



WIN Learning Assessment Quick Start Guide

Contact Us:

Sales: 888-717-9461 Option 1

Sales Email: info@winlearning.com

Technical Support: 888-717-9461 Option 3

Support Email: support@winlearning.com

Website: www.winlearning.com



Test Administration Manual

Test Proctor Responsibilities

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

A. Receive Materials from Your Test Administrator

1. Test Tickets – Test tickets are secure items and must not be left unattended
2. Roster of participants you are testing
3. List of any accommodations for participants you are testing
4. Any supplemental materials:
 - a. Scratch paper
 - b. Word-to-word dictionary
 - c. Headphones, if the testing organization is supplying them for participants using SpeechStream® for an oral administration
 - d. Testing Instructions

B. Prior to Testing

1. Log into the WIN Career Readiness System (WINCRS) testing portal: wincrsystem.com
 - a. Confirm your username and password
 - b. Confirm the name of your class if classes were created in the portal
2. Turn on all participant computers if necessary

C. Once the Participants Arrive

1. Pass out the test tickets
2. Pass out scratch paper
3. Ensure participants are seated according to the guidelines stated in the Testing Environment, Section 3.
4. Instruct the participants to:
 - a. Log into the portal by going to wincrsystem.com
 - b. Click on the **Products** tab
 - c. Click on the appropriate assessment (**Work Ready Soft Skills Credential, Work Ready Employability Skills Credential, - OR - Work Ready Digital Literacy Credential**)
 - d. View the tutorials to familiarize themselves with the assessments features

D. Find Your Class Prior to Assigning Assessments



1. Hover over **Products** and choose the appropriate assessment (**Work Ready Soft Skills Credential, Work Ready Employability Skills Credential, - OR - Work Ready Digital Literacy 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 participants you are testing and click on the arrow.

Organization

2021 Class One >

4. Your assigned participants 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
105		+	Student	student105@fain.com	555

E. Assigning Assessments

1. To assign the same assessment to all participants in the grid, check the box in the assessment column at the top of the grid. The column of participants 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 participants as appropriate. **Extend Time** will display in the assessment box if authorized.



Assessment Assignments		
Scores shown are latest earned.		
Name	<input type="checkbox"/>	<input checked="" type="checkbox"/> Work Ready Soft Skills Assessment
Duck, Donald	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fudd, Elmer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Apply Changes	Undo Changes	Refresh
Monitor Assessments for 2 learners →		

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

2 ASSESSMENT

This link will launch your assessment. Do not click the link until you are ready to begin your assessment. If the link is not active, the assessment has not been assigned or has already been completed.

[▶ Work Ready Soft Skills Assessment](#)



Test Administration Introduction Script

When participants are logged in to the assessment read the bold text instructions in the boxes below:

This is the (insert the appropriate assessment: Work Ready Soft Skills Credential, Work Ready Employability Skills Credential, - OR - Work Ready Digital Literacy Credential). **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, 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 the directions while you are working, please raise your hand.



Work Ready Essential Soft Skills Test Administration Script

This is the Work Ready 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 Work Ready Essential Soft Skills test. Time starts now.

After 55 minutes, say:

You have 5 minutes remaining in this section.

After 60 minutes, say:

The Work Ready Essential Soft Skills test is complete.

Work Ready Employability Skills Test Administration Script (Math)

I will now give each of you a piece of scratch paper. 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 Applied Mathematics. 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.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

The Work Ready Math test is complete.

Work Ready Employability Skills Test Administration Script (Reading)

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 Reading for Information 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.



Work Ready Employability Skills Test Administration Script (Data)

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.

For each question, be sure to carefully review the graphics like charts, tables, 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.

After 50 minutes, say:

You have 5 minutes remaining in this section.

After 55 minutes, say:

The Work Ready Data test is complete.



Work Ready Digital Literacy Skills Test Administration Script

This is the Work Ready Digital Literacy Skills Assessment. This test measures your technological skills in the subject areas of computer operations, internet browsing, digital communication, 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.

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 multiple-choice questions where you must pick one answer choice. 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 Work Ready Digital Literacy Skills test. Time starts now.

After 55 minutes, say:

You have 5 minutes remaining in this section.

After 60 minutes, say:

The Work Ready Digital Literacy Skills test is complete.



1. After launching the assessments, Test Proctors can monitor participant progress by selecting the **Monitor Assessments** green button at the bottom of the page.



