



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Test Coordinators

FROM: Elizabeth Jones, Director
Office of Assessment

DATE: February 2, 2015

RE: ACT WorkKeys® Testing Accommodations

The purpose of this memorandum is to provide additional guidance to districts pertaining to allowable accommodations for students with disabilities and English Language Learners (ELLs), which can result in scores that are nationally reportable and eligible for a National Career Readiness Certificate (NCRC). ACT has extended the deadline for ordering WorkKeys materials. The extended deadline to submit your enrollment verification for The ACT and order WorkKeys materials is Friday, February 13, 2015.

The South Carolina Department of Education (SCDE) has worked with ACT, Inc. to identify accommodations which yield valid and reportable scores for these purposes. Accommodations information for students with disabilities and ELLs, and available accommodated (customized) materials, are included in the attachment. ACT WorkKeys accommodations do not require an approval process for use. All accommodations used by a student on ACT WorkKeys must be documented in the student's Individualized Education Program (IEP), 504 Accommodations Plan, or ELL Accommodations Plan.

For questions concerning accommodations and accommodated forms for students with disabilities or accommodations for ELLs, please contact ACT, Inc. at 800-553-6244, ext. 1788, or e-mail accommodations questions to ACTStateAccoms@act.org.

For any questions for the SCDE on accommodations, please contact Anne Mruz at 803-734-8034 or amruz@ed.sc.gov. For other questions for the SCDE on ACT WorkKeys, please contact Kevin Fatica at 803-734-8282 or kjfatica@ed.sc.gov.

Attachment

cc District Special Education Directors
District Title I Coordinators
District Title III Coordinators