



Career Readiness  
Courseware &  
Credentials

# 2023 South Carolina Career Readiness Assessment

High School  
Computer-Based Testing  
Day of Testing Duties

Version 6.0

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# I. Test Administrator Day of Testing Duties

## WIN Career Readiness Assessments – COMPUTER TESTING

The purpose of this document is to provide the TA with tasks to be performed on the day of testing. This document includes screen shots from the student perspective.

### A. Receive Materials From Your STC

1. Test Tickets – Test tickets are secure items and should never be left unattended.
2. Roster of students you are testing.
3. List of accommodations for any students you are testing.
4. Any supplemental materials:
  - a. Scratch paper
  - b. Calculators
  - c. Word-to-word dictionary
  - d. Headphones, if the school is supplying them for students using SpeechStream® for an oral administration
  - e. Testing Instructions

### B. Prior to Testing

1. Log into the testing portal: <https://sc.wincrsystem.com>.
  - a. Confirm your username and password – username begins with **career**.
  - b. Confirm the name of your class as set up in the testing portal
2. Turn on all student computers if necessary.

### C. Once the Students Arrive

1. Pass out the test tickets.
2. Pass out scratch paper.
3. Distribute calculators– needed for Work Ready Math only.
  - a. Ensure that the memory has been cleared prior to distribution
4. Ensure students are seated according to the guidelines stated in the Testing Environment, Section 4.
5. Instruct the students to:
  - a. Log into the testing portal by going to <https://sc.wincrsystem.com>
  - b. Click on the **Products** tab
  - c. Click on **Work Ready Credential** or **Essential Soft Skills Credential**
  - d. Watch the tutorials if they have not already done so

### D. Find Your Class Prior to Assigning Assessments

1. Hover over **Products** and choose **Work Ready Credential** or **Essential Soft Skills Credential**.
2. On the next screen, scroll down to see if the assessment assignment grid has been populated.

- a. If not, confirm **List by Class** is selected and click **Search**.

Search Organization(s)

List by Class  
☒
List by Learner  
☐

search

3. Under Organization, find the class for the students you are testing and click on the arrow.

Organization	
2021 Class One	>
Spring 2022	>

4. Your assigned students will appear in the list. Click on the **+** sign to **add all** to the **Assessment Assignment Grid**.

Add all				+
Last Name		First Name	Username	Unique Identifier
10	+	Student	student10@bctc.com	398402
101	+	Student	student101@fain.com	111
104	+	Student	student104@fain.com	444

## E. Assigning Assessments

1. To assign the same assessment to all students in the grid, check the box in the assessment column at the top of the grid. The column of students will be highlighted and have checks by their names. Only assign one assessment at a time to keep the group of testers together. Ensure that testing accommodations are provided to students as identified by the STC. **Extend Time** will display in the assessment box.

Assessment Assignments				
<div> <div></div> Scores shown are latest earned. </div>				
Name		<input type="checkbox"/> Work Ready Math	<input checked="" type="checkbox"/> Work Ready Reading	<input type="checkbox"/> Work Ready Data
10, Student		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
105, Student		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
109, Student		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
112, Student		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<div> <div>Apply Changes </div> <div>Undo Changes </div> <div>Refresh </div> </div>				

2. To save actions (assign or unassign), click **Apply Changes**. Confirm save by clicking **Yes** in pop-up.
3. To undo any actions prior to clicking **Apply Changes**, such as clearing the grid of checkmarks, click **Undo Changes**.



## F. Launch Assessments

1. Direct students to log in using the info on their ticket. Check student IDs if necessary. Allow students to view the tutorials if they have not done so.
2. Read the following **Test Administration Introduction Script** aloud to students and then read the appropriate test script for the assessment about to be administered. When all students are ready to take the assessment, select **Apply Changes** and **Yes** in the pop-up to launch the assessment for the students. Only select **Apply Changes** after directions have been read and students are ready.
3. Instruct the students to click on the assessment highlighted in blue on their screen.

**2 ASSESSMENT**

These links will launch your assessments. Do not click the links until you are ready to begin your assessment. If the links are not active, the assessments have not been assigned or have already been completed.

