



Career Readiness
Courseware &
Credentials

2026 WIN Work Readiness Assessment

High School
Michigan Online Testing
Full Test Administration Manual

Version 1.2

Questions? Contact us.

Hours:

Monday-Friday

8:00 a.m.-5:00 p.m. EST

During the testing window WIN Learning will be open from 7:00 a.m.-5:00 p.m. EST.

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WIN Learning Resource Page: <https://www.winresourcecenter.com/Partnerships/mde>

Spring 2026 Testing Window

April 6-May 1, 2026

Testing Coordinator Training Sessions

January 13, 2026 – Online Assessments

February 24, 2026 – Online Assessments (repeat session)

February 25, 2026 – Paper Assessments

Secure Materials Return Deadline:

May 5, 2026

About WIN

Since its inception in 1996, WIN Learning has been the primary source of career readiness instruction and assessments including employability skills for numerous organizations and statewide initiatives.

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Online Test Administration Manual Introduction

This Test Administration Manual (TAM) includes the policies and procedures for all test administration personnel to read and implement during the administration of the **online** WIN Work Readiness Assessments. This TAM and additional resources regarding the online test administration can be found at <https://mi.wincrsystem.com/> under the Resources tab. This TAM is not a secure document and should be distributed to District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), and Test Administrators (TAs).

The following sections include important information regarding key test administration policies and procedures for an online test administration. All instructions in this manual should be followed as described. Failing to follow all directions pertaining to the administration of a test, as specified in the TAM for that test, is a test security violation.

The WIN Work Readiness Assessments are comprised of WIN Learning's Academic Skills Assessments: Work Ready Math, Work Ready Reading, and Work Ready Data. Students successfully passing all three assessments will earn the National Work Readiness Credential – Academic Skills.

If you have any questions, please contact WIN Learning Support at support@winlearning.com or 888-717-9461 Option 2.

I. Definitions

TERM	DEFINITION
Assessment	The Work Readiness Assessment contains WIN Learning's three Academic Skills Assessments: Work Ready Math, Work Ready Reading, Work Ready Data
Building Assessment Coordinator (BAC)	Oversees the building's test administration
Credential	A printable document that acknowledges student mastery of a WIN Learning assessment
District Assessment Coordinator (DAC)	Oversees the district's test administration
Monitor Assessments Tool / Monitoring Tool	Optional tool that allows testing staff to see student progress during test session. Allows testing staff to Pause, or Save and Exit a student's test session, if needed.
Resource Center	A comprehensive online library of training resources for paper-based and online assessment administrations embedded within the testing portal of the WIN Career Readiness System
Respondus®	A WIN-specific lockdown browser needed to administer the assessments online
Secure Test Materials	Any material that contains test content, student response, or student PPI information. All secure materials need to be returned at the completion of test administration.
SpeechStream®	SpeechStream® is the built-in text-to-speech tool used for oral accommodations
Student	Universal term used when describing the person taking the assessment. Synonymous with client, job seeker, learner, participant, or examinee.
Test	Refers to one of the three tests in the WIN Work Readiness Assessment
Test Administrator	Manages the administration of the assessments for the students assigned to them. Also known as a teacher, facilitator, proctor, or instructor.
Test Administration Manual	The manual used for the administration of the WIN Work Readiness Assessments
OEA Security Compliance Form	Required to be signed each year by all staff participating in test administrations of any and all state assessments. The completed forms must be retained by the building/district for three years. The form can be accessed here .
WIN Career Readiness System	Single sign-on portal providing access to WIN Work Readiness assessments, test administration tasks, student tutorials, performance reports and the resource center
Work Ready Data	One of three tests in WIN Learning's Academic Skills Assessment program that measures the ability to understand and interpret data presented in workplace documents
Work Ready Math	One of three tests in WIN Learning's Academic Skills Assessment program that measures the ability to use mathematical reasoning skills to solve real-life workplace problems
Work Ready Reading	One of three tests in WIN Learning's Academic Skills Assessment program that measures the ability to read, understand and interpret written workplace text.



II. Student Participation Guidelines

Test Eligibility

The WIN Work Readiness Assessment is the required work skills assessment portion of the Michigan Merit Exam (MME). All 11th grade students as well as 12th graders not previously tested are expected to participate in each work skills test (Work Ready Math, Work Ready Reading, and Work Ready Data).

Refer to the [Who Must/Can Take the MME?](#) document for details on which 11th and 12th grade students must take, and which are eligible to participate in the WIN Work Readiness Assessment. The document is posted on the [MME Webpage](#) at www.michigan.gov/mme.

III. Secure Test Materials

A. Secure online test materials include:

1. Printed testing rosters, student test tickets, or any other documentation containing student usernames and passwords for online testing.
2. Any papers or materials with student writing or responses (e.g., scratch paper).

B. Storing Secure Test Materials

1. Secure materials must be kept in secure, locked storage when not in use. If possible, the secure location should not have outside or inside windows. Also, secure test materials must not be stored in the same room as a copy or fax machine or any other frequently accessed equipment or supplies.
2. Do not leave secure materials unattended at any time. If a Test Administrator must leave the room before testing begins on assessment day, all secure materials should be placed in a secure, locked cabinet, closet, drawer, etc., or all secure materials should be taken with the Test Administrator. If a Test Administrator must leave the classroom for a brief amount of time and there are no students in the room, materials are secure if the door to the room is locked.

C. Access to Secure Test Materials

1. **Access to secure materials is restricted to testing sessions and make-up testing sessions.** District Assessment Coordinators and Building Assessment Coordinators should not sign out or distribute secure materials to Test Administrators until the day of the test.
2. Secure materials, including student usernames and passwords, should not be transmitted by email or non-secure fax.

D. Test Item Security

1. **Test items are secure.** It is not permissible for any school or district personnel to view online test forms for the purpose of reading test items. Test Administrators, Building Assessment Coordinators, and other school and district personnel (including principals, assistant principals, and guidance counselors) **are not permitted to read test items before testing, during testing, or after testing** except as directed in the administration materials for the **read aloud** of a paper test.
2. **Test Administrators and other staff must not discuss test items** with students or



pronounce words for students even if students ask questions about content on the tests. As indicated in the Test Administration Script for each test, Test Administrators may answer questions only about instructions; they must not discuss any test questions or answer choices. All conversations regarding test content are prohibited even after the conclusion of testing.

Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing is a test security violation.

3. Test Administrators must take extra care when reviewing subject content or answering questions during the testing window. **On testing days, no further content-related instruction or review with students should be conducted after the Test Administrators have received secure materials.**

E. Security for Online Testing

1. District Assessment Coordinators, Building Assessment Coordinators, and Test Administrators are responsible for ensuring that all test materials and student responses for the online tests are handled in accordance with the security procedures outlined in this manual.
2. It is allowable that a partition and/or folder be placed around each computer screen or a privacy filter placed on each screen to eliminate any possibility of students looking at other computer screens. Workstations should be oriented and separated by enough space to restrict a student's ability to view adjacent workstations.
3. Online tests may not be viewed by anyone prior to the test session. Only students being tested are allowed to look at the test at the time of testing. Test Administrators must closely observe students to ensure that they look only at their computer and not another student's screen. Test Administrators are expected to ensure that visible online tests are not left unattended. If a test needs to be paused, it is recommended that the Test Administrators use the pause option in the monitoring console, if available. In test sessions with more than 30 students, the student must exit the browser and log back in to the test using their test ticket to resume testing.
4. Testing materials cannot be reproduced. It is prohibited to use secure test items, either verbatim or paraphrased, as instructional tools or for student practice. Students are not to disclose test content to anyone.
5. Test tickets are secure and must not be distributed to students until immediately before logging into a test session. Test tickets are created in the WIN portal prior to test day. Test tickets must be collected and secured after students have successfully logged into the test being administered. The testing roster should be used to account for test tickets before, during, and after testing. Test tickets expire on the last day of the test administration window.

F. Policy on Use of Electronic Devices

1. During testing, students may not be in possession of any electronic or other device that can be used for communicating, recording, timing, creating images, or storing images. These devices include, but are not limited to, cell phones, media players, electronic readers, headphones, smartwatches, stop watches, electronic translators, handheld devices, or any electronic imaging or photographic devices. For more information see the OEAA Assessment Electronic Device Use Policy: (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/OEAA->



[Assessment-Electronic-Device-Use-Policy.pdf](#)

2. The district and school must have procedures in place for the collection of these devices during testing (e.g., having students place all devices in backpacks and putting all backpacks in front of the room as students enter). All electronic devices must be collected before students begin taking the test and returned only after all students in the test session have completed testing.
3. **This restriction does not apply to devices documented for use in a student’s IEP, 504 Plan, or Individual Health Plan such as medical devices for monitoring diabetes or headphones or earbuds needed for an oral administration.** During testing these devices should be used in the same manner in which they were utilized in the classroom each day. In the case of a student with diabetes who is using a device for continuous glucose monitoring, the device (cell phone, meter, transmitter, etc.) may be kept on the student, on the student’s desk or on the teacher’s desk depending on the type of device. In the case of cell phone usage, the teacher should monitor that to ensure the phone is used only to monitor the glucose levels. If the student’s blood sugar level drops, the student must be allowed to take precautions that the student would normally need to do such as eat, drink, or leave the room to get assistance from the school nurse.

IV. 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. Ideally, 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 at a reasonable temperature.
- C. Adequate space (recommended three feet or more) between students is necessary to maintain test security and to reduce distractions.
- D. Classrooms and computer labs should be quiet and free from interruptions or distractions of any type.
- E. To ensure testing integrity, students must not be allowed access to the internet during or between assessments.
- F. Testing rooms 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 materials must be taken down or covered during testing.
- G. Testing irregularities must be reported to the Building or District Assessment Coordinator who will file an incident report in the OEAA Secure Site.

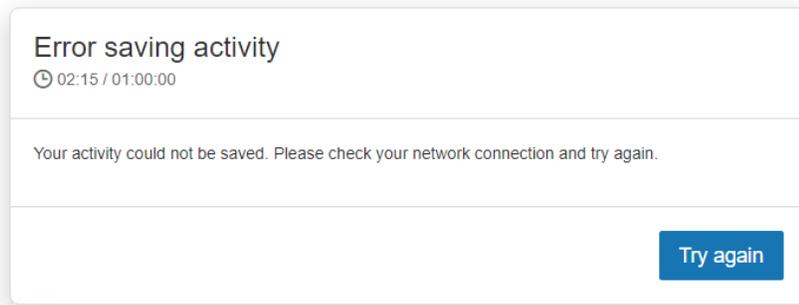
V. Guidelines for Situations that Happen During Testing

Schools should have policies and procedures in effect for classroom disturbances that disrupt testing. Such disruptions could include unruly students, students who sleep during the test,

students who refuse to take the test, and students arriving late to school or leaving early because of appointments. Testing Staff should know what to do in each of these situations.

A. Fire Drills, Bomb Threats, Power Failure

1. If an emergency occurs during testing, first address the building emergency to ensure all students are safe. If possible, Test Administrators should collect the testing rosters and other secure materials as the students leave the room. If time permits, pause all tests.
2. If a power failure occurs, an Incident Report should be submitted for each of the school(s) affected by the disruption. If the power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administered that day to one of the remaining days in the testing window. Any remaining tests should be administered as scheduled.
3. If an internet outage occurs during an assessment and the internet reconnects before the student submits their assessment, the assessment will submit without a problem and data will not be lost.
4. If there is an internet outage when the student attempts to submit, they will receive a message that says, "Your activity could not be saved. Please check your network and try again".



The student should select the "Try Again" button to proceed and leave their browser open.

If the student still doesn't have an internet connection, they will receive the message again. After the third attempt, they will get the following message, "Error Saving Activity: Your activity could not be saved. Please check your network connection and try again. DO NOT close your browser until you download the file below or your activity may be lost.

Students will get three attempts to submit once internet access is restored. After the third attempt, they will be presented with an option to download a file that contains their assessment activity data.

Error saving activity

🕒 02:15 / 01:00:00

Your activity could not be saved. Please check your network connection and try again.

DO NOT close your browser until you download the file below or your activity may be lost.

To access the full data of your assessment activity, click the link "Download as file". Doing so will download a file to your downloads folder on your device. Share this file with your administrator, who will submit it to support@winlearning.com for processing.

