



Career Readiness  
Courseware &  
Credentials

# 2023 South Carolina Career Readiness Assessment

High School  
Paper-Based Testing  
Day of Testing Duties

Version 6.0

# Table of Contents

## I. Test Administrator Day of Testing Duties.....2

A. Test Administrator (TA).....	2
1. Responsibilities in the Paper-Based Test Administration Process .....	2
2. Testing Environment .....	2
3. Distributing the Test Materials to the Students .....	3
4. Proctoring the Tests .....	3
5. Collecting the Test Materials from the Students .....	4
B. Monitor .....	4
1. Monitor Requirements.....	4
2. Monitor Responsibilities and Duties .....	5

## II. Testing Reminders ..... 6

A. Calculator Policy .....	6
B. Before Testing Checklist.....	6
C. Day of Testing Checklist.....	7
D. Test Administration Introduction.....	8
E. Work Ready Math Test Administration Script .....	10
F. Work Ready Reading Test Administration Script .....	11
G. Work Ready Data Test Administration Script.....	12
H. Essential Soft Skills Test Administration Script.....	13
I. Test Administration Conclusion Script.....	14
J. After Testing Checklist .....	14

# I. Test Administrator Day of Testing Duties

## A. Test Administrator (TA)

### 1. Responsibilities in the Paper-Based Test Administration Process

- a. The Test Administrator (TA), also known as a teacher, facilitator, proctor, or monitor, is responsible for overseeing the test administration for their assigned group of students.
- b. The TA must read and follow the South Carolina [test security laws, regulations, and policies](#) and sign the appropriate Security Agreement found on the South Carolina Department of Education's website at <https://ed.sc.gov/tests/assessment-information/test-security/>.
- c. The TA must read and follow all instructions in the TAM. Digital copies are available at [sc.wincrsystem.com](http://sc.wincrsystem.com)
- d. The TAs are responsible for collecting and returning the test materials to the STC. All test materials (used and unused) must be securely stored when testing is not in progress.
  - i. If testing is over multiple days, the TA will collect the test booklets and answer sheets after each session and return them to the STC. The STC will lock the materials in a secure location and redistribute as appropriate for any subsequent testing session.
- e. TAs must attend a training session to be eligible to administer the WIN Work Ready assessments.
- f. During testing, a trained TA must always be present at all times in the classroom.
- g. TAs cannot administer tests to close relatives such as their own children, grandchildren, nieces, nephews, or close cousins.
- h. Ensure every student has a test booklet, **their** answer sheet, #2 pencil, scratch paper (optional) and calculator (optional).
- i. If students are using their own calculators, it is the TA's responsibility to clear the memory before and after testing.
- j. If the student's information is incorrect or a student does not have a preprinted answer sheet, read the instructions on how to fill out a blank answer sheet on page 9 in the Test Administration Instruction section. The STC should complete the student's blank answer sheet prior to the day of testing to avoid testing delays.
- k. Ensure the testing location is free from distractions.
- l. Read testing instructions aloud to the students starting on page 8.
- m. Count and return all test materials to the STC.
- n. Follow all state, district, and school protocols on test security and reporting testing violations.

### 2. Testing Environment

Planning for and providing an appropriate test setting is essential to ensure standardized testing conditions for all students. Schools must adhere to the following standards to

ensure that all students have an equal opportunity to perform their best on the assessments.

- a. Tests should be administered in a familiar classroom or computer lab setting to reduce student test anxiety and simplify test security.
- b. Students should be tested in classrooms or computer labs that have good lighting and are well ventilated with a reasonable temperature.
- c. Adequate space (three feet or more) between students is necessary to increase test security and to reduce distractions.
- d. Classrooms and computer labs should be quiet and free from interruptions or distractions of any type.
- e. TAs and monitors 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. TAs and monitors should be actively proctoring students throughout the test session.
- f. Classrooms, computer labs, and halls 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 Students

- a. It is the responsibility of the TA to distribute the test booklets and preprinted answer sheets to the correct students.
- b. If students are sitting next to each other, the test versions should alternate from 100A and 200B.
- c. Ensure all students verify their information is correct. If a student's information is incorrect, follow the instructions on how to complete a blank answer sheet found on page 9 of the Test Administration Introduction section.
- d. **The TA must follow the Testing Instructions starting on page 34 of the TAM or page 8 of this document.**

### 4. Proctoring the Tests

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

- a. TAs should make certain they have read the Day of Testing Duties and are well prepared to administer the test.
- b. TAs should not deviate from the directions for conducting the test. It is essential that all TAs follow the established administration procedures in order to ensure fair and accurate test results. TAs may clarify or repeat test directions; TAs may not assist with actual test items.
- c. TAs should quietly move around the room, walking up and down the aisles to check that students are following the directions for marking or entering responses on the paper answer document.

