**2019 ACT/WORKKEYS INFORMATION**

The Kansas Legislature appropriated funds for a statewide contract to provide one free ACT assessment and one free WorkKeys suite of assessments to public high school juniors and seniors who haven’t had the opportunity to take them. A student may complete one or both of the assessments. ACT and WorkKeys aren’t required assessments.

**ACT State Testing website:**

---

**IN-PERSON TRAININGS:**
Free optional workshops on ACT and ACT WorkKeys test administration are available. These in-person, half-day workshops will take place from 8:30 a.m. to 12:30 p.m. on the following dates at these locations:
- **Oct. 2, 2018** - Fort Hays State University, Sternberg Museum of Natural History
- **Oct. 3, 2018** - Wichita State University, Metropolitan Complex
- **Oct. 4, 2018** - University of Kansas, Memorial Union

To register for the workshops, visit [https://pages2.act.org/kansas-test-admin-workshop.html](https://pages2.act.org/kansas-test-admin-workshop.html)

**Who should attend?**
District test coordinators; building test coordinators; schools counselors; and administrators if they plan to administer the assessments.

**WEBINAR TRAININGS:**
ACT also will offer timely webinar trainings for both ACT and WorkKeys. Dates will be determined as soon as possible. All webinar trainings will be available at [http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html).

**SCORE REPORTS:**
- **YES**, students may request scores be sent to higher education institutions.
- ACT students will receive one paper copy score report mailed to their home address three to eight weeks after testing. Plus, access to an account at [www.actstudents.org](http://www.actstudents.org).
- The director of counseling will receive one paper copy of student score reports; two printed labels; access to student scores through Pearson Access Next three to eight weeks following testing; and any additional reports regularly provided by ACT.
- WorkKeys students must view their scores on the MyWorkKeys webpage at [www.myworkkeys.com](http://www.myworkkeys.com).
- School test coordinators will receive Summary Score Reports and roster reports.
- Schools and eligible students must print their own National Career Readiness Certificates.

---

**TEST DATES:**

**The ACT:**
- **TAKEN ON PAPER**
  - Initial test date: Feb. 20, 2019
  - Makeup (absences only): April 2, 2019
  - Accommodations testing window: Feb. 20-March 6, 2019
  - Makeup accommodations testing window (absences only): April 2-4, 2019
- **TAKEN ONLINE**
  - Online testing window: Feb. 20-Feb. 28, 2019

**The WorkKeys:**
- **TAKEN ON PAPER**
  - Initial test date: Feb. 21, 2019
  - Makeup test date (absences only): April 3, 2019
  - Accommodations testing window: Feb. 21-March 7, 2019
- **TAKEN ONLINE**
  - Online testing window: Feb. 20-March 6, 2019

**TO REGISTER:**
1. Schools need to use KSDE’s Kansas Individual Data on Students (KIDS) collection system to register students taking the ACT and/or WorkKeys assessments.
   - **TEST record:**
     - Field DB1 – ACT
     - Field DB2 – WorkKeys
2. KSDE will upload a student’s name and state identification number based on test records. KSDE only will pay for students registered through KIDS. KIDS will transmit test records on a yet-to-be-determined schedule until the last date to order testing materials.
3. Administration of the ACT and/or WorkKeys assessments is the responsibility of each local school.
   - Additional information will be provided at trainings and on listservs as it becomes available.
4. **Administration of the ACT and/or WorkKeys assessments is the responsibility of each local school.**

**Who should attend?**
District test coordinators; building test coordinators; schools counselors; and administrators if they plan to administer the assessments.

---

**KANSAS STATE DEPARTMENT OF EDUCATION**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204.