- [Download as file](#) (to give to proctor)
You may close the browser once the file is downloaded.
- [View encoded string](#) (not recommended if using LockDown Browser)

[Try again](#)

The student should notify the Test Administrator. The Test Administrator will assist the student by helping them follow the instructions on the screen to download the file which will be available in the device's Downloads folder. It is recommended to select **Download as file**. The file naming convention can be identified as a plain text file with the name beginning with "activity-" followed by a series of letters, numbers, and dashes.

The file can then be shared with their Test Administrator, who should work with local staff to create an Incident Report in the OEAA Secure Site and add the file to the Incident Report. OEAA will securely provide the file to WIN, along with the affected students' full names and UICs, and the score will be available in the WIN Work Readiness Assessment.

Note: it is recommended to use a USB flash drive to share the file from the student computer to staff computer.

B. Student Illness During Testing

If a student becomes ill during the test, the following guidelines offer appropriate actions for the Test Administrator and the Building Assessment Coordinator to implement, as needed.

1. Follow local procedures to send the student to the office or nurse, as necessary.
2. The student's test must be exited. The process for exiting the test is dependent upon whether the Monitoring Tool is used:
 - a. If the Monitoring Tool is **not** used (>30 students), the student exits the browser to close the test. All responses will be saved (not submitted) and the student will be able to log in at a later time to resume testing.
 - b. If the Monitoring Tool **is** used (<30 students), the Test Administrator can use the Save and Exit action in the Monitoring Tool drop down menu. This saves student progress and allows them to resume testing. See [Appendix D Section F](#) for instructions.
3. If a student is scheduled to retake due to illness, the retake must take place during the testing window.



C. Administration of an Incorrect Test or Accommodation

1. Before testing begins, the Building Assessment Coordinator must ensure that students are taking test with the correct accommodation, such as American Sign Language (ASL), SpeechStream®, or extended time.
2. If a student begins testing in the wrong test or uses the wrong test ticket to login, the Test Administrator should close the student's testing session, and notify the Building Assessment Coordinator of the error. A District or Building Assessment Coordinator must submit an Incident Report in the OEAA Secure Site requesting a retake for the student's test.
3. If the student has taken the entire test without the specified accommodation, the student may not begin a new test. The Test Administrator should notify the Assessment Coordinator who works with the IEP team to determine whether to submit an incident report in the OEAA Secure Site to request a retake.

D. Make-up Testing

Students can make-up assessments on any school day within the designated established test administration window. Make-up assessments will not be offered after the test administration window has closed.

E. Student Cheating

1. Cheating is defined as obtaining information through various dishonest or prohibited methods with the intention of improving a final score that would be received on the test. This includes but is not limited to the following:
 - a. Crib notes
 - b. Copying responses from the test of someone who is seated nearby
 - c. Prior knowledge of the test (getting an advance look at questions)
 - d. Signals
 - e. Passing notes or talking to another student during testing
 - f. Labels on water bottles (or any other bottle) containing content
 - g. Sending or receiving any text during the test
 - h. Utilizing an online search engine for the answer (e.g. Google, Bing, etc.)
 - i. Organized groups of students working together to memorize questions and collaborating to recreate the exam
2. In general, steps should be taken in each classroom to minimize the possibility of cheating such as the ones listed above, and to detect any cheating that may occur during the test administration.
3. If a student is found to be cheating during the assessment, they should be removed from the testing room immediately and an incident report must be submitted in the OEAA Secure Site.
4. Test Administrators must monitor student behavior closely for adherence to proper test-taking practices.

F. Assessment Retakes

Once an assessment has been submitted, students are not able to access the assessment.



Retakes may be allowed in the following specific circumstances with approval from OEAA staff:

1. Student illness during test administration
2. Power or internet outage during test administration
3. Student began testing in the wrong test
4. Student accidentally pressed the Submit button
5. Student tested without a required appropriate accommodation
6. Student tested with an accommodation that should not have been assigned

If one of these situations occur, the Test Administrator should escalate the issue to their Building Assessment Coordinator for decision and action to submit an incident report in the OEAA Secure Site to request a retake.

G. Testing Irregularities and Incident Reporting

Any testing irregularity that occurs before, during, or after testing must be reported to the Office of Educational Assessment and Accountability (OEAA) within two school days. All incidents must be reported; do not neglect to report an incident if more than two school days have passed.

Incident reports are submitted through the OEAA Secure Site. Directions regarding how to submit incident reports are available on the [Secure Site Training page](https://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Actions available to resolve testing irregularities include:

1. Retakes – retake opportunities may be granted in circumstances where a test irregularity occurred that is not due to actions or behaviors of students. Specific instances that may allow retakes include:
 - a. Error in accommodation assignment,
 - b. Student becomes ill or completes the test without prescribed medication,
 - c. Misadministration due to the actions of a staff member.
2. Misadministration – a test may be invalidated due to a misadministration for several reasons. Some reasons a test may be invalidated include:
 - a. Prohibited Behavior – students who engage in a prohibited behavior, such as cheating, accessing an electronic device, copying, or sharing answers will have their test invalidated and marked Prohibited Behavior;
 - b. Nonstandard accommodation was provided, and the student does not re-test due to student/parent decision or the decision of the local school or IEP team;

Note: There is no Unlock option available for WIN Work Ready Assessments.

Students who submit their test early or before providing a response to each item cannot have their test unlocked to continue testing with their previously recorded responses; only retakes are available for WIN Work Ready Assessments, which delete all answers students have already provided and students must take the entire test again.

An Incident Report Guide is available on the [MME web page](https://www.michigan.gov/mme) (www.michigan.gov/mme).

VI. User Roles

A. District Assessment Coordinator (DAC) and Building Assessment Coordinator (BAC)

The District and Building Assessment Coordinators are responsible for the overall integrity of the test administration in their district. They should:

1. Ensure communication occurs between OEAA, WIN Learning, Technology Coordinators, and Test Administrators regarding technology requirements, training, resources, test administration manuals and materials, and all aspects of test administration and reporting as appropriate to each role.
2. Work with the Technology Coordinator to ensure every school meets the minimum technical requirements and devices are ready for testing in each building.
3. Attend all required trainings in preparation for test administration.
4. Enroll Test Administrators, create test session groups, assign accommodations including Spanish testing, create assessment assignments in the grid, create testing schedules, access reports, and can proctor assessments.
5. Ensure proper test security policies and procedures are enforced.

B. Technology Coordinator (TC)

Technology Coordinators verify that each school in the district meets the minimum technical requirements. Technical requirements are listed on the Resource Center:

<https://www.winresourcecenter.com/Assessments/sc-technology-verification>

The [Technology Verification Form](#) must be completed by **March 7, 2026**. Technology Coordinators are responsible for completing technology verification and ensuring that schools are ready for testing. **Note:** One Technology Verification Form is required for each district.

1. Ensure that all testing devices have the appropriate Respondus® lockdown browser installed.
2. The [Technology Coordinator Checklist](#) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/20251007-WIN-Work-Readiness-Assessment-Checklist-for-Tech-Coordinators-\(2\).pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/20251007-WIN-Work-Readiness-Assessment-Checklist-for-Tech-Coordinators-(2).pdf)) provides step-by-step instructions to ensure a smooth test administration.

C. Building Assessment Coordinator (BAC)

The BAC will serve as the coordinator of the WIN Work Readiness Assessment for their building. The BAC may designate tasks to be completed by the Test Administrator. The BAC will oversee the test administration for their building, including:

1. Verify that testing devices are ready for testing. Communicate with the Technology Coordinator to verify the school meets the technical requirements and student testing devices are prepared for testing.
2. Ensure that Test Administrators are trained on all testing protocols.
 - a. Test Administrators are familiar with [Appendix D](#) Test Administrator Testing Duties.
 - b. An appropriate test environment is provided. See Section 4 Testing Environment.
 - c. Test Administrators are familiar with Guidelines for Situations that may occur during testing. See Section 5 Guidelines for Situations that Happen During Testing.
 - d. Test Administrators are aware of any students that require accommodations and are



trained to provide what is needed.

- e. Test Administrators should follow procedures to keep test materials secure (test booklets, oral admin scripts, test tickets, rosters).
3. Set up test sessions for testing and generate test tickets:
 - a. Test sessions are created in the WIN Work Readiness Assessment system (CRS) portal prior to test day.
 - b. Generate test tickets and rosters for each test session. Test tickets and rosters are secure materials and must be stored and handled securely at all times. Before test day, generate test tickets and rosters. On test day distribute to test administrators prior to testing and collect as testing is completed for the day's testing sessions. Securely destroy after testing is complete.
 4. Assign accommodations:
 - a. SpeechStream® has been enabled for students with an IEP or 504 plan requiring oral accommodations as instructed in [Appendix C](#) prior to test day.
 - b. American Sign Language (ASL) has been enabled for students with an IEP, or 504 plan requiring ASL interpretation. See [Appendix C](#) for steps to enable ASL prior to test day.
 - c. Extended time has been enabled and configured for students with an IEP or 504 plan that requires extended time as instructed in [Appendix C Section I. E.](#)
 - d. Spanish language testing has been enabled for students requiring Spanish language testing. [See Appendix C Section I. E.](#) for steps to enable Spanish testing prior to test day.

Note: The [Standard Tools and Features](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Assessment-Standard-Tools-and-Features.pdf) document (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Assessment-Standard-Tools-and-Features.pdf>) provides detailed information about available tools and features of the assessment. The [WIN Allowable Accommodations](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Accommodations-Chart.pdf) document (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Accommodations-Chart.pdf>) provides detailed information about allowable accommodations for the WIN Work Ready Assessments.

All testing violations or irregularities are reported through the Incident Reporting process in the OEAA Secure Site.

D. Test Administrators

1. Test Administrator requirements

Do not assign a test administrator to administer the test to relatives such as their children, grandchildren, nieces, nephews, or close cousins.

2. Responsibilities in the Online Test Administration Process

- a. The Test Administrator is responsible for overseeing the test administration for their assigned group of students.
- b. The Test Administrators must read and follow **all instructions in this manual** Links to this document are also available in the Resource Center at mi.wincrsystem.com.
- c. The Test Administrator is responsible for launching and monitoring assessments for all students. It is extremely important that all staff members involved in the



administration of the WIN Work Readiness Assessments follow the instructions very carefully. Refer to the Test Administrator Testing Duties in [Appendix D](#).

- d. The Test Administrators must distribute and collect all scratch paper. All scratch paper, once collected, must be given to the Building Assessment Coordinator to be shredded immediately at the school.
- e. The Test Administrators must distribute and collect Test Tickets to students. All test tickets must be collected at the end of each test session and returned to the District or Building Assessment Coordinator to be secured.
- f. If using handheld calculators, The Test Administrators must distribute and collect calculators used for the Work Ready Math assessment. The calculator memory must be cleared by the Test Administrator prior to and following testing.
- g. The Test Administrators must verify that students receive assigned accommodations.
- h. The Test Administrator has access to pause and resume. In Test Sessions with more than 30 students that do not have access to the Monitoring Tool, students can exit the browser to pause a test. Their responses will be saved and the students will need the test ticket to log in to the test to resume testing.
- i. Test Administrators must ensure the testing location is free from distractions. See Section 4 Testing Environment.
- j. Test Administrators must ensure that students are familiar with how to navigate and submit the assessment. Tutorials are available in the testing portal. See [Appendix E](#) Student Experience on Assessment Day for views of the student screens.
- k. Test Administrators must be familiar with Section 5 Guidelines for Situations That Happen During Testing.
- l. Test Administrators must follow all school protocols for reporting testing irregularities.
- m. Test Administrators must be present at all times in the classroom, during testing.
- n. Test Administrators must ensure that each student receives the correct test ticket. Test tickets must not be distributed to students until just before they log in to an actual test session.
- o. Test Administrators must not deviate from the directions for administering the test. It is essential that all Test Administrators follow the established administration procedures in order to ensure fair and accurate test results. Test Administrators may clarify or repeat test directions. Test Administrators may not assist students with actual test items.
- p. Test Administrators should actively monitor and quietly move around the room, walking up and down the aisles to check that students are following the directions for entering responses into the online testing system.
- q. Test Administrators should be on the lookout for prohibited student behaviors, such as copying from other students, talking, or using electronic devices. Any observations of apparent cheating, including student use of a cell phone, should be reported to the Building Assessment Coordinator immediately. Do not wait until the test is over.
- r. Test Administrators must not use electronic devices for any purpose other than monitoring testing or in an emergency. Any electronic devices must be silenced during testing.