- d. TAs should be on the lookout for prohibited student behaviors, such as copying from other students, student talking, or student use of electronic devices. Any observations of apparent cheating, including student use of a cell phone, should be reported to the STC and DTC immediately. Do not wait until the test is over.
  - e. TAs 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 student illness or a technology issue with one or more computers or devices used for testing. TAs 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 students are testing.
  - f. Allow students 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). Students are not allowed to use electronic devices for these activities. TA must verify there is nothing written in the reading materials before and after testing.
  - g. Unless they meet TA requirements and are trained as TAs, monitors may not be left in charge of a classroom in which students are testing or in which test materials are not in secure storage.
5. **Collecting the Test Materials from the Students**
- a. When the Career Readiness Assessment is finished, verify the following:
    - i. The student's answer sheet has the test booklet ID and version handwritten in the boxes provided and the corresponding bubbles are properly marked.
    - ii. If the student used a blank answer sheet, ensure the answer sheet contains the student's legal name, state ID, date of birth, gGR, district name, school name, school ID, test booklet ID, and test version and all applicable bubbles are darkened for scanning.
    - iii. If accommodations were provided, the accommodations bubble in the "**Administration/Proctor Use Only**" section on the student's answer sheet must be filled in by the TA or STC. If Oral Administration was provided, check that the "OAS" bubble is filled in.
    - iv. All erasures on the answer sheets are complete and there are no stray marks.
  - b. **Note:** TAs should not mark on answer sheets after students have completed testing. TAs should be instructed to have students darken the bubbles on the answer sheet as they are walking around the room during testing.
  - c. Do **NOT** alter or change student answers. Do **NOT** fold, bend, tear, or staple the answer sheets.

## B. Monitor

### 1. Monitor Requirements

- a. The use of monitors is recommended to facilitate the administration of the tests and to ensure that test security is maintained.

- b. A monitor can be a teacher's aide, a parent, or other district or school personnel (e.g., music teachers, P.E. teachers, counselors).
- c. Monitors cannot be in rooms where their close relatives are being tested.
- d. It is not permissible for a monitor to be left in charge of a test administration session; the TA should remain with the students and send the monitor out in case of an emergency.
- e. All monitors must participate in a training session given by the DTC or STC that includes a review of test security policies and procedures, administrative guidelines, hand coding of answer documents, and the administration directions.
- f. After training, monitors must sign an Agreement to Maintain Test Security and Confidentiality for Testing Monitors form.

## 2. Monitor Responsibilities and Duties

Monitors are required to walk around the room during testing to check that students are marking their answers in the correct sections of the answer documents.

It is permissible to alert students that their answers are being marked in the wrong sections of the answer documents. However, **it is not permissible to stop and read test items or students' responses in students' test booklets or answer documents.**

The following is a list of duties that should be performed by a monitor.

- a. Distribute and collect materials needed during testing (e.g., No. 2 pencils, answer documents, scratch paper) as directed by the TA.
- b. Ensure that students receive the correct answer documents.
- c. During testing, ensure that students:
  - i. receive additional sharpened No. 2 pencils when needed,
  - ii. follow directions,
  - iii. mark their responses in the appropriate area of the answer document,
  - iv. use only the allowable supplemental materials specified in this manual, and
  - v. do not give or receive help from other students.
- d. Help maintain test security.
- e. Refer all student questions to the TA.
- f. Check restrooms before allowing students to enter to make sure that they do not contain reference materials (e.g., books, notes, writing on towels or walls). This is especially important for schools where examinees are permitted to leave the testing room early.
- g. Retrieve additional test materials from the STC if needed during testing.
- h. Serve as a messenger between the TA and STC during testing if an emergency occurs. (Monitors may leave the room for short periods of time to relay messages).

## II. Testing Reminders

### A. Calculator Policy

1. If the school is providing calculators to the students, ensure there is a basic four-function calculator for every student.
  - a. If the calculator being used has a memory, the memory **MUST** be cleared before and after testing. If students are using their own calculator the calculator memory **MUST** be cleared before and after testing.
  - b. All TI-83 and TI-84, TI-73, TI-Nspire, TI-Nspire CX, TI-Nspire CX II, TI-Nspire with touchpad, NumWorks, Casio FX-9750GII, Casio FX9860GII(S), Casio CG10PRISM, Orion TI-84, Orion TI-30XS, and any basic four-function calculators are acceptable.
  - c. The calculator is only recommended for the Work Ready Math test.
  - d. Students 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 student's IEP/504 team and documented in the IEP/504 plan.
  - e. The approved talking calculators listed above must be used with headphones or during an individual administration.