[➤ Work Ready Math](#)  
[➤ Work Ready Reading](#)  
[➤ Work Ready Data](#)

## Test Administration Introduction Script

When students are logged in to the WIN Career Readiness System, read the bold text instructions in the boxes below:

**This is the South Carolina Work Ready 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 devices.**

**At this time, I will collect these devices for return at the end of the testing session. 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 students to stow them securely.

**You may not communicate with other students 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 the directions while you are working, please raise your hand.**

If your school has a scheduled break, say:

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

## Work Ready Math Test Administration Script

I will now give each of you a piece of scratch paper. [Pause to distribute paper to each student.]

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 paper during the test, please raise your hand.

The first 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 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 an approved calculator or the online calculator in the assessment. You may use the Formula Sheet provided in the system by selecting the Formula Sheet button.

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.

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. Click the Submit button at the top right of the screen when you are finished. After you finish and submit you will not be able to go back to review or change your answers.

Do not start the next test 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:

**The Work Ready Math test is complete. If you used a calculator, I will now collect them.** [collect calculators]

Once all students have submitted their assessment, complete the following steps to assign the next assessments:

- Choose **Return to Assessment Assignments** from the **Monitor Assessments Screen**.
- Uncheck the assigned assessment on your screen. Only do this when **all** students have finished the assessment.
- Read the specific instructions for the next assessment noted on the following pages.
- Check the box next to the title of the next assessment.
- Click on **Apply Changes** and the green **Monitor Assessments for** button.
- Instruct the students to click on the assessment highlighted in blue on their screen and to begin testing by clicking the **Start** button.

This process to unassign and assign a new assessment is repeated until testing is complete.

## Work Ready Reading Test Administration Script

The second 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 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.

If you finish early, you may go back and check your work. Click the Submit button at the top right of the screen when you are finished. After you finish and submit you will not be able to go back to review or change your answers.

Do not start the next test 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:

**The Work Ready Reading test is complete.**

If your school is not taking a break at this point, move on to the next test, Work Ready Data.

**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. (Please edit based on the break schedule for your school)**



## Work Ready Data Test Administration Script

The third 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.

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

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. Click the Submit button at the top right of the screen when you are finished. After you finish and submit you will not be able to go back to review or change your answers.

Do not start the next test 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:

**The Work Ready Data test is complete.**

## **Essential Soft Skills Test Administration Script**

**Test four is Essential Soft Skills. This test measures your skills in solving problems and making decisions, cooperating with others, resolving conflict and negotiation, observing critically, and taking responsibility for learning.**

**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.**

**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.**

**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 Essential Soft Skills test. Time starts now.**

After 55 minutes, say:

**You have 5 minutes remaining in this section.**

After 60 minutes, say:

**The Essential Soft Skills test is complete.**

- After launching the assessments, TAs can monitor student progress by selecting the **Monitor Assessments** green button at the bottom of the page.

**Monitor Assessments for 3 learners →**














- Students choose **Products** at the top of their dashboard and select the assessment the TA has assigned. The student will see the active assessment in blue and should select it. When the student clicks the **Start** button on their computer screen, the test begins and the timer starts. The full allotment of time should be given.
- TAs can view student progress in the **Assessment Monitor Screens**. TAs should select **Return to Assessment Assignment** to return to the **Assessment Assignment Grid** view. Student status on an assessment is displayed in the View Assessment Progress Monitor Assessments Grid, which is updated in near real-time to show the current item numbers the student is working on.