- s. Test Administrators should allow students who have finished the test to quietly engage in appropriate activities, such as reading—other than materials related to the subject being tested. The Test Administrator should verify there is nothing handwritten in the reading material before **and** after testing. Students are **not** allowed to use electronic devices after testing.
- t. Test Administrators should allow students the entire allotted time so that students are able to review their answers and not feel rushed. In the event that all students have submitted their assessment before the 60 minute testing time has expired, Test Administrators may discreetly end the test session and move to the next test session. The Test Administrators should never put undue pressure on the students to complete assessments early just for the sake of having the class move forward early.
- u. Test Administrators should ensure the seating for online testing provides maximum privacy for each student. Test Administrators must carefully consider the computer lab environment and determine what additional measures, such as partitions and/or folders, privacy filters, spacing between students, etc., may be required to restrict the view of nearby test takers. It is the responsibility of the Building Assessment Coordinator and Test Administrators to ensure that partitions, folders, privacy filters, spacing, computer orientation and other measures are implemented as needed.
- v. Students should not access computers until directions have been read, to ensure that assessments are not launched before students are instructed to begin.
- w. Student test tickets should be collected soon after students have logged in and started testing. The Test Administrators must collect student test tickets and any other test materials before students leave the testing room. These materials and the online testing must be securely stored.
- x. Students are not allowed to use a dictionary or thesaurus on any of the assessments. English Learner students however, **are** allowed access to paper-based English to native (first) language (word-to-word) bilingual dictionaries only.
- y. The following types of reference materials are **not** allowed during any test administration: teacher-made word lists, spelling lists, or books; wall lists; other alternative types of reference books; and computerized dictionaries and thesauruses.

VII. Standard Tools and Features

All students have access to standard tools in the WIN Work Readiness Assessments. These tools allow students to do things such as highlight text or use an embedded magnifier. The student has many choices for making accessibility changes and can do this by clicking the accessibility icon located in the vertical panel below the timer. Unless otherwise noted, standard tools and features are available for all content area tests.



Standard Tools/Features

- ✓ Online calculator (online only)
- ✓ Approved personal four-function calculators
- ✓ Color overlay
- ✓ Adjust color scheme (online only)
- ✓ Response masking (online only)
- ✓ Full screen (online only)
- ✓ Formula sheet
- ✓ Highlighting
- ✓ Computer-based timer (online only)
- ✓ Magnification
- ✓ Adjust font size (online only)
- ✓ Line reader (online only)
- ✓ Scratch paper
- ✓ Sticky note (online only)
- ✓ Repeated directions

Refer to [Appendix B](#) to review a list of these standard tools and features as well as [Appendix E](#) Student Experience on Assessment Day to review how the student can access standard tools.

Below is a list of standard tools and features along with descriptions of each:

A. Online Calculator (online only)

This provides students with an embedded scientific calculator for Work Ready Math only. Calculators are not needed for other content areas.

B. Personal handheld scientific calculators

1. Calculators with unit conversion functionality are not allowed.

C. Color Overlay

Students may use a non-embedded color overlay for their device screen.

D. Adjust Color Scheme (online only)

Students have the ability to adjust background and foreground colors. Colors include: Black on white (default), grey on light grey, purple on light green, black on violet, yellow on navy, and white on black.

E. Response Masking (online only)

Students have the ability to "cross out" answer choices to narrow down options.

F. Full Screen (online only)

Provides the ability for students to view the assessment across the entire screen.

G. Formula Sheet

Provides an embedded formula sheet with formulas that may be referenced during the Work Ready Math test. Formula sheet can be found on the Michigan WIN Resource Center: <https://www.winresourcecenter.com/Partnerships/mde>

H. Highlighting

Provides students with the ability to highlight selected text. Online colors include yellow, pink, green, and blue.



I. Computer-based Timer

A timer is displayed to help students with test pacing.

J. Magnification

Ability for students to use the embedded Zoom option.

K. Adjust Font Size (online only)

Students have the ability to adjust font size in five different sizes up to 175% (75%, 100%, 125%, 150%, and 175%).

L. Line Reader (online only)

Allows students to focus on limited text to reduce distraction. The width and length are configurable by the reader.

M. Scratch Paper

Students have the ability to use physical scratch paper provided by the Test Administrator. The scratch paper must be collected and securely destroyed after the completion of each test.

N. Sticky Note (online only)

Provides students with an embedded digital sticky note for each test question that they can return to later. Notes recorded on a sticky note are not retained across items.

O. Repeated Directions

Students may have the directions read multiple times.

P. Small Group Administration

Educators may place students into small groups for test administration. There is no minimum group size.

Q. Individual Administration

Some students may require an individual administration due to the use of a specific accommodation, by student preference, or for some other administrative need.

VIII. Accommodations

There are many accommodations in addition to the standard tools and features on the WIN assessments. For the WIN assessments, the term “accommodations” includes supports available to students with IEPs/504 plans as well as some supports available to English learners. Only students with IEPs/504 plans which outline the use of certain accommodations are the only students receiving them.

<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Accommodations-Chart.pdf?rev=203ad7911d1441be9eadf33c92cd7dfc&hash=B916ED3E9252B993C6C68AEB72DB70BE>

Supplemental Materials

A. Amplification Equipment

Students may use any specialized amplification equipment they may have for testing, which



may include things such as FM amplification systems and Test Administrators using a handheld mic to give instructions to a student.

B. Special Adaptive/Assistive Device for Screen Enlargement

Some students may need specialized devices such as screen magnifiers for screen enlargement. Although one of the standard tools embedded in the online testing system is a zoom feature, this may not be sufficient for some students.

C. Specialized Scientific Calculators

Students are allowed to use their own personal specialized scientific calculator such as a talking calculator or other low vision calculator. Calculators that store memory should be cleared before and after testing. Calculators with unit conversion functionality are not allowed.

D. Bilingual Word-to-Word Dictionary (EL only)

Students who are ELs may use a paper-based word-to-word bilingual dictionary in any language. There is not a pre-approved list from which students may select. Students may use whatever paper-based word-to-word bilingual dictionary with which they have familiarity.

Setting

A. Preferential Seating

Educators may place students in a testing room in a location where the student is most comfortable.

B. Adaptive or Specific Furniture

Depending on a student's needs, adaptive or specialized furniture is allowable during testing.

C. Small Group Administration

Educators may place students into small groups for test administration. There is no minimum group size.

D. Individual Administration

Some students may require an individual administration due to the use of a specific accommodation, by student preference, or for some other administrative need.

E. Separate Rooms

Students may be tested in separate rooms due to the use of a specific accommodation or for some other administrative need.

Timing

A. Frequent or Extended Breaks

Students are allowed frequent or extended breaks according to their 504 or IEP plan. There are no limitations on the frequency or length of breaks.

B. Extended Time

1. Students may use one of two options for Extended Time: time and a half or double time.
Tests with times exceeding the double time option will be invalidated.

When entering accommodations, educators must only use one of the following options for each student. The appropriate "Factor" or the appropriate "Minutes" must be selected and entered:



	Factor	Minutes
For Time and a Half	1.5	30
Double Time	2	60

2. Prior to assessment day, Building Assessment Coordinators are to verify the students who are to be given extended time and ensure the Test Administrators are aware of the amount of additional time to be given.
3. Students with IEP or 504 plans that indicate they need Extended Time must be tested separately from students testing using standard time.
4. Students with the same amount of authorized Extended Time may be tested together, but the group must stay together and proceed to the next test at the same time.
5. If **ALL** students with the Extended Time accommodation finish before the allotted extended time, the Test Administrator may decide to assign the next assessment.
6. See [Appendix C](#) for steps to enable Extended Time.

Scheduling

A. Testing Over Multiple Days

Students are allowed to extend testing of content areas across multiple days if necessary. This may be most common in situations where a student is unable to complete all content area tests in one day due to an Extended Time accommodation or an unforeseen circumstance.

B. Multiple Sessions

Educators may allow students an opportunity to break apart individual test sessions for each test (for example, Work Ready Reading or Work Ready Math) due to a specific student need or unforeseen circumstance.

Presentation

A. Oral Administration – Enabling SpeechStream® for a student

1. Enabling SpeechStream® must be done before testing by the Building Assessment Coordinator. SpeechStream® is a text-to-speech tool that reads the entire test (items and answer options) for students with an IEP/504 plan that calls for the assessments to be orally administered. See [Appendix C](#) for steps to enable SpeechStream®.
2. Students requiring SpeechStream® must use headphones for the assessments and can test in the same room as students not using headphones.
 - a. Allowed headphones include wired headphones or Bluetooth headphones that are connected only to the testing device.
 - b. Headphones that access the internet, voice assistants, or other applications are not allowed.

B. Spanish (EL students) – Translated Form

A fully translated Spanish test form is available for students in all content areas. This form does not include the English versions of the test questions. Students using this form must be 1) literate in Spanish, and 2) have a desire to take this test in Spanish to show that they are prepared for a Spanish speaking work environment.



C. ASL

Embedded American Sign Language (ASL) videos are available for all content areas on all items of the WIN assessments. The videos show a human signer interpreting the test question and answer options.

D. Interpreter/Test Administrators Translating Instructions Only (EL students)

An interpreter may be used to sign the instructions for students. Additionally, a test administrator may orally translate the instructions into any language needed by a student.

E. Read to self

Students may read text aloud to themselves during testing. However, this may require a student to test individually (based on the student's accommodation requirement) so that they do not distract other test takers.

Response Options

A. Dictation of Multiple-Choice Answers

There should be two testing staff (Test Administrators or District/Building Assessment Coordinators) present during the entire session. District or Building Assessment Coordinators serve as the scribe (to record responses). The student dictates the responses to the scribe. The scribe marks the student's responses in the online test, and the student may watch the scribe enter the responses. This requires an individual administration; one student with two adults.

B. Non-Verbal Indication of Multiple-Choice Answers

Students may indicate their answer choice in whatever non-verbal way in which they are familiar when answering multiple-choice questions. There are no questions requiring students to type extended responses.

English Learners

A. English Learner (EL)s can use many of the allowable accommodations provided for the WIN Work Readiness Assessments. ELs who have IEPs/504 plans are also eligible to use any of the aforementioned accommodations if they have a need for that accommodation identified in their plan.

B. Standard EL accommodations are as follows:

1. Flexible seating (individual, small group, separate room)
2. Flexible scheduling (frequent or extended breaks, multiple test sessions)
3. Extended time
4. Access to bilingual word to word dictionaries. Standard dictionaries are NOT allowed. Electronic dictionaries are NOT allowed.
5. Interpreter/Test Administrators assistance translating/interpreting **instructions only**
6. Oral administration may only be provided for ELs with an IEP or 504 plan specifying Oral Administrations for assessments
7. Spanish translation (please see [Appendix D, Section G](#) for directions on how to assign this accommodation). Students using this form must be 1) literate in Spanish, and 2) have a desire to take this test in Spanish to show that they are prepared for a Spanish speaking work environment.



Non-Standard Accommodations

Students using non-standard accommodations (accommodations not listed in this document) will not receive a valid test score. Educators interested in using accommodations not listed in this document must contact the OEAA by sending an e-mail to mde-oeaa@michigan.gov. The e-mail should include a detailed description of the accommodation as well as identification that the request is for the WIN Work Ready Assessments.

Student Injury

Students who suffer injuries may be scheduled for make-up testing if the condition warrants this delay. If a student cannot enter responses into the online testing system due to an injury, testing may be delayed to a later date **within the testing window**. (**Note:** all testing must be completed within the established test administration window.)

These arrangements include changing the setting, timing, scheduling or using other arrangements include having the student indicate the answer choices nonverbally (pointing) or dictating responses to a trained staff member.