2. To access an assessment, participants choose **Products** at the top of their dashboard and select the assessment the Test Proctor has assigned. The participant will see the active assessment in blue and should select it. When the participant clicks the **Start** button on their computer screen, the test begins and the timer starts. The full allotment of time should be allowed.
3. Test Proctors can view participant progress in the **Assessment Monitor Screens**. Proctors should select **Return to Assessment Assignment** to return to the **Assessment Assignment Grid** view. Participant 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 participant is working on.

G. Monitor Assessment Progress

Work Ready Soft Skills Assessment - 4 Students					Actions ▾
Student	Activity	Status	Active	Current Item number	
Brucker, Matthew	Work Ready Soft Skills Assessment	●	—	—	
Duck, Donald	Work Ready Soft Skills Assessment	●	—	—	
Fudd, Elmer	Work Ready Soft Skills Assessment	●	—	—	
Rose, Kai	Work Ready Soft Skills Assessment	●	—	—	

1. Confirm that accommodations for assigned participants are functioning properly.
2. If accommodations were not assigned prior to testing, the Proctor 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 participants.
 - a. Select the specific participant 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 participant needs to test. This must be done before the time has expired.
 - iii. **Resume** to allow the participant to continue with the assessment after issues are resolved.
 - iv. **Exit and Save** will bookmark an assessment so a participant 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 participant has an IEP/504 plan 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 participant **Submits and Exits** an assessment, this ends the assessment and marks it as complete. The participant cannot return to the assessment.
6. The **Refresh** button will update the **Assessment Assignment Grid** with assessment scores after assessments are submitted.

Assessment Assignments		
Scores shown are latest earned.		
Name	<input type="checkbox"/>	Work Ready Soft Skills Assessment
Brucker, Matthew	<input type="checkbox"/>	Allowed time increased by 30 minutes.
Duck, Donald	<input type="checkbox"/>	
Fudd, Elmer	<input type="checkbox"/>	
Apply Changes Undo Changes Refresh		



Once Testing is Completed for the Day:

1. Read the Test Administration Conclusion Script:

The 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. Destroy the test tickets if assessments are done. Destroy the scratch paper.
3. Remove all checkmarks from the **Assessment Assignment** grid. Do so only after the participant 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 participants in the grid, but uncheck all assigned assessments after testing sessions and then **Apply Changes**.
5. Ensure participants have correctly exited and shut down the computer before leaving the testing session.

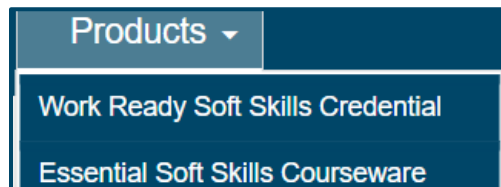


Participant Experience on Assessment Day

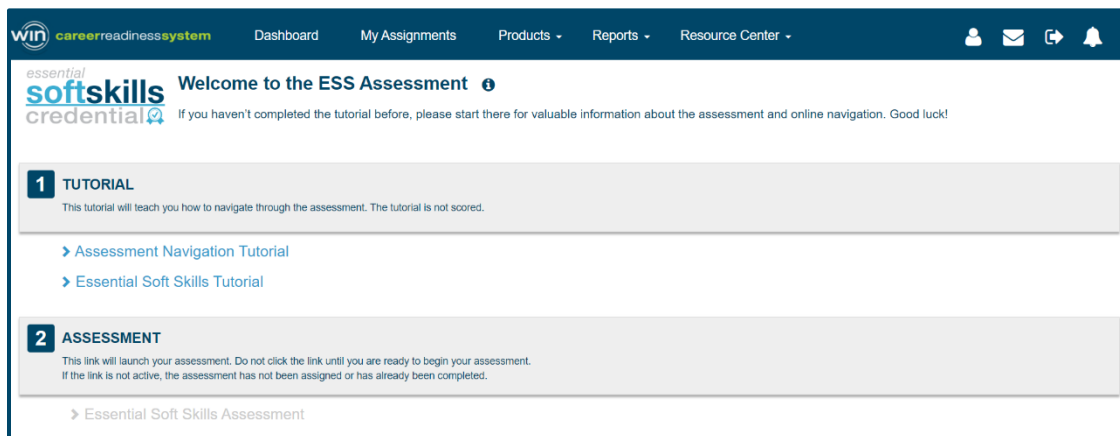
The following information shows the Work Ready Soft Skills assessment experience from the participant's point of view. The document begins with logging into the WINCRS portal and proceeds through all steps until the participant submits the assessment. Universal Accommodations and Oral Accommodations from the participant perspective are included in this document.

