



Rutherford Works High School Testing Overview

Rutherford Works and the Rutherford County Chamber of Commerce is investing in Rutherford County high school seniors by offering high schools/students the opportunity to test for the ACT National Career Readiness Certificate. Rutherford Works wants to provide students with the opportunity to graduate with a certificate that measures their work readiness and Rutherford Works is leading the effort to have Rutherford County certified as an ACT Work Ready Community – to document the quality of our community’s workforce.

Program Timeline

1. School notifies Rutherford Works of test dates at least 45 days in advance.
 - a. 1 day for all students and 1 day for students with accommodations
 - b. Recommend not testing on a Monday or make sure all computers are left on over the weekend to run updates
2. School notifies Rutherford Works if students want to take practice tests at least 45 days in advance of test dates.
 - a. Can use the same student information requested in #3.
 - b. Students must be registered individually for these, so it is important to only register those interested.
3. School notifies Rutherford Works of retest date when setting first test dates.
 - a. Students who might earn a higher-level certificate by improving their score on 1 test will be invited to retake that one test
 - b. Chamber will identify students and provide the list to the school within a week of initial testing
 - c. Recommend scheduling retest date within 30 days of initial testing.
4. School holds information meeting with seniors and asks students to register to participate before or after setting test dates.
5. School provides Rutherford Works with the student information spreadsheet (sample attached) no later than 2 weeks in advance of the testing date(s).

Student last name	Student first name	Student ID	Student Birthdate	Student Email Address (RUCO Schools)	Free/Reduced	IEP	Amount of time for accommodations
					Only mark if yes	Yes/no	1 ½, 2 or 3 times

6. Rutherford Works registers students for actual tests (and practice tests if requested) no later than 14 days in advance of the test.
 - a. Will provide a spreadsheet with student logins and passwords for actual test
 - b. Will provide a spreadsheet with student logins and passwords for practice test if applicable
7. School provides schedule and room numbers for testing to Rutherford Works at least 14 days in advance of the testing (see examples below).

February 11

7:15 – Proctors please arrive and check in at the office

7:45--School Starts; Students check in with 1st period & then report to testing location

8:00--Registration/directions

8:30--Begin Test 1

9:25--End Test 1; Stretch Break

9:35--Begin Test 2

10:30--End Test 2; Stretch Break

10:40--Begin Test 3

11:35--End Test 3; Students eat 2nd lunch

Room Assignments:

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B6

B8

Library

Library Mobile

G Hall lab

Note on using libraries for testing – no other activity should be taking place in the library at time of testing. Recommended that doors be locked so that no students enter on accident.

8. Rutherford Works coordinates with RUCO Schools CTE Department to schedule test proctors for the test dates no later than 30 days in advance of test date.
9. Rutherford Works sends confirmation/reminder email to proctors 1 week in advance of the test date.
10. Rutherford Works sends school testing URL at least 1 week in advance of testing
 - a. This URL needs to be placed on the school website in a place that is easily accessed by students
11. Rutherford Works will send school a PP presentation that proctors will use to walk students thru the registration/demographic portion of the test (will only be needed for the first test) at least one week in advance. This should be on display in each room when students arrive to test (both days).
12. Schools remind students day before testing.

13. Schools make sure all computers have been left on night before testing to ensure not updates occur during testing and laptops are fully charged for the following day – extra charging cords should be available in laptop labs.

Day of Testing

1. URL is posted to school website.
2. PP for student registration is on display in each testing room.
3. Proctors will meet in the office or library to review instructions at least 30 minutes prior to the start of testing.
4. School provides packets for each testing room that include:
 - a. Student roster with logins for the proctor's use
 - b. Student logins on a separate piece of paper for each student (they need first name, last name, user name and password)
 - c. Seating diagram and student computer assignments so that proctors can easily distribute login sheets in advance of students arriving in testing room (speeds up the registration process)
 - d. A copy of the math formula sheet for each student
 - e. Paper and pencils for students who would like to use these during math portion
5. School identifies space in each room where backpacks/phones/food, etc. must be placed during testing. Students can access these during breaks only.
6. School identifies break area for students at each testing room and tells administrator/proctors.

Post Testing

1. Rutherford Works will provide student score reports to school within 2-3 days of initial test dates.
2. School can meet individual or in a group to distribute score reports.
3. Rutherford Works will proctor retakes and provide updated score reports accordingly.
4. Rutherford Works will print certificates for students after the 3 day of the month following the retakes – for example:
 - Initial tests are taken on February 6 and 7
 - Retakes are taken on March 6
 - Updated certificates will not be available until after April 3 (this is an ACT process not Rutherford Works)
5. Schools are encouraged to have students register at <http://www.myworkkeys.com> to ensure they can access their scores or print additional certificates after graduation.