IX. Troubleshooting

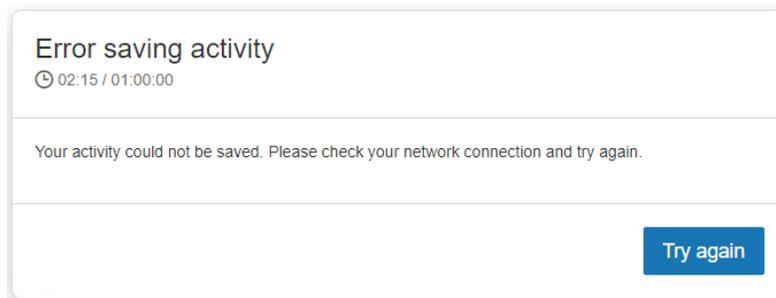
- A. What if I can't log in?
 - 1. First, make sure that you are trying to log in at mi.wincrsystem.com (do not include the www).
 - 2. Make sure the temporary username and password on the student's test ticket is being entered accurately.
 - 3. If the student still cannot login, contact WIN Support.
- B. What if a student isn't enrolled in the WIN portal when I am creating test sessions?
 - 1. Students are pulled into the WIN CR System from Secure Site daily.
 - 2. Enter the student data in Secure Site and the student will be enrolled in the WIN CR System the following day.
 - 3. Set accommodations and language (as appropriate) in the Student Profile before creating test sessions.
- C. What if the lockdown browser doesn't launch?
 - 1. Try again. If you are prompted to close other programs, select "Yes," then wait for "Opening Assessment" text to appear. On the next screen, select "Start" to begin the assessment.
 - 2. Error Message – Chromebook Users: If your student is using a Chromebook and they receive an error message that says "Google Chrome OS can't open this page," then it is most likely the Chromebook Lockdown Browser Extension has not been installed on the Chromebook. Please contact your IT Department to have the extension installed.
 - 3. Error Message – Other Devices: If your student is using other devices and the assessment doesn't launch, it is likely that the Lockdown Browser is not installed properly. Contact your IT department.

D. What if the monitoring tool is slow?

1. This issue could be caused by low bandwidth. A lag in the monitoring tool responsiveness may also be a result of test sessions with more than 30 students. Student progress in the test is not impacted by the monitoring tool.

E. What if an assessment won't submit?

1. **Proctored assessment offline submission:** Students are able to submit their assessments without losing progress in the event of an internet connection outage.
 - a. If there is an internet outage during the assessment but it reconnects before the student submits, the assessment will submit without a problem and no data will be lost.
 - b. If there is an internet outage when the student attempts to submit, they will receive a message that says, "Your activity could not be saved. Please check your network and try again".



- c. They should select the "Try Again" button to proceed and leave their browser open.
- d. If they still don't have an internet connection, they will receive the message again. After the third attempt, they will get the following message, "Error Saving Activity: Your activity could not be saved. Please check your network connection and try again. DO NOT close your browser until you download the file below or your activity may be lost.
- e. Students will get three attempts to submit once internet access is restored. After the third attempt, they will be presented with an option to download a file that contains their assessment activity data.



Error saving activity

🕒 02:15 / 01:00:00

Your activity could not be saved. Please check your network connection and try again.

DO NOT close your browser until you download the file below or your activity may be lost.

To access the full data of your assessment activity, click the link "Download as file". Doing so will download a file to your downloads folder on your device. Share this file with your administrator, who will submit it to support@winlearning.com for processing.

- [Download as file](#) (to give to proctor)
You may close the browser once the file is downloaded.
- [View encoded string](#) (not recommended if using LockDown Browser)

[Try again](#)

- f. The student should notify the Test Administrator. The Test Administrator will assist the student by helping them follow the instructions on the screen to download the file which will be available in the device's Downloads folder. It is recommended to select **Download as file**. The file naming convention can be identified as a plain text file with the name beginning with "activity-" followed by a series of letters, numbers, and dashes.
- g. The file can then be shared with their Test Administrator, who should work with local staff to create an Incident Report in the OEAA Secure Site and add the file to the Incident Report. OEAA will securely provide the file to WIN, along with the affected students' full names and UICs, and the score will be available in the WIN Work Readiness Assessment.

Note: it is recommended to use a USB flash drive to share the file from the student computer to staff computer.



Appendix A – WIN Allowable IEP/504 plan Accommodations

Accommodations are allowable to students who qualify based on their IEP, 504 plan, or EL needs. All accommodations are allowable for online and paper testing unless indicated otherwise.

Supplemental Materials	Setting	Timing	Scheduling	Presentation	Response Options
<ul style="list-style-type: none"> ✓ Amplification equipment ✓ Braille writer, note-taking device (paper only) ✓ Special adaptive/assistive device for screen enlargement (online only) ✓ Specialized calculators ✓ Bilingual word-to-word dictionary (EL) 	<ul style="list-style-type: none"> ✓ Preferential seating ✓ Adaptive or specific furniture ✓ Small group administration ✓ Separate rooms 	<ul style="list-style-type: none"> ✓ Frequent or extended breaks ✓ Extended time 	<ul style="list-style-type: none"> ✓ Testing over multiple days ✓ Multiple sessions 	<ul style="list-style-type: none"> ✓ Oral administration <ul style="list-style-type: none"> • Paper – script required • Online – SpeechStream® ✓ Spanish (EL) <ul style="list-style-type: none"> • Paper – script required • Online – translated form ✓ ASL <ul style="list-style-type: none"> • Paper – script required • Online – ASL videos ✓ Interpreter/TA translating instructions only (EL) ✓ Large print <ul style="list-style-type: none"> • Paper – LP form • Online – Font adjustment ✓ Read to self 	<ul style="list-style-type: none"> ✓ Dictation of multiple-choice answers (requires individual administration) ✓ Non-verbal indication of multiple-choice answers ✓ Respond in Braille and large print test booklet (paper only)

Note: Please ensure all scratch paper is collected then shredded and calculator memory is erased before and after testing, if applicable.



Appendix B – WIN Assessment Standard Tools

All standard tools and features are available to all students testing online and are permitted for paper testing unless otherwise noted.

Standard Tools/Features
✓ Online calculator (online only)
✓ Approved personal four-function calculators
✓ Color overlay
✓ Adjust color scheme (online only)
✓ Response masking (online only)
✓ Full screen (online only)
✓ Formula sheet
✓ Highlighting
✓ Computer-based timer (online only)
✓ Magnification
✓ Adjust font size (online only)
✓ Line reader (online only)
✓ Scratch paper
✓ Sticky note (online only)
✓ Repeated directions

Note: Please ensure all scratch paper is collected then shredded and calculator memory is erased before and after testing, if applicable.

Calculator Policy

- A. **Calculator functionality is available in the Work Ready Math assessment. If the school is providing calculators to the students, ensure there is a scientific calculator for every student. Calculators that automatically calculate unit conversions are not allowed.**
- B. Calculator use is recommended for the Work Ready Math test only. A calculator is not allowed for any other content area.
- C. Students can access a scientific calculator in the Work Ready Math assessment by selecting the calculator icon. Refer to [Appendix E](#) Student Experience on Assessment Day to view how students can access the calculator function.
- D. All school-provided and personal specialized calculators that have memory must have the memory cleared before and after testing.
- E. Students who are blind and/or have visual impairments may use the Orion TI-30XS Talking Calculator, or another specialized scientific calculator as determined by the student's IEP/504 team and documented in the IEP/504 plan.
- F. Talking calculators must be used with headphones or during an individual administration.

Appendix C – District/Building Assessment Coordinator Preparation and Testing Instructions

WIN Work Readiness Assessments – Online Testing

This appendix provides the District and Building Assessment Coordinator with a checklist of tasks to be performed prior to testing, on testing day and after testing.

Note: If the District or Building Assessment Coordinator is administering the assessments in place of a Test Administrator, then the Test Administrator Day of Testing document should also be used to administer the assessments.

Testing URL: <https://mi.wincrsystem.com>

I. Before Testing

District Assessment Coordinators and Building Assessment Coordinators will establish and enroll **Testing Administrators**, manage student **accommodations**, create **test session** groups, generate **test tickets** prior to the test administration window, and create testing schedules.

A. Account Creation

1. Assessment Coordinators

- a. **District Assessment Coordinators and Building Assessment Coordinators** automatically get pulled into the WIN Work Readiness System (CRS) from the OEAA Secure Site in February. Assessment Coordinators will automatically be associated with the district/building(s) according to their OEAA Secure Site permissions.
- b. **Username pattern:** user's work email handle (the part before the @) plus state assigned building code from the Educational Entity Master (EEM).
Example: **jpsmith12345**
- c. **Password:** User will set their own password when completing the account verification process described below.

2. Test Administrators

Test Administrators will be enrolled by their Building or District Assessment Coordinator. Building or District Assessment Coordinators must have the Test Administrator's first name, last name, and email address to enroll them.

Username pattern: user's work email handle (the part before the @) plus state assigned building code from the Educational Entity Master (EEM).

Password Requirements: When enrolling via single enrollment in User Administration, or via batch enrollment, a secure password must be provided. In all cases, the user will be prompted to change their password upon first login.

- ✓ Password length must be at least 8 characters.
- ✓ Password must contain at least one capital letter.
- ✓ Password must contain at least one lower case letter.
- ✓ Password must contain at least one number.
- ✓ Password must contain at least one special character.
- ✓ Password must not contain the word "Password".
- ✓ Password must not contain your first name.
- ✓ Password must not contain your last name.
- ✓ Password must not contain your UserName.
- ✓ Password must not contain your Email.
- ✓ Password and Confirm Password must match.

3. When enrolling Test Administrators, District or Building Assessment Coordinators must set the Test Administrators' permissions to allow Proctor Assessments. They may also set permissions to allow Administer Users, Administer Organizations, and Edit Learner Accommodations.

Permissions:

- Administer Users
- Administer Organizations
- Access Reports
- Edit Learner Accommodations
- Proctor Assessments

These permissions allow the following abilities:

Administer Users - allows TA to access User Administration where they can search for students in their building in order to assign accommodations.

Administer Organizations - allows TA to access Class Management where they can create test session groups.

Edit Learner Accommodations - allows TA to set learner accommodations via User Administration

Proctor Assessments - allows TA to access the Assessment Assignment grid, add Test Session Groups to the grid, and unlock the assessments

4. Single Enrollment in User Administration

To create a new Test Administrator:

- a. Navigate to User Administration and click the plus icon at the top right of the screen.



- b. Select Test Administrator from the User Type dropdown menu.
c. Select the entity into which the Test Administrator should be enrolled.



- d. Fill in the Test Administrator's first name, last name, and email address.
 - e. Enter a password that meets the password requirements.
 - f. Under Access Settings select the appropriate permissions.
 - g. Click Save.
5. Batch Enrollment

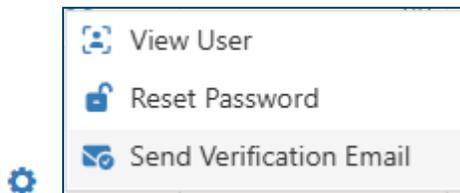
Detailed batch enrollment instructions are available on the Resource Center.

B. New Account Notification

WIN Work Readiness System offers the ability to send account creation notifications to newly established staff (Assessment Coordinators and Test Administrators). Upon account creation, staff will receive an email with a link to verify their email. The link will be active for 48 hours. Upon clicking the link, they will be prompted to reset their password.

Upon first login, staff will be prompted to authenticate their account through two-factor authentication.

Note: If the user does not click the link to complete their account set up within 48 hours, a new verification link can be sent by an upper level user administrator going to User Administration, finding the user and selecting Send Verification Email from the action gear. Assessment Coordinators can contact support@winlearning.com for assistance.



1. Step by Step Process

- a. Data Integration (OEAA Secure Site Data Sync)
 - i. When new staff are created via **data integration** (District Assessment Coordinators, Building Assessment Coordinators), they will receive an email notification of their account asking them to verify their email.
 - ii. In all cases, the email will come from: DoNotReply@winlearning.com
 - iii. The email will provide a link to **Verify Email**. The user must click that link.



Hi [Name],

You are receiving this email either because a new account has been created for you in WIN Career Readiness System, or your existing account requires email verification.

Please confirm your email address for user **[username]** here to proceed: [Verify Email](#)

NOTE: The link above will expire after 48 hours.

Best Regards,

The WIN Learning Team

Not sure why you're getting this email? Link has expired?
Contact Support@winlearning.com

- iv. Once the email is verified, a window will open in the browser notifying the user that their account has been verified. After 5 seconds the user will automatically be sent to the **Set Password** page to set up their account password.

