential Soft Skills Credential.

In addition, WIN Learning offers a Digital Literacy assessment which includes a Digital Literacy Credential if successfully passed.

Your location may or may not be participating in all assessments identified in this manual. Please use the following sections as appropriate. If you have any questions, please contact WIN Learning Support at support@winlearning.com or 888-717-9461 Option 3.

1. Definitions

TERM	DEFINITION
Assessment	The Career Readiness Assessment contains three of WIN Learning's assessment programs, Work Ready (three tests), Essential Soft Skills (one test), and Digital Literacy (one test).
Chain of Custody Form	An optional form to use internally to track and maintain inventory of test materials being distributed to Test Administrators.
Credential	A printable document that acknowledges participant mastery of a WIN Learning assessment.
Digital Literacy	The assessment program required to earn the Digital Literacy Credential. The program teaches and assesses learners' basic technology skills to succeed in the modern workplace.
Essential Soft Skills	The assessment program containing the Essential Soft Skills test.
Resource Center	A comprehensive online library of training resources for paper-based and online assessment administrations embedded within the testing portal of the WIN Career Readiness System.
Test Administrator (TA)	Manages the administration of the assessments for the participants assigned to them. Also known as a teacher, facilitator, proctor, monitor, or instructor.
Test Administration Manual	This manual used for the administration of a Career Readiness Assessment.
Test ID	The serial number on the cover of the test booklet.
Test Version	The version of the test being administered found on the cover of the test booklet is a three-digit number followed by a letter.
WIN Career Readiness System	Single sign-on portal providing one-click access to performance reports and the resource center.
Work Ready	The assessment program required to earn the Work Ready Credential containing the following tests: Work Ready Math, Work Ready Reading, and Work Ready Data.
Work Ready Data	One of three tests in WIN Learning's Work Ready assessment program.
Work Ready Math	One of three tests in WIN Learning's Work Ready assessment program.
Work Ready Reading	One of three tests in WIN Learning's Work Ready assessment program.

2. Test Security

A. Secure Test Materials

1. Secure Materials

Secure test materials include:

- a. Printed testing rosters or any other documentation containing participant information. Secure materials should not be transmitted by e-mail or non-secure fax.
- b. All test booklets and answer sheets or answer documents.
- c. Any papers or materials with participant writing or responses, scratch paper for tests.

2. Storing Secure Test Materials

- a. Secure materials must be kept in secure, locked storage when not in use. If possible, the secure location should not have outside or inside windows. Also, secure test materials must not be stored in the same room as a copy or fax machine or any other frequently accessed equipment or supplies.
- b. **Do not leave secure materials unattended at any time.** If a Test Proctor must leave the room before testing begins, all secure materials should be placed in a secure, locked cabinet, closet, drawer, etc., or all secure materials should be taken with the person. If a Proctor must leave the classroom for a brief amount of time and there are no participants in the room, materials are secure if the door to the room is locked.

3. Access to Secure Test Materials

- a. **Access to secure materials is restricted to testing sessions.** Test Administrators should not sign out or distribute secure materials to Test Proctors until the day of the test.

4. Test Item Security

- a. **Test items are secure.** It is not permissible for any school or district personnel to open test booklets or to view online test forms for the purpose of reading test items. Personnel **are not permitted to read test items before testing, during testing, or after testing** except as directed in the administration materials for an oral administration of a test.
- b. **Test Administrators and Proctors must not discuss test items with participants or pronounce words for participants** even if participants ask questions about content on the tests. As indicated in the Test Administration Script for each test, Proctors may answer questions only about instructions; they must not discuss any test questions or answer choices. All conversations regarding test content are prohibited even after the conclusion of testing.

5. Policy on Use of Electronic Devices

- a. During testing, participants may not be in possession of any electronic or other device that can be used for communicating, recording, timing, creating images, or storing images. These devices include, but are not limited to, cell phones, media players, electronic readers, headphones, smartwatches, stop watches, electronic translators, handheld devices, or any electronic imaging or photographic devices.

- b. The test site must have procedures in place for the collection of these devices during testing (e.g., having participants place all devices in backpacks and putting all backpacks in front of the room as participants enter). All electronic devices must be collected before participants begin taking the assessment and returned only after all participants in the session have submitted the assessments.
- c. This restriction does not apply to devices documented for use during testing in a participant's IEP or 504 plan, customized administration, or devices needed for participants with medical conditions requiring devices.