← Return To Assessment Assignment

<input type="checkbox"/>	Student	Activity	Status	Active	Current Item number
<input type="checkbox"/>	Name, James	Work Ready Math Assessment	<span style="color: orange;">●</span>	<span style="color: green;">✓</span>	31
	Adams, Ansel	Work Ready Math Assessment	<span style="color: gray;">●</span>	—	—
	Buffay, Phoebe	Work Ready Data Assessment	<span style="color: gray;">●</span>	—	—

## G. Monitor Assessment Progress

1. Confirm that accommodations for assigned students are functioning properly.
2. If accommodations were not assigned prior to testing, the TA should notify the STC. With the STC's permission, the TA can add accommodations as specified in the IEP/504 plan or ILAP via the functions in the **Actions** drop down.
3. The **Actions** drop down provides options to **Pause**, **Extend Time**, **Resume**, **Save** and **Exit** assessments for students.
  - a. Select the specific student from the **Monitor Assessment** screen and click the **Actions** drop down menu. From the drop down list select:
    - i. **Pause** to address short-term needs (bathroom break, adding extended time). Pausing the assessment prevents access to the test and stops the timing clock.
    - ii. **Extend Time** to extend the amount of time a student needs to test. This must be done before the time has expired.
    - iii. **Resume** to allow the student to continue with the test after issues are resolved.
    - iv. **Exit and Save** will bookmark an assessment so a student can resume and complete the assessment at a later time.
    - v. **Exit and Discard** does not keep a record of the assessment.
  - b. These functions must only be used in the case of an emergency or if a student has an IEP/504 plan/ILAP that requires the use of the functions in the **Actions** menu.
4. **Monitor** the testing room and **Monitor Assessment screen** carefully. In addition to monitoring progress online, you should be scanning the room periodically and walking around.
5. Note: If a student **Submits and Exits** a test, this ends the test and marks the test as complete. The student cannot return to the test.
6. The **Refresh** button will update the **Assessment Assignment Grid** with assessment scores after assessments are submitted.

Assessment Assignments				
<div>  Scores shown are latest earned.         </div>				
Name		<input type="checkbox"/> Work Ready Math 	<input type="checkbox"/> Work Ready Reading 	<input type="checkbox"/> Work Ready Data 
101, Student	 	<input type="checkbox"/> Level: 3	<input type="checkbox"/>	<input type="checkbox"/>
121, Student	 	<input type="checkbox"/> Level: 2	<input type="checkbox"/>	<input type="checkbox"/>
122, Student	 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Level: 3
Apply Changes 		Undo Changes 		Refresh 

#### H. Once Testing is Completed for the Day:

1. Read the Test Administration Conclusion Script:

- **The Career Readiness Assessment is now complete. Please remain seated and listen for further instructions.**
- **I will now collect all scratch paper and test tickets.** [Collect scratch paper and test tickets.]
- **Do not discuss any questions or answers from the test. Thank you for your cooperation. You may now collect your belongings and quietly exit the testing location.**

2. Collect all scratch paper and test tickets to be given to the STC. Collect and clear the memory from calculators if used.
3. Remove all checkmarks from the **Assessment Assignment** grid. Do so only after the student has completed the assessment.
4. No check marks should be left in the test assignment grid at the end of the test session.
  - a. If testing over two days, leave students in the grid, but uncheck all assigned assessments after testing sessions and then **Apply Changes**.
5. Return all scratch paper and test tickets to the STC immediately after testing is completed. Notify the STC of any students who require make-up testing.
6. Ensure students have correctly exited and shut down the computer before leaving the testing session.