Email Verification

Thank you for verifying your Email!

Adjust your Email settings at any time via your User Profile.

Your password needs to be reset. You will be automatically redirected in 0 seconds...

Password Reset

Please enter and confirm your new password below.

Password: *

Confirm Password: *

Password Reset

Your password was reset successfully.

- v. After successfully resetting their password, the user will be redirected to the login page.
- vi. Two-factor authentication is enabled for all staff. Staff will be prompted to authenticate their account through two-factor authentication initially and then every 14 days or when logging in from a new device or browser. They will receive a code via their verified email which they will enter into the prompt and select Verify.

Verify Your Account

We sent a verification code to your verified email address. Please check your email and enter the code below to continue login.



Code

Resend Code (27s)

Verify

If you need further assistance, please contact support@winlearning.com or 888.717.9461.

vii. The two-factor verification email will look like this:

Hi,

A login request was made using your username: **[username]**. If you did not make this request, rest assured that your account is secure and please disregard.

Please use the following code to continue your login: **#####**

NOTE: The code above will expire in 10 minutes.

Best Regards,

The WIN Learning Team

Not sure why you're getting this email? Contact Support@winlearning.com

viii. If the staff changes their email, and does not click the Send Verification Email checkbox, the next time they login they will be prompted to verify their email and then will be prompted to reauthenticate with two-factor authentication.

Email Request

Please provide a valid email address

For security reasons, your organization requires two-factor authentication. A verified email address is required in order for you to receive your two-factor authentication code.



Email *



Verify

If you need further assistance, please contact support@winlearning.com or 888.717.9461.

Verification Email Sent

Please check your email. You should receive a link to verify your email address.

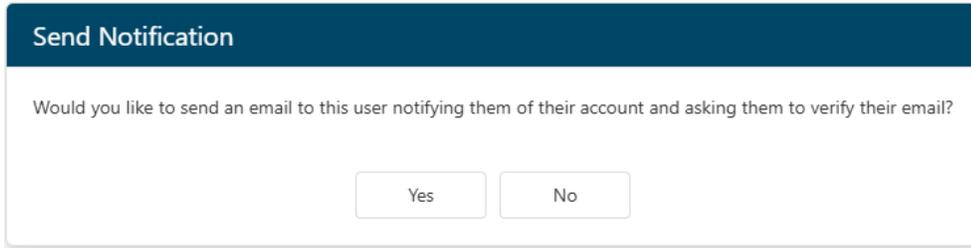
If you need further assistance, please contact support@winlearning.com or 888.717.9461.

ix. If the staff updates their email and does check the Send Verification Email checkbox, they will receive a verification email and then will be prompted to authenticate with two-factor verification.



b. Single Enrollment

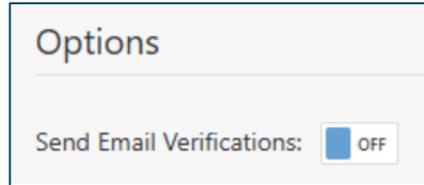
When creating a new Test Administrator via **User Administration**, you will be prompted to **Send a Notification** to the new user regarding their account. Select **Yes** to notify the Test Administrator their account is created. A valid email must be provided in the user profile when creating the account.



A dialog box titled "Send Notification" with a dark blue header. The main text asks, "Would you like to send an email to this user notifying them of their account and asking them to verify their email?". Below the text are two buttons: "Yes" and "No".

c. Batch Enrollment

When creating a batch of Test Administrators via **Batch Enrollment**, after uploading your batch enrollment file, you will be able to turn on **Send Email Verification** so new users will receive an email notification of their account. A valid email must be provided in the batch enroll file for the users.



A dialog box titled "Options" with a light gray header. Below the header, there is a label "Send Email Verifications:" followed by a blue toggle switch currently in the "OFF" position.

C. How to Confirm Access

District and Building Assessment Coordinators can see if their Test Administrators have logged in, in User Administration.

To run a report to view Test Administrator activity:

1. Navigate to User Administration.
2. Select Test Administrator from the User Type dropdown.
3. Select the Organization(s) you want to run.
4. Select Search.
5. In the resulting grid, view the data in the **Last Login Date** column.

First Name	Last Name	UserName	Email	Organization	Last Login Date
Test	Admin1	testadmin1@win.win	testadmin1@win.win	Ansom Middle School	
Betty	Roth	TA01		Jepson Elementary School	10/27/2025

D. Train Test Administrators

1. Train your Test Administrators.
 - a. Refer to [Appendix D](#) Test Administrator Testing Duties for training topics.
 - b. Ensure Test Administrators know to inform the District or Building Assessment Coordinator of incidents outside of the norm so they can determine if they should

report the incident.

E. Apply Accommodations

1. Online accommodations that must be individually assigned include:

- a. **SpeechStream®** – text to speech tool will become available to student within the assessment
- b. **Extended Time** – will extend the assessment session time by minutes or factor as configured
- c. **ASL** – will automatically assign the American Sign Language test form to the student

Note: an IEP or 504 plan is required for all WIN accommodations (SpeechStream, Extended Time, or ASL). Spanish can be assigned based on English Learner needs. Spanish assessments are assigned in the Assessment Assignment grid at the time of assigning and unlocking assessments for the students.

2. Step by Step Instructions

Accommodations to individual students are applied in User Administration.

- a. Navigate to Admin – User Administration
- b. Select Student from the User Type dropdown
- c. Select Organization in which your students are enrolled (Building Assessment Coordinators will only see one organization)

The screenshot shows two dropdown menus. The first is labeled 'User Type:' and has 'Student' selected. The second is labeled 'Organization:' and has 'Yassou High School' selected. Both dropdowns have a small 'x' icon in the bottom right corner.

- d. Enter the student’s first and last name in the search fields. Expand the Custom Search Fields and enter the student’s UIC. This will ensure you are applying accommodations to the correct student.

The screenshot shows a search form with two sections. The first section is 'Default Search Fields' and contains the following fields: 'First Name:' with 'Jane' entered, 'Last Name:' with 'Doe' entered, 'Email:', 'UserName:', and 'Status:' with 'Active' selected. The second section is 'Custom Search Fields' and contains the 'UIC:' field with '123456789' entered. Each input field has a small 'x' icon in the bottom right corner.



- e. Click Search
- f. Select the Row Actions gear in the student’s row

Row Actions	First Name ▼	Last Na... ↑ ▼	UIC ▼
	🔍	🔍	🔍
⚙️	Jane	Doe	123456789

- g. Click Edit User from the gear dropdown.
- h. Scroll down to the Assessment Accommodations section

Assessment Accommodations

SpeechStream:

American Sign Language (ASL):

Extended Assessment Times

	Adjust By	Value
Work Readiness Assessments		
Math Assessment	None ▼	0 ▼
Reading Assessment	None ▼	0 ▼
Data Assessment	None ▼	0 ▼

- i. Apply accommodations:
 - i. If the student requires text to speech, check SpeechStream®
 - ii. If the student requires ASL, check American Sign Language (ASL)
 - iii. If the student requires Extended Time, set the adjustment type (Factor or Minutes) and value for each component assessment.

	Factor	Minutes
Time and a Half	1.5	30
Double Time	2	60

- j. Click the Save button to save the settings

NOTE: refresh the page to ensure the search fields are cleared out before searching for the next student.

Spanish only: The Test Language field under Custom Field Information is an optional field to indicate on a student’s test ticket if they will be testing in Spanish. This field is locked for editing. If you would like Spanish indicated on the student’s test ticket, please contact WIN Support with the student’s UIC and they will set it for you. This field does not impact the ability for testing staff to assign Spanish forms to students testing in Spanish.

F. Create Test Session Groups

1. **District or Building Assessment Coordinators will** create test session groups to organize which students will be testing together with which Test Administrator. Test session groups are created in the Class Management section of WIN Work Readiness



System.

2. Groups are comprised of **no more than 30 students**. For large test groups, multiple Test Session Groups should be created with 30 students per group and one Test Administrator per group.
3. If you have greater than 30 students in a test session and the Monitoring Tool is deprecated, then there may not be an option to pause, save, and exit the test and students will have to use the browser exit to pause the test. This will save the student’s progress and log them out of the test. They will need their test ticket to log back in.
4. All students testing in **Spanish** should be in one Test Session group if feasible. Spanish is assigned in the Assessment Assignment Grid (instructions in [Appendix D Section G](#)).
5. It is helpful to name test session groups in an easily recognizable way. One suggestion is to name the group with the Test Administrator’s last name, first initial plus the date of the test session. For example: Brown C 4/06/2026.

6. Step by Step Instructions

- a. Navigate to Admin – Class Management
- b. Select the + icon to create new test session group



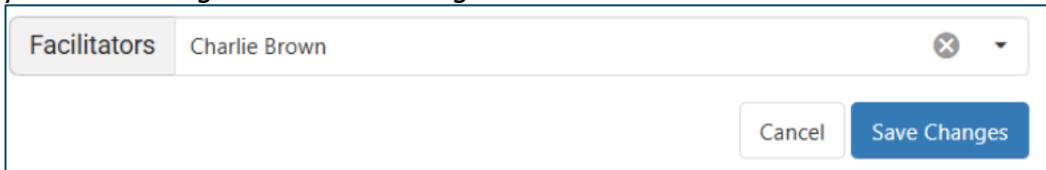
- c. Name the test session group



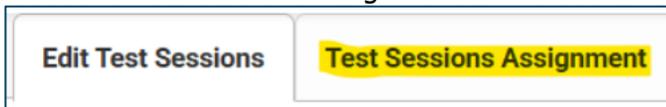
- d. Set Archive date (optional) – This will automatically archive/hide the group after the date set. You could set all groups to archive after the test administration window. You can still run reports for archived groups.



- e. Add facilitator (Test Administrator) – Click in the box for Facilitators to see a list of available Test Administrators. Select the Test Administrator for the test session group you are creating. Select Save Changes.



- f. Select the Test Sessions Assignment tab to add students to the group.



Test Sessions Assignment Instructions will be visible on the screen to guide you.

- g. Add students to the test session group. You will see two grids: Learner Pool on the left, and a grid with the name of your test session group on the right. The Learner Pool grid has all students available to you (from your organization) to add to the

group. You will find and move students from the Learner Pool grid to the Test Session Group grid.

Learner Pool						Brown C 4/6/2026			
First	Last	UIC	Speech Str...	American Si...	Extend Time A...	First	Last	UserName	Date of Birth
Jane	Doe	123456789	No	No	Yes	Stefan	Alvarez	salvarez@win.win	10/6/2012
						Brenda	Farlane	bfarlane@win.win	
						Holden	McGuire	hmcguire	9/1/2009
						Glenda	Midtown	gmidtown@win.win	8/5/2013

- i. Use the Column Chooser to add more data to the grid if needed to help identify students (e.g. Test Language, UIC, ASL, SpeechStream®, etc).

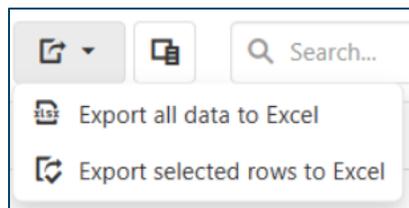


Note: You can resize and reorder grid columns if desired. To resize a column, click the border of the column and drag. To reorder a column, select the column header and move it where you want in the grid.

- ii. Use the column filters to narrow down the Learner Pool. (e.g. You want to group all students with a SpeechStream® accommodation)
- iii. Add learners to the group roster by selecting the checkboxes next to their names and then clicking Add To Roster.
- iv. Remove learners (if needed) from the roster by selecting their names and clicking Remove From Roster.
- v. Click the Save Changes button to save your roster updates.
- vi. Select the Edit Test Sessions tab to return to the Test Sessions Roster Preview.

Test Sessions Roster Preview				
First	Last	UIC	Date of Birth	
Stefan	Alvarez	stefanalv	10/6/2012	
Jane	Doe	123456789	1/1/2010	
Brenda	Farlane	brendafar		
Holden	McGuire	23989490390	9/1/2009	
Glenda	Midtown	Glendamidtown	8/5/2013	

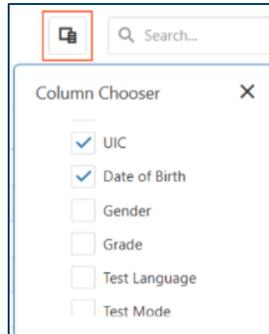
- vii. You can **export the Test Session Roster** by selecting the export icon at the top of the grid.