3. User Roles

A. Test Administrator

1. Responsibilities in the Paper-based Test Administration Process

- a. The Test Administrator will serve as the supervisor of the Career Readiness Assessment for their district. The Test Administrator may delegate duties to the Test Proctor. They will oversee the test administration process for their organization, ensuring:
 - i. All materials have been received.
 - ii. After the test materials are inventoried, lock all the test materials in a secure location until the test is ready to be administered.
 - iii. All Proctors have been trained and have coordinated all logistics for a location-based administration.
 - iv. Every location has the proper test materials.
 - v. All Proctors understand that all secured test materials need to be returned to the Test Administrator after testing.
 - vi. Proper test security laws, regulations, and policies are enforced.

2. Collecting the Test Materials from the Test Administrators

- a. Immediately after each day of testing is complete, the Test Administrator must ensure that all test materials (test booklets, answer sheets, and scratch paper) are received from each Proctor.
- b. When the test materials are collected from the Proctor after testing, the Test Administrator will verify the test materials being returned match the test materials on the Chain of Custody Form if used.
- c. All scratch paper is immediately shredded after testing.

B. Test Proctor

1. Responsibilities in the Paper-based Test Administration Process

- a. The Proctor will serve as the manager of the Career Readiness Assessment for their location. The Proctor will oversee the test administration for their location, ensuring:
 - i. Every testing room has the proper test materials: test booklets, answer sheets, #2 pencils, recommended scratch paper (plain or graph paper), and calculators (See Calculator policy on page 12 for additional information).

- ii. All scratch paper is shredded promptly after testing at the location.
- iii. All calculators provided by the location must be collected, memory cleared and returned to the Test Administrator.
- iv. All test materials are collected, secured, and shipped directly to WIN Learning or packaged for the Test Administrator to ship to WIN Learning for scoring.

4. Day of Testing Duties

A. Test Administrator

1. Distribution of Test Materials to the Proctors

- a. On the day of testing, the test materials will be distributed to the Proctors. Test Administrators may use the Chain of Custody Form when distributing the test materials to the Test Administrator. Using the Chain of Custody Form from WIN Learning is voluntary but recommended to maintain testing material accountability. A copy of the Chain of Custody Form is in Appendix A.
- b. If testing is divided between multiple days, the test materials must be returned to the Test Administrator to be secured until the next testing session.

2. Preparing the Test Materials to be Shipped and Processed After Testing

- a. Once all test booklets and answer sheets (used and unused), and applicable Chain of Custody Form(s) are returned, prepare the shipment for processing.
- b. Confirm all scratch paper has been shredded. Do NOT include scratch paper in any return shipments.
- c. The test booklets and answer sheets MUST be separated for shipping.
- d. Materials must be shipped to:

WIN Learning
1000 Waterford Place
Kingston, Tennessee 37763

B. Proctor

1. Responsibilities in the Paper-based Test Administration Process

- a. During testing, a Proctor must be present at all times in the classroom.
- b. Proctors cannot administer tests to close relatives such as their own children, grandchildren, nieces, nephews, or close cousins.
- c. Ensure every participant has a test booklet, their answer sheet, #2 pencil, scratch paper (optional) and calculator (optional).
- d. If participants are using their own calculators, it is the Proctor's responsibility to clear the memory before and after testing.
- e. Ensure the testing location is free from distractions.
- f. Proctors should make certain they have read the TAM and are well prepared to administer the test.

2. Testing Environment

Planning for and providing an appropriate test setting is essential to ensure standardized testing conditions for all participants. Locations must adhere to the following standards to ensure that all participants have an equal opportunity to perform their best on the assessments.

- a. If feasible, tests should be administered in a familiar classroom or computer lab setting to reduce participant test anxiety and simplify test security.
- b. Participants should be tested in settings that have good lighting and are well ventilated with a reasonable temperature.
- c. Adequate space (three feet or more) between participants is necessary to increase test security and to reduce distractions.
- d. Testing rooms should be quiet and free from interruptions or distractions of any type.
- e. Proctors must not work or communicate on a computer, tablet, phone, or similar device during a test administration. Any electronic devices must be silenced during testing. Proctors should be actively monitoring participants throughout the test session.
- f. Testing locations must be inspected prior to testing to ensure that all subject-related materials have been covered or removed from walls, bulletin boards, doors, desks, floors, ceilings, or windows. Word walls, maps, globes, charts, and subject-related mobiles must be taken down or covered during testing.