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

1. On assessment day, the participant receives a test ticket from the Test Proctor containing the individual login information for the assessment. The test ticket will contain the participant's username and password. The ticket may also include testing accommodations and the assessment URL to assist participants with login.
 - a. The URL for the assessment portal is: wincrsystem.com
2. The participant logs in to the WINCRS portal and arrives at the learner dashboard.
3. To access the assessment, the participant goes to **Products** at the top of the dashboard and uses the dropdown menu to select **Work Ready Soft Skills Credential**.

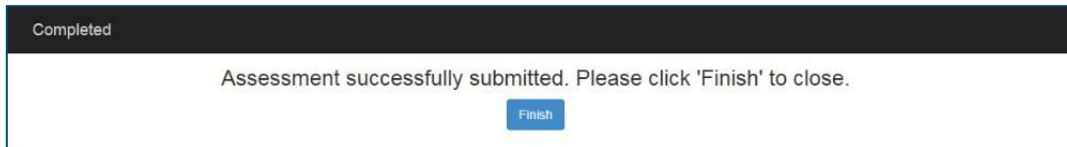
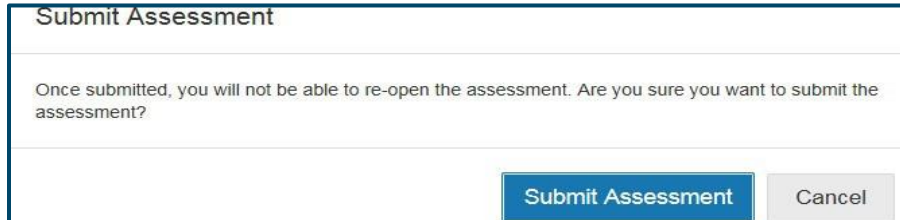


4. After selecting the assessment, the participant will have the opportunity to view the tutorial or begin the assessment.
5. When an assessment has been activated for the participant, the assessment will be highlighted.



6. After the Test Proctor has read the Test Administration Script and directs the participant to begin the assessment, the participant clicks the **Start** button. The test and timer will begin.

- When finished with the assessment, the participant clicks the **Submit** button in the top right corner.
- A pop-up window will ask the participant to confirm assessment submission. They must click **Submit Assessment** and then **Finish**. It is imperative that all participants understand that once their assessment is submitted, **they will not be able to review or change their answers**.



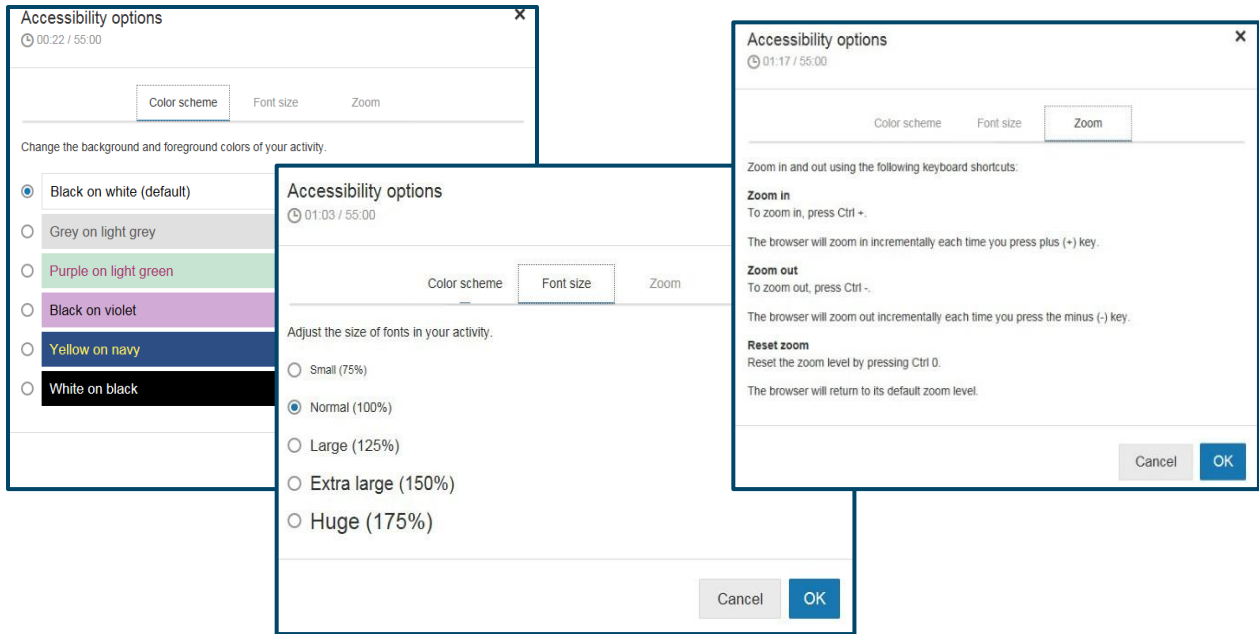
- The participant will proceed through the assessment at the direction of the Test Proctor. The assessment is available through the **Products** menu on the dashboard.
- When the participant has finished the assessment, they should log out of the WINCRS portal by clicking the arrow icon in the right corner of their dashboard.