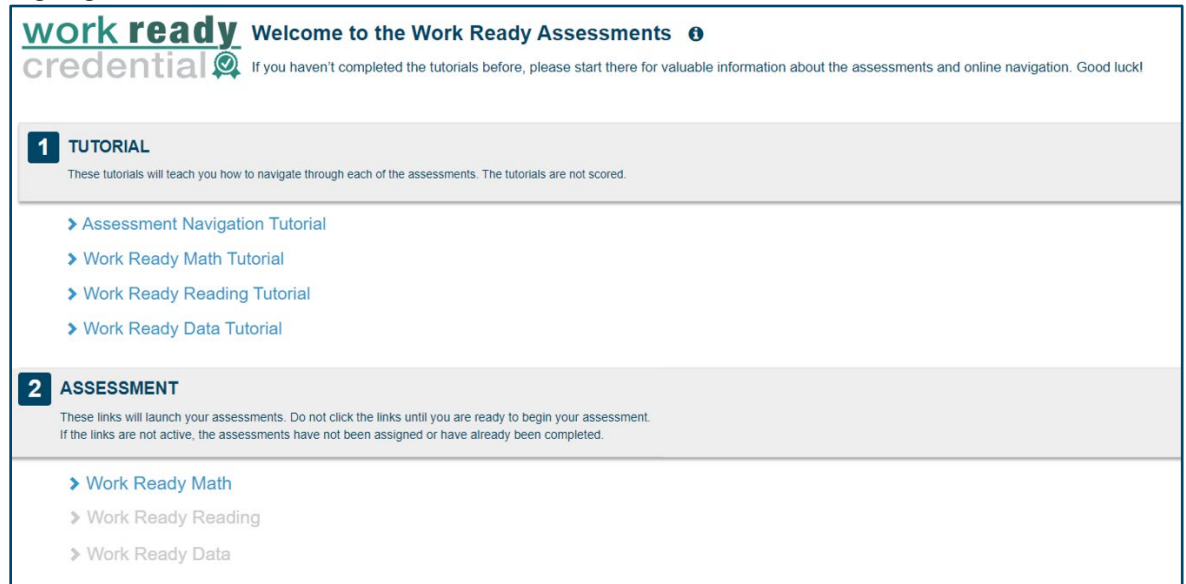
## II. Student Experience on Assessment Day

The following information shows the WIN Learning Career Readiness and Essential Soft Skills assessment experience from the student's point of view. The document begins with logging into the SC assessment portal and proceeds through all steps until the student submits the assessment. Universal Accommodations and Oral Accommodations from the student perspective are included in this document.

#### A. Logging into the Assessment Portal, Accessing & Submitting Assessments

1. On assessment day, the student receives a test ticket from the TA containing the individual login information for the assessments. The test ticket will contain the student's username and password. The ticket may also include testing accommodations and the assessment URL to assist students with login. The URL for the assessment portal is: <https://scwincrsystem.com>.
2. The student logs in to the SC Career Readiness Assessment portal and arrives at the student dashboard.
3. To access the assessment, the student goes to **Products** at the top of the dashboard and uses the dropdown menu to select **Work Ready Credential** or **Essential Soft Skills Credential**.
4. After selecting the correct assessment, the student will have the opportunity to view the tutorial or begin the assessment. The TA will instruct the student which tutorial or assessment to select.

5. When an assessment has been activated for the student, the assessment will be highlighted.



**work ready credential** Welcome to the Work Ready Assessments ⓘ

If you haven't completed the tutorials before, please start there for valuable information about the assessments and online navigation. Good luck!

**1 TUTORIAL**

These tutorials will teach you how to navigate through each of the assessments. The tutorials are not scored.

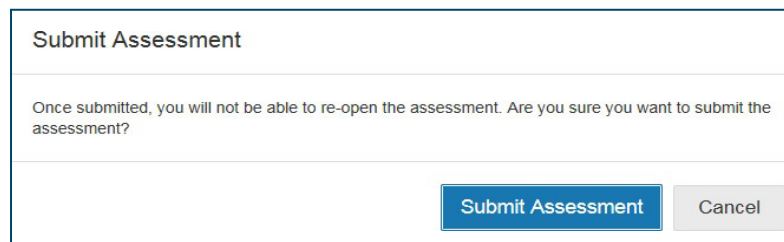
- ▶ Assessment Navigation Tutorial
- ▶ Work Ready Math Tutorial
- ▶ Work Ready Reading Tutorial
- ▶ Work Ready Data Tutorial

**2 ASSESSMENT**

These links will launch your assessments. Do not click the links until you are ready to begin your assessment. If the links are not active, the assessments have not been assigned or have already been completed.