3. Distributing the Test Materials to the Participants

- a. It is the responsibility for the Proctor to distribute the test booklets and answer sheets to the participants.
- b. If participants are sitting next to each other, the test versions should alternate between 100A and 200B.

4. Proctoring the Tests

Administering the test is a critical aspect of the assessment process. The atmosphere the Proctor creates in performing his/her duties and the Proctor's manner may inspire participants and put them at ease while participating in the test.

- a. Read testing instructions aloud to the participants starting on page 14 .
- b. Read the instructions on how to fill out a blank answer sheet on page 15 in the Test Administration Instruction section.
- c. Proctors should not deviate from the directions for conducting the test. It is essential that all Proctors follow the established administration procedures in order to ensure fair and accurate test results. Proctors may clarify or repeat test directions; Proctors may not assist with actual test items.
- d. Proctors should quietly move around the room, walking up and down the aisles to check that participants are following the directions for marking or entering responses on the paper answer document.
- e. Proctors should be on the lookout for prohibited participant behaviors, such as copying from other participants, participant talking, or participant use of electronic devices. Any observations of apparent cheating, including participant use of a cell phone, should be reported to the Test Administrator immediately. Do not wait until the test is over.



- f. Proctors must not engage in any unnecessary conversation or make and receive telephone calls during the test unless the call is related to an emergency such as participant illness. Proctors must not work on a computer, tablet, or similar device or engage in any other distracting activity such as talking or texting on a cell phone. Any electronic devices must be silenced during testing and stored away from where participants are testing.
- g. Allow participants who have finished the test to quietly engage in appropriate activities, such as reading materials other than textbooks for the subjects being tested, or to leave (if provisions have been made). Participants are not allowed to use electronic devices for these activities. Proctor must verify there is nothing written in the reading materials before and after testing.

5. Collecting the Test Materials from the Participants

- a. When the assessment is finished, verify the following:
 - i. The participant's answer sheet has the test booklet ID and version hand-written in the boxes provided and the corresponding bubbles are properly marked.
 - ii. Ensure the answer sheet contains the required items: participant's legal name, WINCRS ID, test date, date of birth, test booklet ID, and version. Ensure each of the required items is completely bubbled in on the answer sheet.
 - iii. If accommodations were provided, the accommodations bubble in the "*Administration Use Only*" section on the participant's answer sheet must be filled in by the Test Administrator or Proctor.
 - iv. All erasures on the answer sheets are complete and there are no stray marks.
- b. **Note:** Proctors should not mark on answer sheets after participants have completed testing. Proctors should ensure participants darken the bubbles on the answer sheet as they are walking around the room during testing.
- c. Do **NOT** alter or change participant answers. Do **NOT** fold, bend, tear or staple the answer sheets.
- d. Count and return all test materials to the Test Administrator.

5. Guidelines for Situations that Happen During Testing

Testing sites should have policies and procedures in effect for disturbances that interrupt testing.

A. Fire Drills, Bomb Threats, Power Failure

1. If a fire drill or bomb threat occurs during testing, Proctors should collect the test booklets, answer documents, testing rosters, and other secure materials as the participants leave the room. The Proctors can keep the materials secure by keeping possession of the materials and taking them outdoors or by locking them in a secure location within the room.
2. The Proctors should also lock the door to the testing room to ensure that test security is not compromised.
3. If a power failure occurs, Proctors should notify the Test Administrator. If the power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administration. Any remaining tests should be administered as scheduled.

B. Participant Cheating

1. Participant cheating is defined as obtaining information through various dishonest or prohibited methods with the intention of improving a final score that would be received on an assessment. Some classic and more recent cheating methods are:
 - a. Crib notes
 - b. Copying responses from the test of someone who is seated nearby
 - c. Prior knowledge of the test (getting an advance look at questions)
 - d. Signals
 - e. Whispers
 - f. Labels on water bottles (or any other bottle) containing content
 - g. Texting someone during the test
 - h. Utilizing an online search engine for the answer (e.g. Google, Bing, etc.)
 - i. Organized groups of participants working together to memorize questions and collaborating to recreate the exam
2. In general, steps should be taken in each classroom to minimize the possibility of breaches in test security, such as the ones listed above, and to detect any breaches that may occur during the test administration.
3. Testing sites must have established policies and procedures regarding participant cheating. All test administrators should be aware of these procedures and apply them accordingly when participant cheating is suspected.