### B. Before Testing Checklist

STCs and TAs should read and familiarize yourself with the TAM, your role, and the expectations for your role.

- ☐ Provide Day of Testing Duties documents to the TAs to use for test administration.
- ☐ STCs and TAs should read and follow the South Carolina [test security laws](#), [regulations](#), and [policies](#), then sign the appropriate Security Agreement found on the South Carolina Department of Education's website. URL: <https://ed.sc.gov/tests/assessment-information/test-security/>.
- ☐ STCs or DTCs should order all braille and large print test booklets for students per their individual education plan.
- ☐ STCs should inventory all test materials to ensure there are enough test booklets and answer sheets for each student. If the testing materials are damaged notify the DTC and WIN Learning Support immediately for instructions on how to proceed.
- ☐ **Do not throw away or discard any test materials. Schools must not share blank answer sheets.** The district code and the school code will be preprinted on the blank answer sheets for scoring and reporting purposes. Blank answer sheets are included with the preprinted answer sheets.
- ☐ Test booklets will be shipped alternating from version 100A and 200B. TAs should ensure students sitting next to each other do not have the same version. Do **NOT** put answer sheets inside test booklets before or after the test.

- ☐ STC must lock all test materials in a secure location until the day of testing.
- ☐ To save time on the day of testing, preprinted answer sheets can be paired with a test booklet prior to the day of testing by the STC or during the day of testing by the TA. When pairing test booklets and answer sheets, put the answer sheet on top of the test booklet, rather than inside the booklet. If a student does not have a preprinted answer sheet or if their preprinted answer sheet is incorrect, the STC or TA can complete the student's information prior to testing. When utilizing blank answer sheets ensure all corresponding bubbles are completely darkened. If students are completing their own blank answer sheet during the day of testing, please allow approximately 10 minutes to fill in all appropriate information. Students should never have access to the test booklet or answer sheet until the day of testing.

### C. Day of Testing Checklist

- ☐ On the day of testing, the TA will receive the test materials from the STC.
- ☐ The STC should ensure that all answer sheets are given to the TAs in alphabetical order by the student's last name.
- ☐ TA ensures that every student receives their preprinted answer sheet.
- ☐ TA instructs all students 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.
- ☐ TA stresses the importance of recording the Test Booklet ID, Version, and responses in the correct section of the answer sheet.
- ☐ TA reads the test administration instructions in the colored boxes below aloud to the testing group before each test.



## D. Test Administration Introduction

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

**This is the South Carolina 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, 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.

**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 directions while you are working, please raise your hand.**

*If your school has scheduled a break, say:*

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

*If your school 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. Make sure the answer sheet has your Name, Date of Birth, State ID, District Code number, and School Code number. If you do not have a test booklet or the correct answer sheet, please raise your hand.**

*When students need a blank answer sheet, 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, date of birth, gGR, and 10-digit state unique identifier, in the boxes provided. Do not use nicknames. Use the name that matches your school 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 students 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.**

## E. Work Ready Math Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



**55 Minutes** Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

*Post start and stop time for all students to see.*

**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 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. 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 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.**

## F. Work Ready Reading Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



**55 Minutes**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

*Post start and stop time for all students to see.*

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 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 school is NOT taking a break at this point, please move on to the next test, Work Ready Data).*

*If your school 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.**

## G. Work Ready Data Test Administration Script

RECORD START AND STOP TIME HERE – POST FOR STUDENTS



**55 Minutes**    Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

*Post start and stop time for all students to see.*

Test three 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.**

## H. Essential Soft Skills Test Administration Script

### RECORD START AND STOP TIME HERE – POST FOR STUDENTS



**60 Minutes**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

*Post start and stop time for all students to see.*

Test four 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 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 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.**

## I. 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 students 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 Scantron®.*

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

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

*Testing is complete.*

## J. After Testing Checklist

- ☐ The TA must provide all test materials to the STC immediately after the students finish testing. The test materials must be inventoried by the TA and STC to ensure the materials being returned to Scantron® match what is listed on the School Shipment Inventory Form.
- ☐ The STC should make a copy of the School Shipment Inventory Form for your records.
- ☐ **The STC must promptly shred all scratch paper at the school level.** Do not return scratch paper to Scantron®.
- ☐ The STC must prepare the test materials for shipping by following the instructions starting on page 22 of the TAM.
- ☐ The DTC will receive the district score data file by **June 15th** in a Share-file folder sent from WIN Learning. If you are the DTC and do not have access to your Share-file folder contact WIN Support.
- ☐ If you have any questions, please call WIN Support at 888-717-9461 option 3.



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