- ▶ Work Ready Math
- ▶ Work Ready Reading
- ▶ Work Ready Data

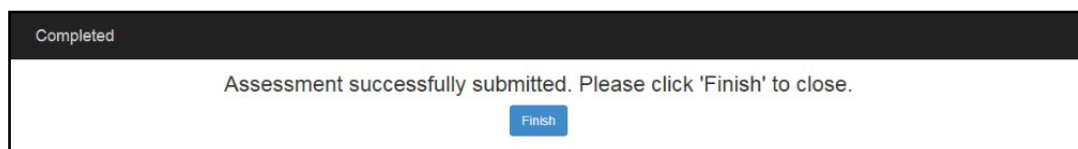
6. After the TA has read the appropriate Test Administration Script and directs the student to begin the assessment, the student clicks the **Start** button. The test and timer will begin.
7. When finished with the assessment, the student clicks the **Submit** button in the top right corner.
8. A pop-up window will ask the student to confirm assessment submission. They must click **Submit Assessment** and then **Finish**. It is imperative that all students understand that once their assessment is submitted, **they will not be able to review or change their answers.**



**Submit Assessment**

Once submitted, you will not be able to re-open the assessment. Are you sure you want to submit the assessment?

**Submit Assessment** Cancel



**Completed**

Assessment successfully submitted. Please click 'Finish' to close.

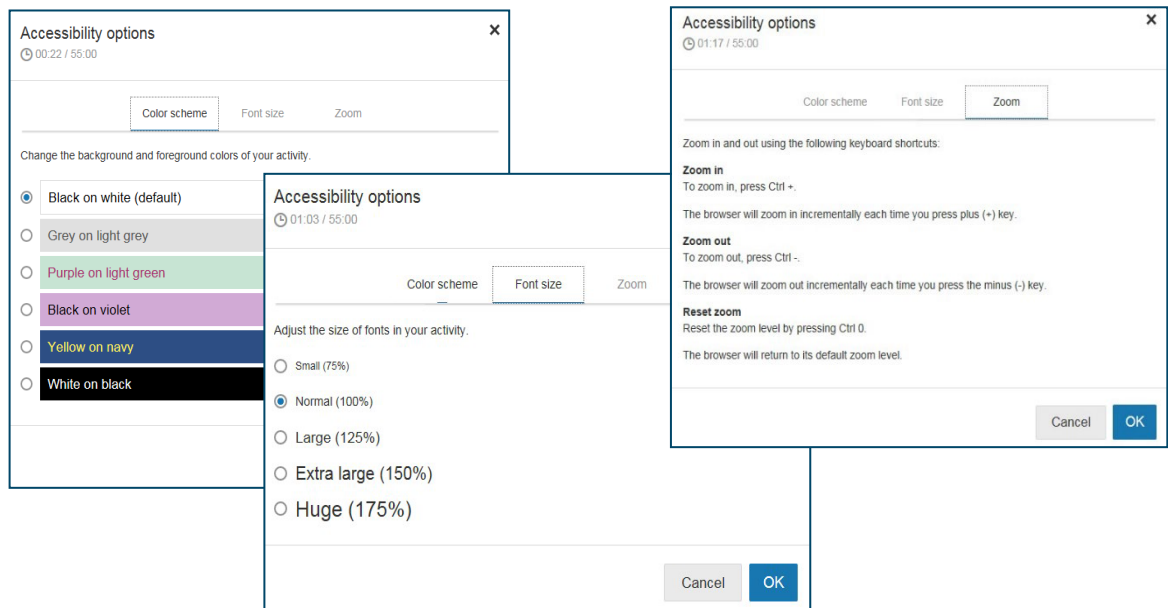
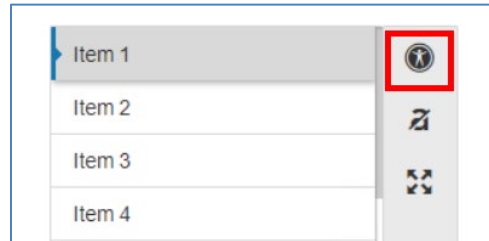
**Finish**

9. The student will proceed through the assessments at the direction of the TA. All assessments are available through the **Products** menu on the dashboard.
10. When the student has finished the assessments for the day, they should log out of the WIN assessment portal by clicking the arrow icon in the right corner of their dashboard.



## B. Universal Accommodations

1. All students have access to universal accommodations. The student has many choices for making accessibility changes and can do this by clicking the accessibility icon located in the vertical panel below the timer.
2. In all four assessments, students can change the **color scheme**, **font size** and **enable zoom** options by selecting the **accessibility icon**.