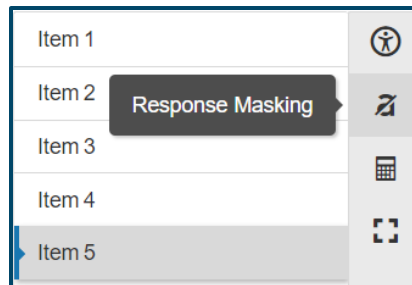
B. Universal Accommodations

- All participants have access to universal accommodations. The participant has many choices for making accessibility changes and can do this by clicking the accessibility icon located in the vertical panel below the timer.
- Participants can change the **color scheme**, **font size** and **enable zoom** options by selecting the **accessibility icon**.





3. Participants 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 participant will click on the response to be masked. The participant will click the tool again to turn it off and select their answer.



4. Participants can view the assessment across the entire screen by selecting the **full screen** icon.



C. Oral Accommodations

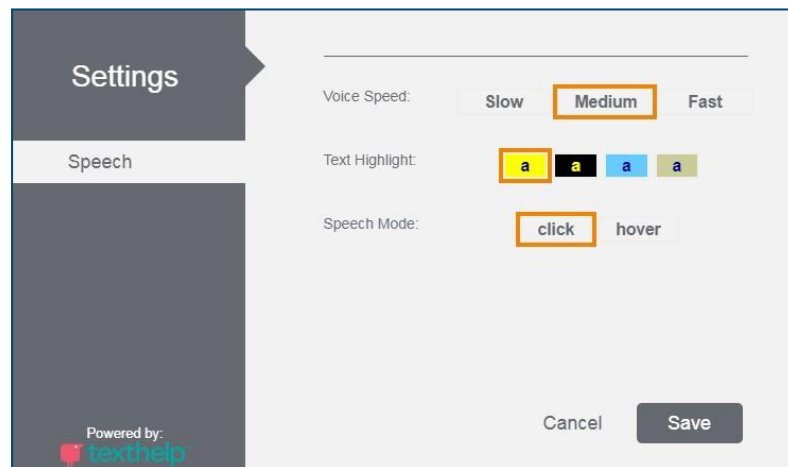
1. If Oral Accommodations are approved for the participant and should be enabled in the WINCRS assessment portal prior to testing.
2. SpeechStream® is a text-to-speech tool that reads text aloud to participants and should be used with headphones.
3. Once the participant enters an assessment, the SpeechStream® controls will be displayed in the top right of the screen.



4. Participants 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**.



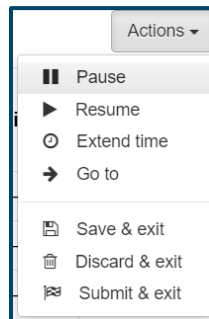
6. Depending on the Speech Mode selected by the participant, they will click on the pointer finger on the far left of the controls and either hover or click on the text to be read. If the participant would like the whole screen read to them, they will leave the pointer finger icon unselected and click on the **Play** icon.

- The three icons next to the pointer finger icon are **Play**, **Pause**, and **Stop**, respectively. The participant can select these icons as needed throughout the assessment.



D. Extended Time

- If Extended Time is to be utilized for participants with approved accommodations, then the feature should be enabled in the WINCRS assessment portal prior to testing.
- Extended Time can be enabled after the participant has started the assessment and **before** the time has expired. This can be done by selecting the participant's name and choosing **Actions** and **Extend Time** from the dropdown menu.



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