6. Accommodations

A. Oral Administration

Oral administration of the Work Ready assessments is an available accommodation. To prepare for the oral administration of the paper/pencil test, the Proctor may review the Test Booklet two days before the test as long as it is secured before and after reviewing. (For example, if testing begins on Monday, reviews may take place on Thursday and Friday of the previous week). All reviews must take place at the testing site with no participants present and be coordinated through the Test Administrator with adherence to test security procedures.

1. Procedures for Oral Administration

- a. Review the Test Booklet thoroughly to ensure that you understand how to read the questions and answer choices aloud.
- c. Oral administration may only be provided for authorized participants.
- d. Learners with an oral administration accommodation may be allowed extended time.
- e. Learners with the oral administration accommodation should be grouped in a separate location from test takers without the accommodation.
- f. WIN recommends no more than a 1:10 ratio of Proctors to learners. If needed, several administrations may occur throughout the test window.
- g. If oral administration was provided, fill in the Accommodations bubble on the participant's answer sheet.

2. Alternate Response Options

The participant may require an alternative method of responding to a test question. This accommodation requires an individual administration.

Response options may include the following:

- a. Nonverbal indication of responses—Participants may indicate their responses nonverbally to the Proctor by pointing or by using a personal communication device. The Proctor will mark the participant's answer on the answer sheet.
- b. Dictation of responses—Participants may dictate their answers to the Proctor verbally or through the use of a personal communication device. The Proctor will mark the participant's responses on the answer sheet with a monitor present.
- c. Marking answers on the Test Booklet—Participants with this accommodation may mark their answers directly in the test booklet. The Proctor must transfer answers to the answer sheet with a monitor present. Make sure all participant responses are carefully checked for accuracy and that all appropriate participant demographic information is completed.

B. Extending Time Testing Accommodations

1. Extended Time Administration

- a. Test Administrators are to verify the participants who are to be given extended time and ensure the Proctors are aware of the amount of additional time to be given.
- b. Participants with IEP or 504 Plans that indicate they need extended time must be tested separately from participants testing using standard time.

- c. Participants with the same amount of authorized extended time may be tested together, but the group must stay together and proceed to the next test at the same time.
- d. WIN Learning understands that the unique needs of participants with disabilities varies, which is why WIN Learning relies on the Test Administrators to determine the appropriate amount of time participants with extended time accommodations need to complete the Career Readiness Assessment.
- e. Participants with extended time accommodations may move on to the next test if all participants indicate they are finished.

C. Multilingual Learners (ML) Accommodations

1. ML Accommodations

- a. Multilingual Learners (ML), IEP, and 504 Plan participants **who have a testing accommodation plan** can use the allowable accommodations provided for the Work Ready Career Readiness Assessment. The allowable accommodations are for those participants who have an IEP, 504 Plan, or ML accommodations plan for state assessments. Accommodations allowed can be found on the WIN Accommodations Chart located in Appendix B.
- b. Standard ML accommodations we can support:
 - Flexible seating (individual, small group, separate room)
 - Flexible scheduling (frequent breaks, frequent test sessions)
 - Additional/Extended time
 - Access to bilingual word-to-word dictionaries. Standard dictionaries are NOT allowed. Electronic dictionaries NOT allowed.
 - Interpreter/Proctor assistance translating/interpreting instructions only

D. Calculator Policy

- 1. Calculator use is recommended for the Work Ready Math assessment only.
- 2. If the school is providing calculators to the participants, ensure there is a basic four-function calculator for every participant.
- 3. If the testing site provides calculators and the calculator has a memory, the memory MUST be cleared before and after testing.
- 4. All TI-83 and TI-84, TI-Nspire, TI-Nspire CX, TI-Nspire with touchpad, Casio FX-9750GII, Casio FX9860GII(S), Casio CG10PRISM, Orion TI-84, Orion TI-30XS, and any basic four-function calculators are acceptable.
- 5. Participants who are blind and/or have visual impairments may use the Orion TI- 84 Plus Talking Graphing Calculator (Accessibility Attachment) or the Orion TI- 30XS Talking Calculator, as determined by the participant's IEP/504 team and documented in the IEP/504 plan.
- 6. The approved talking calculators listed above must be used with headphones or during an individual administration.