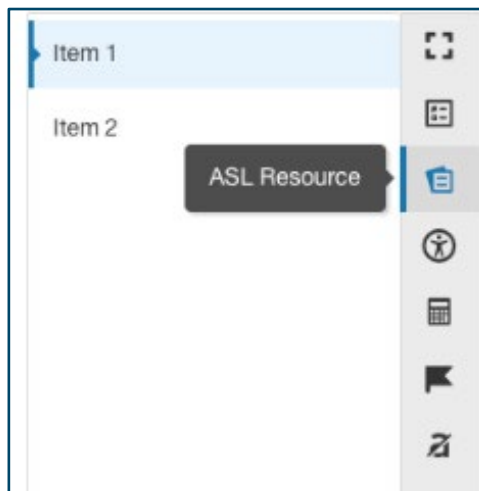
3. In all four assessments, students can access both a **highlight** feature and a **response masking** feature. Click the **Response Masking** icon to access the response masking feature.
  - a. To mask a response, the student will click on the response to be masked. The student will click the tool again to turn it off and select their answer.



4. In all four assessments, students can view the assessment across the entire screen by selecting the **full screen** icon.



5. **American Sign Language (ASL) interpretations** are available in all four assessments. Students can access the ASL resource by clicking the overlapping squares icon.



- a. The ASL interpreter will appear in a video on the top left of the screen.

Use the graph to answer the question.

**Percent Change in Employment during Four Recessions**

Industry	Recession A	Recession B	Recession C	Recession D
Construction	-10	-15	-10	-10
Manufacturing	-10	-10	-10	-10
Retail trade	-10	-10	-10	-10
Financial activities	-10	-10	-10	-10
Professional & business services	-10	-10	-10	-10
Education & health services	-10	-10	-10	-10

Which industry lost about 6 percent of its workers during Recession D?

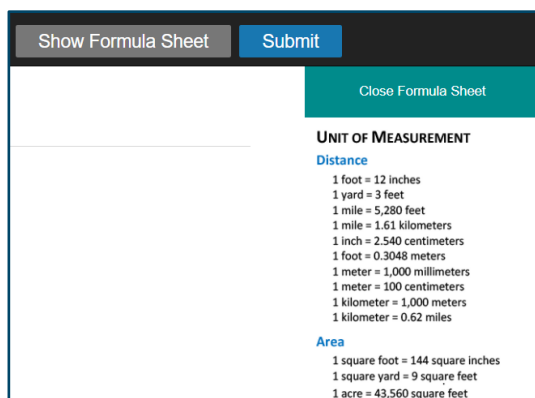
☐ Construction  
☐ Retail trade  
☐ Professional and business services  
☐ Education and health services

- b. For questions with long passages, there will be separate videos for the passage and question.
- c. Students can use playback controls to repeat any part of the interpretation.

### C. System Features in Modules

1. There are features unique to modules that can be used to aid all students.
2. In the Work Ready Math assessment, students can access a formula sheet by clicking the **Show Formula Sheet** button at the top right. The **Show Formula Sheet** will display formulas and units of measurement on the right side of the screen for easy reference. To hide the formula sheet, click **Close Formula Sheet**.

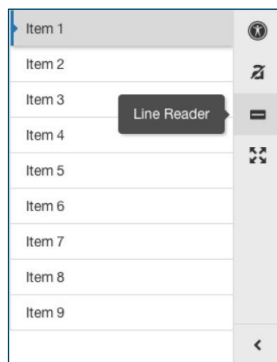




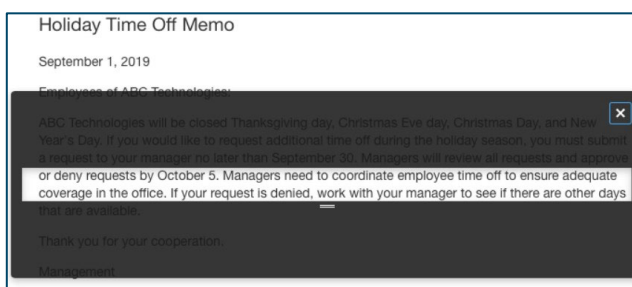
- In the Work Ready Math assessment, students can access a **calculator** by selecting the calculator icon.