- viii. The default columns visible include: First Name, Last Name, Date of Birth, Username.

Note: By default, the Username column will be in the grid. This is the student's system username, which they will NOT need for testing. It is recommended that you go to Column Chooser and unselect Username to mitigate confusion.

- ix. You can open Column Chooser to select the fields you would like to appear in the export and hide the fields you would not like to appear in the export.



- h. Communicate with each Test Administrator the name of their Test Session Group(s) and have them check to make sure they can see them in the Assessment Assignment search by Test Session Group.

G. Generate Test Tickets

Test tickets are used for students to access WIN Work Readiness Assessment on test administration day. Test tickets have the student's **temporary username and password**. Temporary usernames and passwords and test tickets are valid from the time it is generated until it expires at the end of the test administration window. Test tickets can be generated at the time of creating the test session groups or they can be generated closer to the test administration window. It is required that District or Building Assessment Coordinators keep them **securely locked up** until needed on test administration day.

1. Test tickets will display the following information:
 - a. Student Name
 - b. Temporary Username
 - c. Temporary Password
 - d. Ticket Expiration Date
 - e. Test Language (Contact WIN Support to request Spanish be placed on test ticket)
 - f. UIC
 - g. Test Type (Standard, ASL, SpeechStream®, Extended Time)
2. Step by Step Instructions
 - a. Navigate to Admin – Class Management
 - b. Select the desired Test Session group from the left panel, which will open the roster for that group.

Test Sessions		+
Organization	Billingsly School	▼
Display Archived Test Sessions		<input type="checkbox"/>
Brown C 4/6/2026		
Training Group		

- c. At the top of the grid, select the Test Ticket icon. If you want to generate tickets for everyone displayed in the roster, select Generate Test Ticket for all. If you want to generate tickets for only some of the students in the roster, first select the students by clicking the checkbox next to their name and then select Generate Test Ticket for selected.

The screenshot shows a toolbar with icons for a dropdown menu, a share icon, a print icon, and a search icon. Below the toolbar, a dropdown menu is open, showing two options: "Generate Test Ticket for all" and "Generate Test Ticket for selected".

- d. Test Tickets will be generated. Check your downloads folder. Approximately five test tickets fit on a page. There is a line between test tickets for easy cutting.

careerreadinesssystem		Test Login Credentials	
Name:	John Gnome	Temporary Username:	AWaUpfzp
Ticket Expires:	01/01/2026 01:00 AM	Temporary Password:	f52BuASt
Test Language:	Spanish		
UIC:	2222222222		
Test Type:	Standard		
Return this test ticket to your teacher/proctor when you finish your assessment(s).			

careerreadinesssystem		Test Login Credentials	
Name:	Student Nine	Temporary Username:	aNnErcHS
Ticket Expires:	01/01/2026 01:00 AM	Temporary Password:	cCKd6BtE
UIC:	1000000009		
Test Type:	SpeechStream, Extended Time - Math, Reading, Data		
Return this test ticket to your teacher/proctor when you finish your assessment(s).			

- e. Share test tickets with the Test Administrators on test administration day so they can distribute them to the students.

NOTE: Test tickets are secure materials and must be kept locked in a secure location until it is time to distribute them on test administration day. They must be collected and securely stored between test sessions. They must be securely destroyed at the conclusion of testing.



II. Day of Testing

- A. Distribute all testing materials to the Test Administrators.
 1. Testing materials include:
 - a. Testing rosters
 - b. Test tickets
 - c. Scratch paper, if supplied by school
 - d. Word-to-word bilingual dictionary, as needed per EL plan.
 - e. Headphones, if the school is supplying them for students using SpeechStream® for an oral administration
 - f. Handheld calculators

Memory must be cleared before and after testing for all school issued or student owned calculators used for testing.
 - g. Other acceptable items supplied by the school such as pencils, tissues, etc.
- B. Be available to assist with test administration as needed.
- C. Utilize [Appendix D](#) Test Administrator Testing Duties for test scripts and day of testing duties.

III. After Testing

- A. Receive and document receipt of all distributed materials listed above from each Test Administrator.
- B. Secure all test tickets
- C. Shred all scratch paper, test tickets and testing rosters if no longer needed.
- D. Ensure the memory is cleared on all calculators.
- E. Schedule any make-up testing, as necessary.
- F. Follow protocols outlined for reporting irregularities to your District Assessment Coordinator.



Appendix D – Test Administrator Testing Duties

WIN Work Readiness Assessments – Online Testing

The purpose of this section is to provide testing staff with tasks to be performed to successfully administer online testing.

While District and Building Assessment Coordinators assign accommodations and create test session groups, **Test Administrators assign and monitor assessments on test administration day.** Test Administrators should use the [Online Testing Administration Script](#) in conjunction with this appendix.

- A. Receive Materials From Your Building Assessment Coordinator
 1. Test Tickets – Test tickets are secure items and should never be left unattended.
 2. Roster of students being tested- Rosters are secure items and should never be left unattended.
 3. List of accommodations for any students being tested.
 4. Day of Testing Script
 5. Any supplemental materials:
 - a. Scratch paper, if the school is supplying
 - b. Calculators, if the school is supplying for the Work Ready Math assessment
 - c. Word-to-word dictionary
 - d. Headphones, if the school is supplying for students using SpeechStream® for an oral administration
- B. Login to testing portal
 1. Login to mi.wincrsystem.com
 - a. Confirm Username and Password
 2. Turn on all student computers if necessary.
- C. Find Test Session Group prior to assigning assessments
 1. Go to the Products dropdown – Work Readiness Assessments
 2. Search for **Test Session Group** by selecting List by Test Sessions and selecting search.

The image shows a search interface with the following elements:

- Search Organization(s)
- Radio button selected for "List by Test Sessions"
- Radio button unselected for "List by Learner"
- A blue "search" button

3. All Test Sessions that have been assigned to you will appear below the search section.



> Billingsly School

Filter: Showing 1 to 2 of 2 entries

Organization
Brown C 4/6/2026 >
Brown C 4/7/2026 >

4. Select the test session group you are proctoring now. This will display all of the students in the selected test session group.
5. Click **Add All** to add all students in the test session group to the Assessment Assignment Grid.

Add all		
Last Name	+	First Name
Allen	+	Alan
Copilot	+	Charlie
Goodwin	+	George
Kendrick	+	Kyle
Rigsby	+	Eleanor

6. Click the checkbox next to Work Ready Math (or whichever assessment you are administering first) to select for all students in the grid.

Name		<input checked="" type="checkbox"/> Work Ready Math EN	<input type="checkbox"/> Work Ready Reading EN	<input type="checkbox"/> Work Ready Data EN
Allen, Alan	🗑️ X	<input checked="" type="checkbox"/> EN	<input type="checkbox"/>	<input type="checkbox"/>
Copilot, Charlie	🗑️ X	<input checked="" type="checkbox"/> EN	<input type="checkbox"/>	<input type="checkbox"/>
Goodwin, George	🗑️ X	<input checked="" type="checkbox"/> EN	<input type="checkbox"/>	<input type="checkbox"/>
Kendrick, Kyle	🗑️ X	<input checked="" type="checkbox"/> EN	<input type="checkbox"/>	<input type="checkbox"/>
Rigsby, Eleanor	🗑️ X	<input checked="" type="checkbox"/> EN	<input type="checkbox"/>	<input type="checkbox"/>
Apply Changes ✔️		Undo Changes ✖️		Refresh 🔄

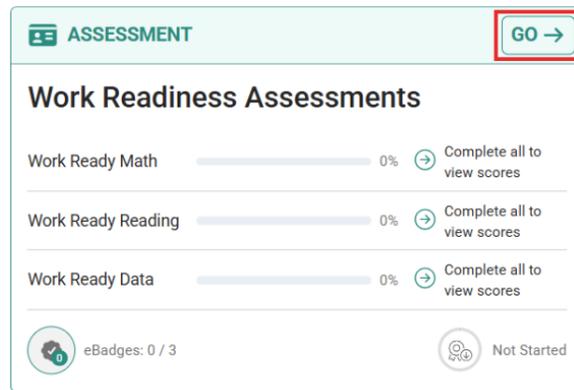
7. **STOP HERE. Do not select Apply Changes until you are ready for the students to begin the test.**

D. Once the Students Arrive

1. Begin reading the Testing Rules section from the Test Administration Script.
 - a. If testing on multiple days, read the Test Administration Instruction Script first each day.
 - b. Spanish translations of the WIN Test Directions/Scripts have been translated and can

be found online at the WIN Resource Page.

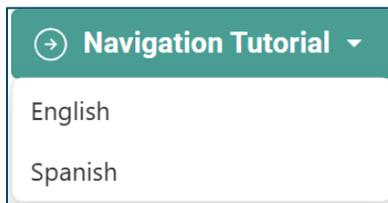
2. Next, read the Test Ticket/Computer Login section from the Test Administrator Script.
3. Pass out the test tickets. Make sure the student has the correct test ticket.
4. Pass out scratch paper (optional).
5. Distribute calculators (optional, to be used for Work Ready Math only).
 - a. Ensure that the memory has been cleared prior to distribution.
6. Ensure students are seated according to the guidelines stated in Section 4 Testing Environment.
7. Have students log into mi.wincrsystem.com. They will land on their dashboard where they will see a tile for Work Readiness Assessments. Have them select GO to navigate to the Work Readiness Assessments landing page.



E. Complete Student Tutorials (optional)

Students may complete student tutorials before test day in a before-testing session where the Test Administrator guides students through the process listed below. Students need test tickets to access the student tutorials, whether they complete the tutorials before test day or on test day.

1. Read the Student Tutorials section from the Test Administrator Script
2. If the students have not previously completed the tutorials, instruct them to complete the Navigation tutorial now (~5 min). They can select English or Spanish from the dropdown. Students with an ASL accommodation should select English and they will be assigned the ASL Tutorials automatically.



3. If the students have not previously completed the tutorials, instruct them to complete the Math tutorial (or tutorial associated with first test) (~5 min)

Credential Progress

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!** → Navigation Tutorial ▾

Assessment	Status	Ebadge	Achievement
Work Ready Math	→ Tutorial ▾ 🔒 Assessment	✓	
Work Ready Reading	→ Tutorial ▾ 🔒 Assessment	✓	
Work Ready Data	→ Tutorial ▾ 🔒 Assessment	✓	

F. Launch Assessment for Students

1. Read the Test Information section of the Test Administration Script and stop for questions.
2. If there are no questions, read the Starting the Test section of the Test Administration Script.
3. Once all scripts have been read and students are ready to begin the first test, select **Apply Changes** to unlock the first test for the students in that test session group.
4. Instruct students to begin the test by selecting the arrow next to the test they are taking.

Work Ready Math
→ Tutorial ▾
→ Assessment

5. *Optional:* Select Monitor Assessments if needed to access the monitoring tool to take an action such as Pause or Save and Exit. All students in the Assessment Assignment grid will populate in the Monitor Assessments tool. No more than 30 students should be in the grid when selecting Monitor Assessments or monitoring functionality may be significantly delayed. It is not necessary or recommended to click Monitor Assessments unless needing to take an action, as the Test Administrator should be actively monitoring the room during testing.
 - a. Selecting Monitor Assessments pulls all students from the assignment grid into the monitoring grid.

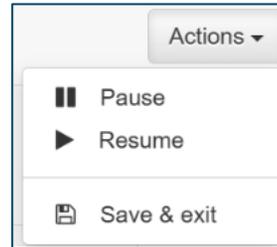
Demo Test - 3 Students Actions ▾				
<input type="checkbox"/>	Student	Status	Active	Current Item number
<input type="checkbox"/>	Jesse Pinkman	●	✓	2
<input type="checkbox"/>	Walter White	●	✗	4
<input type="checkbox"/>	Hank Schrader	●	—	6

- b. Once the page loads, you will see all of the students and their status.
 - i. Grey = not started
 - ii. Orange = in progress
 - iii. Green = submitted

iv. Pause icon = paused

The Active indicator will be a green check if the student's mouse is active on the screen and a red x if the student's mouse has clicked away from the screen.

