



Test Administration Introduction Script

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

You will be taking a 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.



Essential Soft Skills Test Administration Script

This is the Essential Soft Skills assessment. 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.



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