7. Testing Reminders

A. Before Testing Checklist

- ☐ Proctors and TAs should read and familiarize yourself with the TAM, your role, and the expectations for your role.
- ☐ Test Administrators should inventory all test materials to ensure there are enough test booklets and answer sheets for each participant. If the testing materials are damaged notify WIN Learning Support immediately for instructions on how to proceed.
- ☐ Do not throw away or discard any test materials.
- ☐ Test booklets will be shipped alternating from version 100A and 200B. Proctors should ensure participants sitting next to each other do not have the same version. **DO NOT put answer sheets inside test booklets before or after the test.**
- ☐ Test Administrator must lock all test materials in a secure location until the day of testing.
- ☐ Please allow approximately 10 minutes for participants to fill in all appropriate information. Participants should never have access to the test booklet or answer sheet until the day of testing.

B. Day of Testing Checklist

- ☐ On the day of testing, the Proctor will receive the test materials from the Test Administrator.
- ☐ Proctor ensures that every participant receives an answer sheet along with a test booklet.
- ☐ Proctor instructs all participants to fill in their legal name, WINCRS ID, date of birth, and test date. Ensure each of the required items is completely bubbled in on the answer sheet.
- ☐ Proctor instructs all participants to fill in the test booklet ID and version in the appropriate section of their answer sheet. The test booklet ID and version is located on the cover of the actual test booklet.
- ☐ Proctor stresses the importance of recording the test booklet ID, version, and responses in the correct section of the answer sheet.
- ☐ Proctor reads the test administration instructions in the colored boxes below aloud to the testing group before each test.

1. Test Administration Introduction

All instructions in this section that are in **bold** and in boxes are to be read aloud to participants.

Note: Your location may not be administering all the assessments. Please use the following scripts as appropriate.

This is the WIN Career Readiness Assessment. Please listen carefully as I give you directions on taking this test.

This is a secure test. During this test, you may not have any electronic or other device with you that can be used for communication, timing, imaging, or accessing the Internet. These devices include, but are not limited to, tablets, smart phones, cell phones, mp3 players, e-readers, smart watches, or any other electronic or photographic device.

At this time, please store all unauthorized devices. You may not use any device to copy, save, transmit, or publish any test content. If you are wearing a watch with an alarm, you must make sure it is turned off now.

Pause and collect all devices or ask participants to stow them securely.

You may not communicate with other participants during the test, and you may not discuss specific test content after testing. You may not take copies of any test content or answers with you when you leave this room.

I can answer questions about the test directions, but I cannot discuss any test questions or answers with you before, during, or after the test. Do not talk during the test. If you have questions about directions while you are working, please raise your hand.

If your test administrator has scheduled a break, say:

There is one scheduled break during the test administration, after the second test.

If your testing site has NOT scheduled a break, say:

You may obtain permission to go to the restroom if you need to do so during the test by raising your hand. You will not, however, be given extra time for the test. Only one person will be allowed to leave the test room at a time.

Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen, colored pencil, or marker on this test.

I am going to give each of you an answer sheet and a test booklet. Please do not open the test booklet until I tell you to do so.

Look at the covers of the test booklet and answer sheet I have just given you. If you do not have a test booklet or the correct answer sheet, please raise your hand.

Give the following directions.

Listen carefully and follow the instructions exactly as I give them. If you have a question, please raise your hand. On your answer sheet, print your name, WINCRS ID, date of birth, and test date, in the boxes provided. Do not use nicknames, use the name that matches your location's records. Enter only one letter per box. Now fill in the bubbles below the boxes that match the letters you have written.

Do not enter apostrophe marks or hyphens, you may use a space but no special characters.

If your last or first name is too long for the spaces provided, write in the letters that will fit in the boxes provided. The last column is reserved for the middle initial.

All participants will need to grid their test booklet and version in the appropriate section on their answer sheets. This code is located on the front cover of each test booklet.

On the front cover of your test booklet, locate the test booklet ID and version of your test. Fill in your test booklet ID and version on your answer sheet. If you have any questions, please raise your hand.

2. Work Ready Math Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR PARTICIPANTS



55 Minutes Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all participants to see.

I will now give each of you a piece of scratch paper. (Pause to distribute paper to each participant.)

Write your name on the top of this paper as this will be collected at the end of the testing session. Should you need more during the test, please raise your hand. You are allowed to write in the test booklet, but your answers must be on the answer sheet. This test you are taking today is Work Ready Math. This test measures your workplace mathematics skills. The test will be administered in one testing session. You will have 55 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. You may use the Formula Sheet provided in your test booklet, a calculator, and scratch paper during the test if needed.