- c. If you need to pause a student's assessment, select the checkbox next to their name in the Monitor Assessments grid and then select the Actions dropdown and **Pause**. Select Resume when ready to un-pause the session.



Note: Students do not have a Pause button on their testing screen. If there are more than 30 students on your assignment grid and you are unable to access the monitoring grid, there is no option to pause the test. If a student needs to stop testing while in the middle of a test for any reason, the student must exit the test from the browser window. This will save all responses the student has provided.

- d. If you need to Save a student's test and allow them to Exit without Submitting, select the student's name in the Monitor Assessments grid and then from the Actions dropdown select **Save & Exit**.

Note: Students do not have a Save and Exit button on their testing screen. If there are more than 30 students on your assignment grid and you are unable to access the monitoring grid, there is no option to save and exit the test. To exit the test, the student must exit the test from the browser window. This will save all responses the student has provided.

- e. You can return to the Assessment Assignment grid by selecting Return to Assessment Assignment in the top left corner of the page.
6. As students submit their assessments, the Assessment Assignment Grid will display their scores. Test Administrator can Refresh periodically to make sure all students have submitted and all scores have returned before moving to the next assessment. Students will not see their scores until they submit their third assessment.
7. When all students have submitted their assessment, read the After Each Test section of the Test Administrator Script.
8. Individual assessments can be administered on different days or after an extended break, for example before and after lunch. When ready for the next assessment, read the related section of the Test Administrator Script and have students complete the Reading tutorial (or whichever assessment is next).
9. Click the checkbox next to Reading to assign Reading to all students in the group.
10. Repeat process for Reading and then for Data (or in whichever order has been determined).
11. When testing is finished for the day, Read the After Final Assessment section of the Test Administrator Script.

G. Assigning Spanish Assessments

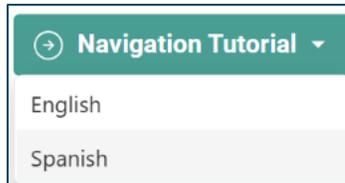
Spanish forms are assigned in the Assessment Assignment grid. District/Building Assessment Coordinators will set up the Test Session groups with the students testing via Spanish. It is highly recommended that all students testing via Spanish be in one Test Session group.

The **Building Assessment Coordinator** will create one test session group with all students in their building who will be testing in Spanish.

The **Test Administrator** will follow the steps outlined above to distribute test tickets, locate their test session group for the Spanish testers, and add them to the assignment grid.

Make sure to verify with local staff which students should be assigned the Spanish test.

1. Direct the students to complete the Navigation tutorial and first component test tutorial (Work Ready Math, Reading, or Data) in **Spanish**.



2. To unlock the first test, select the checkbox next to the name of the first test (e.g. Work Ready Math) and then select the language selector next to the test name and select **Spanish (ES)** for all users in the grid.

Name		<input checked="" type="checkbox"/> Work Ready Math ES
Abrams, Alan	X	<input checked="" type="checkbox"/> ES
Bodine, Billy	X	<input checked="" type="checkbox"/> ES
Chambers, Cody	X	<input checked="" type="checkbox"/> ES

3. When ready to begin the test session, select **Apply Changes** to assign/unlock the assessment.
4. Instruct students to begin the test by selecting the arrow next to the test name.
5. **Repeat steps 1-4 for each component assessment**, allowing for breaks as planned.
6. **If testing English and Spanish users together in one test session group:**

If testing students in both English and Spanish in one test session group, the Michigan Department of Education (MDE) and WIN **strongly** recommend that the Building Assessment Coordinator should manage assigning and proctoring the tests for the group.

- a. Building Assessment Coordinator creates the test session groups.
- b. Building Assessment Coordinator pulls the test session group into the Assessment Assignment Grid.
- c. Building Assessment Coordinator has the students complete the navigation tutorial and Work Ready Math (or whichever test is first) tutorial instructing the students to select the Spanish tutorials from the dropdown if needed.
- d. Building Assessment Coordinator selects Work Ready Math (or first test) for all students in the test session group.



- e. Then the Building Assessment Coordinator will individually select Spanish for the students who need the Spanish form by clicking the language bubble on the student's row and choosing Spanish (ES).

Name		<input checked="" type="checkbox"/> Work Ready Math	EN
Chambers, Cody	X	<input checked="" type="checkbox"/>	EN
Dble, Todd	X	<input checked="" type="checkbox"/>	ES
Doe, Jane	X	<input checked="" type="checkbox"/>	EN
Doe, John	X	<input checked="" type="checkbox"/>	EN

Select Language X

- EN English
- ES Spanish

- f. Building Assessment Coordinator selects Apply Changes to assign/unlock the assessment.
- g. Repeat steps 1-4 for each component test, allowing for breaks as planned.

Test Administration Script

This is a consolidated script for delivery of Online Testing. The verbiage can be used for all three WIN Work Readiness components. If something is specific to a component, it will be noted as such. Refer to the **District/Building Assessment Coordinator Testing Instructions** for more detailed instructions.

Testing Rules:

[SAY:] 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. At this time, please turn off and store electronic devices outside of your workspace. Your desk should be clear of everything except your school computer and a pencil.

[SAY:] You may not communicate with other students during the test, and you may not discuss specific test content after testing.

[SAY:] 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. If you have questions, please raise your hand.

Breaks: *To be read if you schedule a break*

[SAY:] There is one break during the test administration, which is scheduled after the second test. **[Edit based on the break schedule for your school.]**

Test Tickets / Computer Login:

[SAY:] I will pass out your test ticket and scratch paper. Write your name on the scratch paper. Look at your test ticket. Make sure it has your correct information. If you do not have the correct test ticket, please raise your hand. **[Pause to pass out test tickets and scratch paper]**

[SAY:] Log into the computer and navigate to WIN Work Readiness Assessments (mi.wincrsystem.com). From your dashboard, click the GO button in the section called WIN Work Readiness Assessments.

Student Tutorials:

[If students have viewed the Tutorials prior to test day skip the next paragraph]

[If students have NOT viewed the Tutorials prior to test day SAY:] Now you are going to complete the tutorials which will help you practice how to take the online tests. Click the Navigation Tutorial button. Select the correct language for you. I will allow five minutes for you to review this tutorial. **After five minutes** – Now click the Tutorial button next to Work Ready [[Math/Reading/Data](#)]. Select the correct language for you. I will allow five minutes for you to review this tutorial.

[After 5 minutes, or when it is clear everyone has completed the tutorials SAY:] Are there any questions before we begin the test? **[Take time to answer any questions]**

Test Information:

[SAY:] The test you are taking today is Work Ready [[Math/Reading/Data](#)]. The test will be administered in one testing session. You must complete the entire test at this time. 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. You will have 60 minutes to complete the test.



[SAY:] Points are only earned for correct answers, so you should attempt to answer all the questions. If you finish early, you may go back and check your work. Do not attempt to click on another test section until instructed.

Math Specific

[SAY:] You may use the online Formula Sheet and calculator, and scratch paper provided during the test as needed.

Starting the test:

[SAY:] You are about to begin the test. You have 60 minutes. If you have time before submitting your test, review your answers. When you are finished, click the Submit button and then Finish button to close out your test. Should you run out of time, the system will require you to click the Submit button on the question you are currently working on. Be sure to monitor your time on the screen.

If there are no questions, you may now go ahead and assign the specific WIN Work Readiness Assessment test the students will be taking (Click Apply Changes in your grid). Once you have completed this step you can continue the instruction script.

[SAY:] Click the arrow icon next to the word Assessment for the Work Ready [Math/Reading/Data] test. To start the test, click the Start button at the bottom of the screen. If you do not see the Start button, please raise your hand. You may begin.

After Each Test:

[SAY:] The Work Ready [Math/Reading/Data] test is complete. Log off WIN Work Readiness Assessments. *[Optional:] We will now break for ## minutes. Do not talk in the hallway or discuss any test questions with anyone.* Log off the computer completely and remain seated until dismissed. I will now collect your test ticket and scratch paper. **[Pause to collect test tickets and scratch paper]**

Before the next test, hand out test tickets and scratch paper again and follow the script above.

After Final Assessment

[SAY:] The WIN Work Readiness assessments are now complete. Please remain seated until dismissed.

[SAY:] Do not discuss any questions or answers from the test. Your scores will be available when you have completed all 3 components of the Work Readiness Assessments. Thank you for your cooperation. You may now collect your belongings and quietly exit the testing location.

Appendix E – Student Experience on Assessment Day

The following information shows the WIN Learning Work Readiness Assessment experience from the student’s point of view. The document begins with logging into the assessment portal and proceeds through all steps until the student submits the assessment. Standard tools and Oral Accommodations from the student perspective are included in this document.

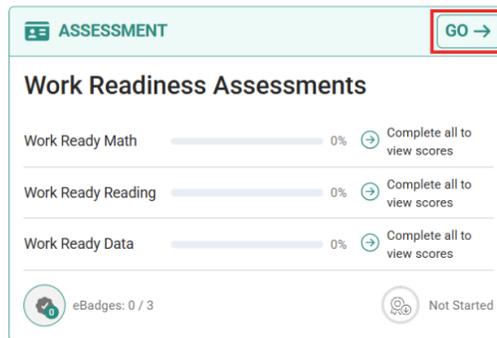
A. Logging into the Assessment Portal, Accessing & Submitting Assessments

1. On assessment day, the student receives a test ticket from the Test Administrators containing the individual login information for the assessments. The test ticket will contain the Student’s Name, Temporary Username, Temporary Password, Expiration Date, UIC, Test Type (standard or assigned accommodations), and Test Language. The URL for the assessment portal is: <https://mi.wincrsystem.com>.

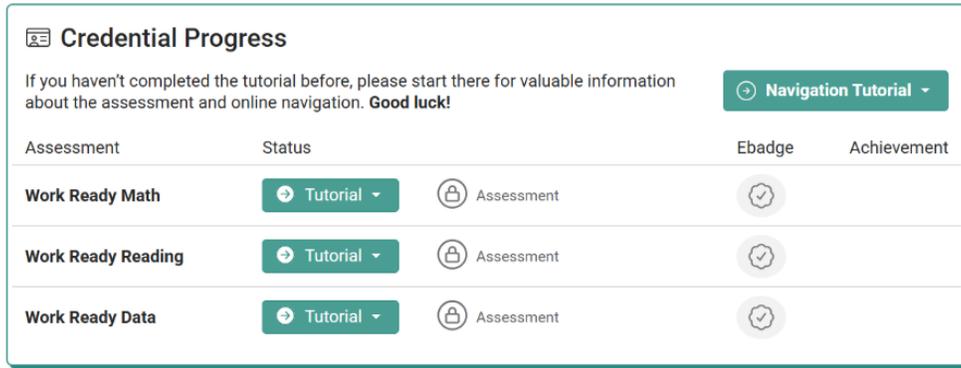
WIN careerreadinesssystem		Test Login Credentials	
Name:	John Gnome	Temporary Username:	AWaUpfzp
Ticket Expires:	01/01/2026 01:00 AM	Temporary Password:	f52BuASt
Test Language:	Spanish		
UIC:	2222222222		
Test Type:	Standard		
Return this test ticket to your teacher/proctor when you finish your assessment(s).			

WIN careerreadinesssystem		Test Login Credentials	
Name:	Student Nine	Temporary Username:	aNnErcHS
Ticket Expires:	01/01/2026 01:00 AM	Temporary Password:	cCKd6BIE
UIC:	1000000009		
Test Type:	SpeechStream, Extended Time - Math, Reading, Data		
Return this test ticket to your teacher/proctor when you finish your assessment(s).			

2. The student logs in to the WIN Work Readiness Assessment portal and arrives at the student dashboard.
3. To access the assessment, the student locates the assessment tile on the dashboard and clicks **Go** in the top right corner of the tile.



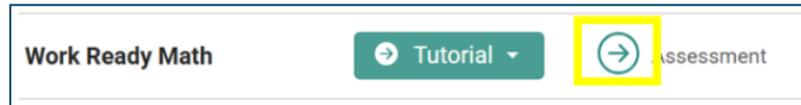
4. After selecting **Go** on the assessment tile, the student will have the opportunity to view the tutorial or begin the assessment. The Test Administrators will instruct the student which tutorial or assessment to select.