- In the Work Ready Reading assessment, students can access a line reader by clicking the **Line Reader** icon.
  - The **Line Reader** display can be moved over the text.

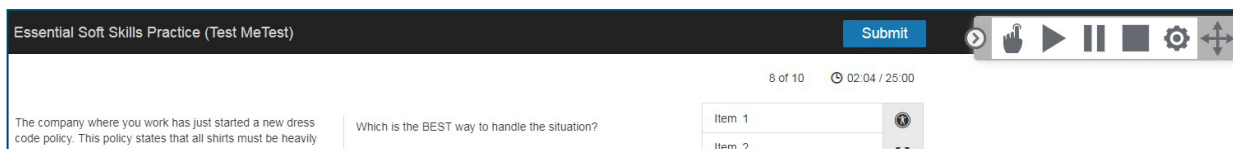


- To hide the line reader display, the student will click the **Line Reader** icon again.



## D. Oral Accommodations

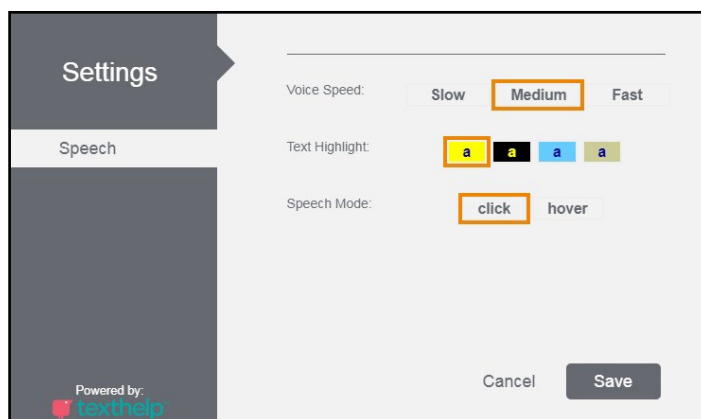
1. Oral Accommodations are to be used for students with an IEP/504 plan/ILAP and should be enabled in the WIN assessment portal prior to testing.
2. **SpeechStream®** is a text-to-speech tool that reads text aloud to students and should be used with headphones.
3. Once the student enters an assessment, the SpeechStream® controls will be displayed in the top right of the screen.



4. Students can move the SpeechStream® controls by clicking on the far-right grey directional icon.



5. Use the gear icon to the left of the directional icon to access the settings to change the voice speed, text highlight color, and speech mode. To save changes, click **Save**.



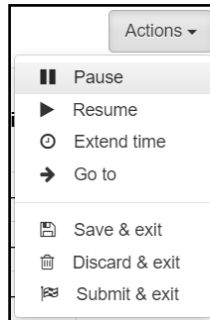
6. Depending on the Speech Mode selected by the student, they will click on the pointer finger on the far left of the controls and either hover or click on the text to be read. If the student would like the whole screen read to them, they will leave the pointer finger icon unselected and click on the **Play** icon.
7. The three icons next to the pointer finger icon are **Play**, **Pause**, and **Stop**, respectively. The student can select these icons as needed throughout the assessment.



## E. Extended Time

1. Extended Time is to be used for students with an IEP/504 plan/ILAP indicating the need for extended time. The feature should be enabled in the WIN assessment portal prior to testing.

- Extended Time can be enabled after the student has started the assessment and **before** the time has expired. This can be done by selecting the student's name and choosing **Actions** and **Extend Time** from the dropdown menu.



- If Extended Time has been set for a student, the time will have been added when the student launches the assessment.



Career Readiness  
Courseware &  
Credentials

WIN Learning  
888.717.9461 (Toll Free)  
865.717.3333  
[info@winlearning.com](mailto:info@winlearning.com)  
[winlearning.com](http://winlearning.com)