Read each question carefully. Pay special attention to words such as best, most likely, except, and not as this may make a difference in the way you read and answer the question. Choose the best answer from the answer choices provided. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

Mark only one answer for each question. No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet.

You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work in this section only. Do not turn the page or enter the next test sections until instructed. Again, you have 55 minutes to complete the Work Ready Math test. Time starts now.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

Stop work and put your pencil down. [pause] The Work Ready Math test is complete. If you used a calculator, I will collect them now.

3. Work Ready Reading Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR PARTICIPANTS



55 Minutes Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all participants to see.

This test is Work Ready Reading. This test measures your workplace reading skills. The test will be administered in one testing session. You will have 55 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. You will read the passage and select the best answer. Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question. Choose the best answer from the answer choices provided. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

Mark only one answer for each question. No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet. You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work in this section only. Do not turn the page or enter the next test sections until instructed. Again, you have 55 minutes to complete the Work Ready Reading test. Time starts now.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

Stop work and put your pencil down. [pause] The Work Ready Reading test is complete.

(If your location is NOT taking a break at this point, please move on to the next test, Work Ready Data.)

(If your location IS taking a break, say)

Put your answer sheet on the page in your test book where you stopped working. Close your test booklet and leave it on your desk.

We will now break for 15 minutes. Do not go anywhere other than _____ (e.g., cafeteria or the restroom). Don't talk in the hallway or discuss the test questions with anyone. You may not access your electronic devices during this time. We will start testing again in exactly 15 minutes.

4. Work Ready Data Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR PARTICIPANTS



55 Minutes Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all participants to see.

This test is Work Ready Data. This test measures your workplace graphic interpretation skills. The test will be administered in one testing session.

You will have 55 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question. Choose the best answer from the answer choices provided. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

Mark only one answer for each question. No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet.

You should attempt to answer all the questions, as points are only earned for correct answers.

For each question, be sure to carefully review the graphics (chart, table, etc.) related to that question before choosing your answer.

If you finish early, you may go back and check your work in this section only. Do not turn the page or enter the next test sections until instructed. Again, you have 55 minutes to complete the Work Ready Data test. Time starts now.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

Stop work and put your pencil down. [pause] The Work Ready Data test is complete.

5. Essential Soft Skills Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR PARTICIPANTS



60 Minutes Date: _____ Start Time: _____ Stop Time: _____

Post start and stop time for all participants to see.

This test is Essential Soft Skills. This test measures your skills in communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically and solving problems.

The test will be administered in one testing session. You will have 60 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question. After you choose an answer, fill in the circle that matches your choice for that question on your answer sheet. Do not mark your answers in the test booklet.

The test consists of a few multiple-choice questions where you must pick one answer choice. The test also consists mainly of multiple-choice questions where you must pick ONE BEST and ONE WORST answer choice for each scenario.

When taking the test, consider your answers from the point of view of an employer, as if you owned your own company. Remember for those questions to choose only one best and one worst answer for each question.

No points will be given for multiple marks. If you wish to change your answer, erase the old mark completely before making a new one. Do not make any stray marks on your answer sheet.

You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work in this section only. Do not turn to any of the previous tests already completed. Again, you have 60 minutes to complete the Essential Soft Skills test. Time starts now.

After 55 minutes, say:

You have 5 minutes remaining in this section.

After 60 minutes, say:

Stop work and put your pencil down. [pause] The Essential Soft Skills test is complete.



6. Digital Literacy Test Administration Script

This test is Digital Literacy. This test measures your skills in computer operations, internet browsing, digital communications, digital documents, and digital security.

The test will be administered in one testing session. You will have 60 minutes to complete this test. You must complete the entire test in this time and will not be allowed to finish it in another session. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question.

The test consists of multiple-choice questions where you must pick one answer choice. Read each question carefully. Pay special attention to words such as best, most likely, except and not, as this may make a difference in the way you read and answer the question.

You should attempt to answer all the questions, as points are only earned for correct answers.

If you finish early, you may go back and check your work. Again, you have 60 minutes to complete the Digital Literacy test. Time starts now.

After 55 minutes, say:

You have 5 minutes remaining in this section.

After 60 minutes, say:

The Digital Literacy test is complete.

Test Administration Conclusion Script

The Career Readiness Assessment is now complete. Please remain seated and listen for further instructions.

At this time, I will collect your answer sheets.