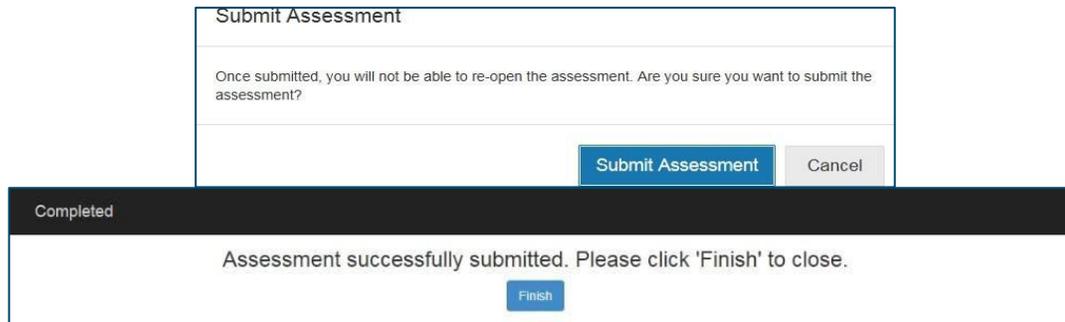
- a. Student tutorials are available in English and Spanish in the assessment portal. After selecting a tutorial to view, students can choose to view the tutorial in English or Spanish by selecting the needed language from the dropdown. Students with an ASL accommodation should select English and they will be assigned the ASL Tutorials automatically.



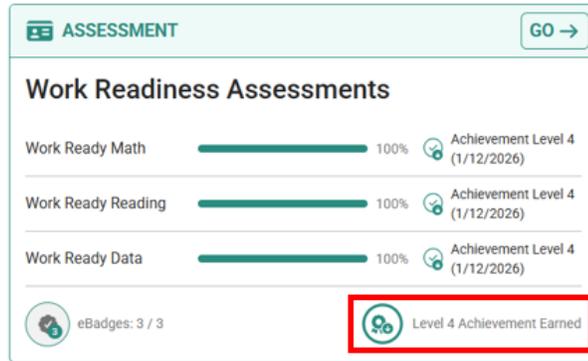
5. When an assessment has been activated for the student, there will be an **arrow** icon next to the word **Assessment**. Assessments that have not been activated will display a **lock** icon.
6. After the Test Administrator has read the appropriate Test Administration Script and directs the student to begin the assessment, the student selects the arrow icon next to the correct assessment. The test and timer will begin.



7. When finished with the assessment, the student clicks the **Submit** button in the top right corner.
8. A pop-up window will ask the student to confirm assessment submission. They must click **Submit Assessment** and then **Finish**. It is imperative that all students understand that once their assessment is submitted, **they will not be able to review or change their answers even if they have not responded to all items on the assessment**
- a. **Note:** WIN Work Readiness Assessments do not include an unlock option. Once submitted, a test cannot be re-opened.



9. Students will not be able to see their individual scores until all three assessments are completed.
10. The student dashboard will display scores and earned credentials once all three component tests are complete. Students can select the credential icon to download their credential.

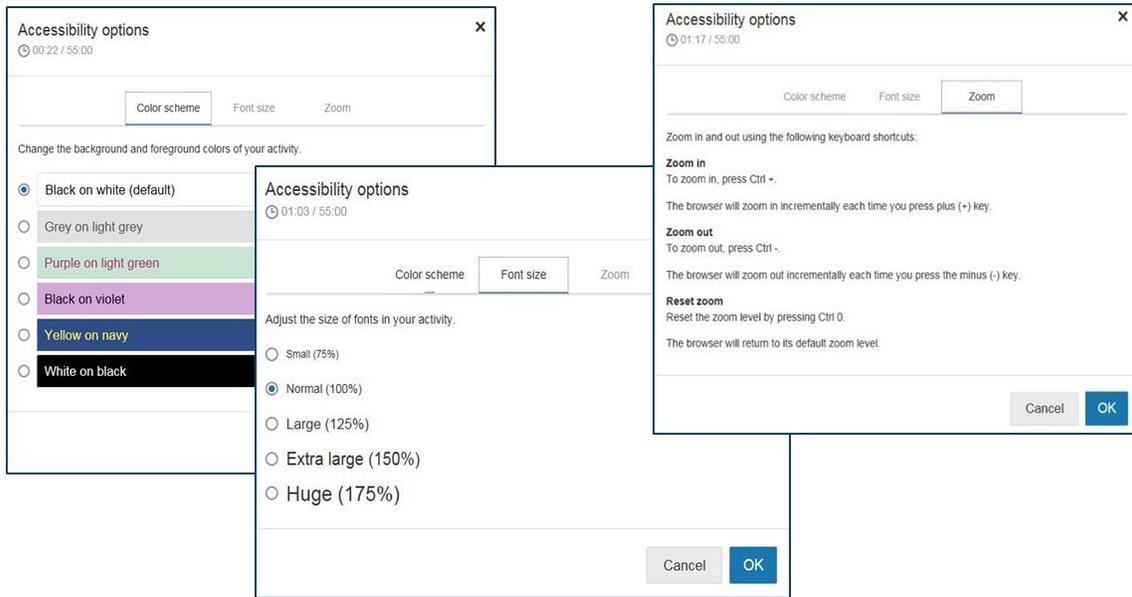


11. The student will proceed through the assessments at the direction of the Test Administrator. All assessments are accessed from the tile on the student dashboard.
12. When the student has finished the assessments for the day, they should log out of the WIN assessment portal by clicking **Logout** in the top right corner of the screen.

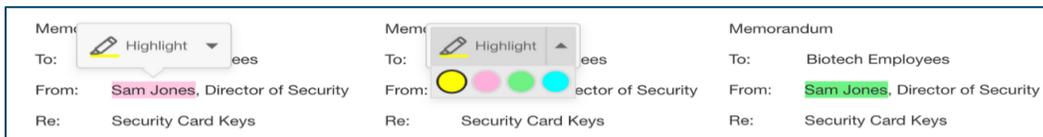
B. Standard Tools and Features

1. All students have access to [WIN Assessment Standard Tools and Features](#). Students can review and practice using the Standard Tool features in the tutorials.
2. Accessibility Options: The student has many choices for making accessibility changes and can do this by clicking the accessibility icon located at the top of the Item Toolbar. Students can change the **color scheme**, **font size** and **enable zoom** options by selecting the **accessibility icon**.





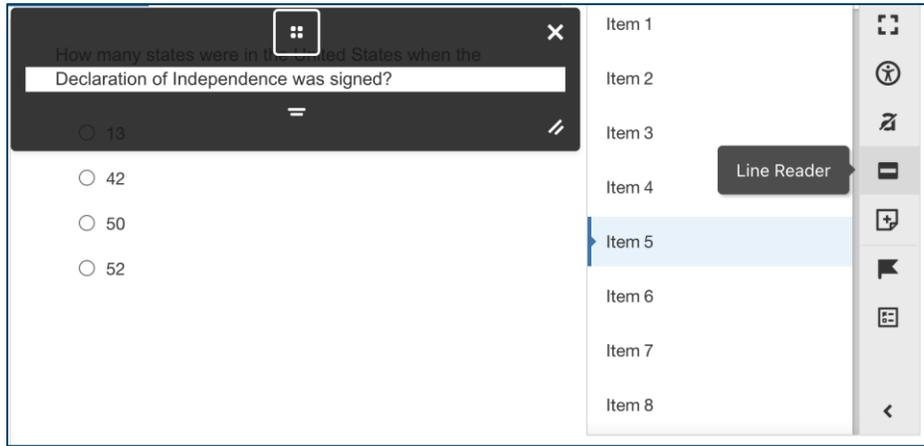
3. **Highlighter:** When students select any of the text in an assessment item, the highlighter tool will appear. The color defaults to yellow but can be changed using the dropdown as shown here.



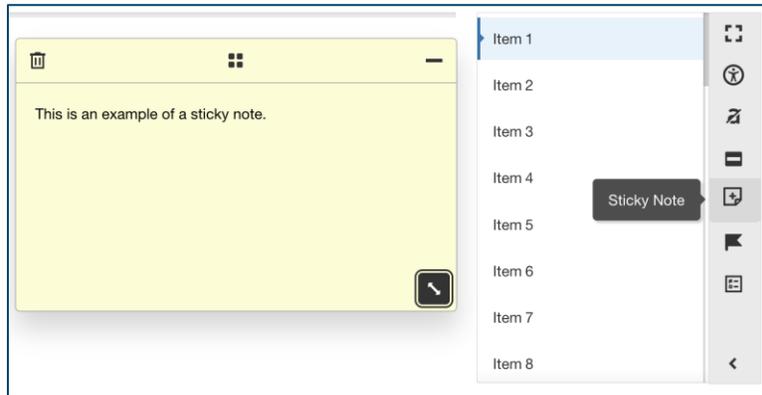
4. **Response Masking:** The Response Masking tool allows students to rule out answer options that they have determined to be incorrect. To mask a response, the student will select the Response Masking icon from the toolbar and click on the response(s) to be masked. The student must click the tool icon again to turn it off before selecting their answer.



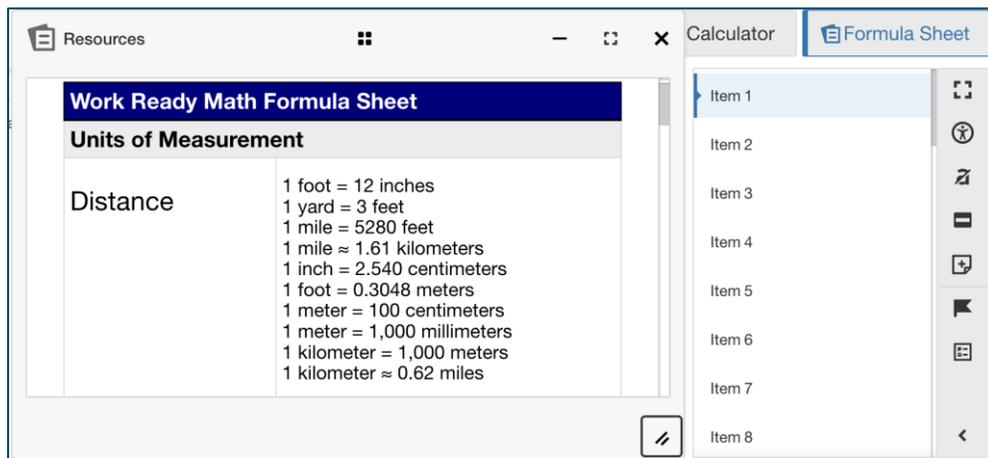
5. **Line Reader:** Students can access a line reader by clicking the **Line Reader** icon. The **Line Reader** display can be moved over the text to focus on one line at a time. To hide the line reader display, click the **Line Reader** icon again.



6. Sticky Note: The Sticky Note tool is like virtual scrap paper. The note can be moved around your screen, resized, or minimized. The note will "stick" with the item where you opened it until you press the trash can button in the upper left to remove it.



7. In the Work Ready Math assessment, students can access a formula sheet ([available here](#)) by clicking the **Show Formula** in the top right of the screen. The Formula Sheet will display formulas and units of measurement for easy reference. To hide the formula sheet, click **Close Formula Sheet**.



8. In the Work Ready Math assessment, students can access a calculator by clicking the **Calculator** button in the top right of the screen.



The screenshot shows a calculator interface with a grid of mathematical functions and a list of items on the right. The grid includes buttons for MC, MR, M+, M-, Rad, %, π, +/-, (,), CE, C, 2nd, 1/x, x^y, x², ln, 7, 8, 9, ÷, √x, ³√x, ⁿ√x, e, log₁₀, 4, 5, 6, ×, sin, cos, tan, nPr, nCr, 1, 2, 3, −, sinh, cosh, tanh, x!, Rand, 0, ., =, +. The right side of the interface shows a list of items from Item 1 to Item 8, with Item 1 selected. The interface also includes a 'Calculator' tab and a 'Formula Sheet' tab.



Change Management

Date	Description of Change
2/18/2026	Updated Calculator Policy (page 26) to state that calculators that make automatic unit conversions are not allowed.
2/26/2026	Updated information (pages 13 & 19) to state that calculators that make automatic unit conversions are not allowed.
2/26/2026	Updated User Permissions for TAs (page 28) to reflect additional permissions.
2/26/2026	Updated information on how to add Spanish language to test tickets (pages 33 and 35).



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