

TNN Announcement November 22, 2011

ACT, PLAN, WorkKeys Informational Updates

Deadline for Proposal for Off-Site Administrators

The deadline for ACT to receive proposals for off-site test administrations if standard testing requirements cannot be met at your school is **December 14, 2011**.

Deadline for Requesting ACT-Approved Testing Accommodations

The deadline for requesting ACT-approved accommodations is **December 16, 2011**. Schools requesting these accommodations for students must submit complete documentation to ACT as soon as possible.

According to ACT, only 5% of ACT-approved accommodations requests are denied. The majority of these denials are due to incomplete documentation or lack of signatures on the part of school personnel requesting the testing accommodation for students. With this in mind, schools are strongly encouraged to submit complete documentation with all required signatures when requesting ACT-approved accommodations.

ACT State Services Web Page for Students and Parents

ACT has launched a page that includes information regarding the ACT, PLAN and WorkKeys assessments. This site is located at <http://www.act.org/stateservices/northcarolina/>. This page has been created by ACT to provide students, parents, and educators with resources and updated information regarding the assessments.

Taking the ACT

The ACT publication, *Taking the ACT* is now available in English and Spanish at <http://www.act.org/stateservices/northcarolina/>.

PLAN Orders

All PLAN test materials have been shipped and should arrive in school Monday, November 21 or Tuesday, November 22. Some audio-cassettes for the read aloud testing accommodation are on back order but will arrive in schools prior to the PLAN testing window which opens December 5, 2011.

PLAN pre-id labels will arrive at schools and are sorted by school code and by NC WISE student id number as opposed to alphabetical order.

Archived PLAN Webinar: November 9 and 10, 2011

The PLAN informational webinar is now available on the following web pages:

<http://www.ncpublicschools.org/accountability/>

<http://www.ncpublicschools.org/acre/redesign/>

Preparing Your Student for College and Career: How to Help your Student Achieve their Best Attached is a document that ACT recommends LEAs share with principals, counselors, teachers, students and parents throughout North Carolina. The document offers tips, suggestions and guidance that explain how parents/guardians can support their students in their education. This document will also be posted on the State Services page at <http://www.act.org/stateservices/northcarolina/>.

WorkKeys Implementation Information

The WorkKeys Implementation PowerPoint, Test Administration and User Guide, and the Supervisor's Manual are now available under the "WorkKeys" section on the following website <http://www.act.org/aap/northcarolina/>.

WorkKeys Message for High School Principals

North Carolina Public Schools has partnered with ACT to implement PLAN, ACT and WorkKeys this school year. Your Career and Technical Education 12th grade concentrators are scheduled to take WorkKeys during the month of February 2012. Please go to the following link and provide the contact information (beginning in column AO) for the person who is responsible for coordinating the WorkKeys testing at your high school. Include first name, last name, phone number and email. All communication regarding WorkKeys will be sent directly to your school WorkKeys contact. Communication will include training, ordering materials, technical requirements and other important testing information.

<http://bit.ly/WorkKeysContact>

Note: If your school is planning to use paper/pencil testing with your students, please provide an approximate number in column AS. This will assist us with our planning with ACT. An official order form will be provided in December.

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