Pause to collect the participants answer sheets and organize them so that all versions of 100A are on top and all 200B are on the bottom.

I will now collect all test booklets.

Pause to collect all test booklets. Test booklets do not need to be in any specific order when returned to WIN Learning.

I will now collect all scratch paper. Scratch paper will be turned into the Test Administrator to be shredded.

Do not discuss any questions or answers from the test. Thank you for your cooperation.

Testing is complete.

C. After Testing Checklist

- ☐ The Proctor must provide all test materials to the Test Administrator immediately after the participants finish testing. The test materials must be inventoried by the Test Administrator to ensure the materials being returned to WIN Learning match what is expected.
- ☐ The Test Administrator should make a copy of the materials being returned for your records.
- ☐ **The Test Administrator must promptly shred all scratch paper at the school level.**
- ☐ The Test Administrator must prepare the test materials for shipping by following the instructions starting on page 7.
- ☐ If you have any questions, please call WIN Support at 888-717-9461 option 3.

8. Appendices

A. Appendix A - Chain of Custody Form

CHAIN OF CUSTODY FORM

Organization: _____
Location Name: _____
Site ID: _____
Test Administrator: _____
Phone Number: _____
Email: _____

This form can voluntarily be used when transferring the test materials to a Proctor.

1. The Test Administrator will indicate the quantity (QTY), description, and serial number range (if applicable). Next, the Proctor receiving the test materials will verify the quantity, then print name, sign, and date.
2. When testing is complete, **ALL** materials (including unused materials) must be returned to the Test Administrator. The Test Administrator will verify the quantity returned, then print name, sign, and date. Make a copy of this form for your records.

DELIVERED BY TEST ADMINISTRATOR		RECEIVED BY PROCTOR				
QTY	DESCRIPTION	SERIAL # RANGE	QTY	PRINT NAME	SIGNATURE	DATE

DELIVERED BY PROCTOR		RECEIVED BY TEST ADMINISTRATOR				
QTY	DESCRIPTION	SERIAL # RANGE	QTY	PRINT NAME	SIGNATURE	DATE

If you have any questions, please contact WIN Support at 888-717-9461 option 3 or Support@winlearning.com



B. Appendix B - Allowable IEP/504 Plan Accommodations

WIN Allowable IEP/504 Plan Accommodations

Supplemental Materials	Setting	Timing	Scheduling	Presentation	Response Options	Universal Supports	Approved Calculators	
							Texas Instruments:	Casio Brand:
✓ Adaptive or Specific Furniture	✓ Preferential Seating	✓ Frequent or Extended Breaks	✓ Testing over Multiple Days	✓ Oral Administration ✓ Signed Administration	✓ Dictation of Multiple Choice Answers	✓ Online Calculator	✓ TI-83 Series (all)	✓ FX-9750GII
✓ Amplification Equipment								
✓ Braille Writer, Note-Taking Device	✓ Small Group Administration	✓ Extended Time	✓ Multiple Sessions	✓ SpeechStream	✓ Non-Verbal Indication of Multiple Choice Answers	✓ Formula sheet ✓ Line Reader	✓ TI-84 Series (all)	✓ FX9860GII (S)
✓ Magnification Device	✓ Individual Admin			✓ Color Overlay	✓ Respond in Braille and Large Print Test Booklet	✓ Highlighting tool Online	✓ TI-Nspire	✓ FX-CG10PRISM
✓ Special Adaptive/Assistive Device for Screen Enlargement						✓ Response Masking		
				✓ Highlighting		✓ Computer-Based Timer	✓ TI-Nspire CX	
				✓ Read to Self		✓ Magnification	✓ TI-Nspire with touchpad	
						✓ Scratch Paper ✓ Repeated Directions ✓ Magnification		
Note: Please ensure all scratch paper is collected then shredded and calculator memory is erased before and after testing, if applicable.							Note: Any basic four function calculator is acceptable.	

C. Appendix C – Example of Test Booklet Cover



Essential Soft Skills Assessment Test Booklet

Do **NOT** open this test booklet until the instructor says to start.

Please write your name, location, and today's date below.

Student Name: _____

Location: _____

Today's Date: _____

Please write in and bubble the Test ID and Version Number on your Answer Sheet.

Test ID:

<SERIAL#>

Version:

101A

Directions for Answering the Questions

Directions for answering the questions for each test are located at the beginning of each test section. Please read the directions carefully.

