This is a consolidated script for delivery of Online Testing. The verbiage can be used for all three 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 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 Work Readiness 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.