Use the #2 pencil provided to completely fill in the bubble next to the correct answer **ON YOUR ANSWER SHEET**. Make solid marks and completely fill in the circles. Be sure to completely erase any answers you change.

When you finish the test section, put your pencil down. Your instructor will provide directions.

D. Appendix D – Example of the Answer Sheet

State: _____
Organization: _____
Site: _____



Work Ready Answer Sheet

MARKING INSTRUCTIONS

INCORRECT



CORRECT



- Use a No. 2 pencil only.
- Do not use ink, ball point, or felt tip pens.
- Make solid marks that fill the circle completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.

[illegible][illegible]

Date of Birth							
MM		DD		YYYY			
0	0	0	0	0000			
1	1	1	1	1	1111		
2	2	2	2	2	2222		
3	3	3	3		3333		
4		4			4444		
5		5			5555		
6		6			6666		
7		7			7777		
8		8			8888		
9		9		9	9999		

Test Date									
MM		DD		YYYY					
0	0	0	0	0 0 0 0					
1	1	1	1	1	1 1				
2	2	2	2	2	2 2				
3	3	3	3		3 3				
4		4			4 4				
5		5			5 5				
6		6			6 6				
7		7			7 7				
8		8			8 8				
9		9		9	9 9				

IMPORTANT - MUST BE COMPLETED:

Test ID					Version				
0	0	0	0	0	0	0	0	A	
1	1	1	1	1	1	1	1		
2	2	2	2	2	2	2	2		
3	3	3	3	3	3	3	3	B	
4	4	4	4	4	4	4	4		
5	5	5	5	5	5	5	5		
6	6	6	6	6	6	6	6	C	
7	7	7	7	7	7	7	7		
8	8	8	8	8	8	8	8		
9	9	9	9	9	9	9	9		

Administration Use ONLY

- ☐ Accommodations
- ☐ Void
- ☐ Retake

Additional Codes

0 1 2 3 4 5 6 7 8 9
0 1 2 3 4 5 6 7 8 9

DO NOT WRITE IN THIS AREA

[illegible]

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SERIAL #

9. Troubleshooting

What if I need additional materials?

Contact WIN Support as soon as you realize you need additional materials:

Support@winlearning.com

888-717-9461 Option 3

Be prepared to let WIN Learning Support know exactly what materials you need, how many, where to send them, who will be receiving them, that contact person's email and phone number.

Frequently Asked Questions

For standard time participants does the entire time have to be used if all are complete before time is up per assessment?

We recommend you allow the entire time so that participants can review their answers and not feel rushed.

Do participants who have extended time have to use all the time provided? If everyone in the room is complete, can they move on to the next test once standard time has expired?

If EVERYONE has finished the test early, then everyone can move on to the next test together. If you have extended time based on a participant's IEP/504 and the participant completes the test before the extended time elapses, then that participant does not have to use all of the extended time provided. For the most part, the participant's IEP/504 will designate "Up to 2 or 3 times the standard testing time" which means that the participant can take that whole time allotment but is not required to use that full time.

What is the Proctor to participant ratio?

WIN Learning recommends no more than a 30:1 participant to Proctor ratio.

If we are using the two-day test administration window, which assessments will we administer on day one and which will we administer on day two?

The Work Ready Math and Work Ready Reading should be completed on day one, then the Work Ready Data and Essential Soft Skills will be administered on day two.

Can participants write in the test booklet?

Yes, but please be sure they bubble in their answers on the answer sheet or their test will not be scored.

How long should we expect coding of demographics on blank answer sheets for new participants to take?

Coding the blank answer sheet should not take longer than 10 minutes. You will need first name, last name, WINCRS ID number, birthdate, and test date.

Can Proctors or Instructors bubble in the information for the participant ahead of testing?

Yes, and it is recommended that the Proctor coordinate the completion of all non-pre-slugged answer sheets before testing begins.

Do we use the same materials for make-up testing that we do for the initial test day, or are there alternate versions of the test for make-up day?

You will use the same materials for make-ups. Please keep all materials locked in a secure location between testing days.

Will participants who have oral accommodations have extended time as well? And if so, how much?

Due to the time-consuming nature of having to read aloud each test question during an oral administration, extended time is automatically assumed for learners with this accommodation. We empower the Test Administration to determine the appropriate amount of time needed for participants with specific IEP/504 requiring extended time.

Where do I return materials?

Mail shipments to:

WIN Learning
1000 Waterford Place
Kingston, Tennessee 37763