

# National Career Readiness Certification



# The Process

- ◆ Training
- ◆ Organization
- ◆ Test Day
- ◆ Awards Day
- ◆ Reflection

# Training

- ◆ Set up appointment with Iowa Works staff
- ◆ Take notes
- ◆ Read everything carefully
- ◆ Understand the various levels and the points needed to reach the levels
- ◆ Understand the retesting process
- ◆ Experiment with the website
  - ◆ How to set up groups
  - ◆ How to create accounts
  - ◆ How to activate tests
  - ◆ How to obtain scores
- ◆ Experiment with a small group of students

# Organization

- ◆ Find an appropriate testing site
- ◆ Make sure computers can handle multiple students simultaneously testing
- ◆ Work with your IT Department
  - ◆ Pop up blockers

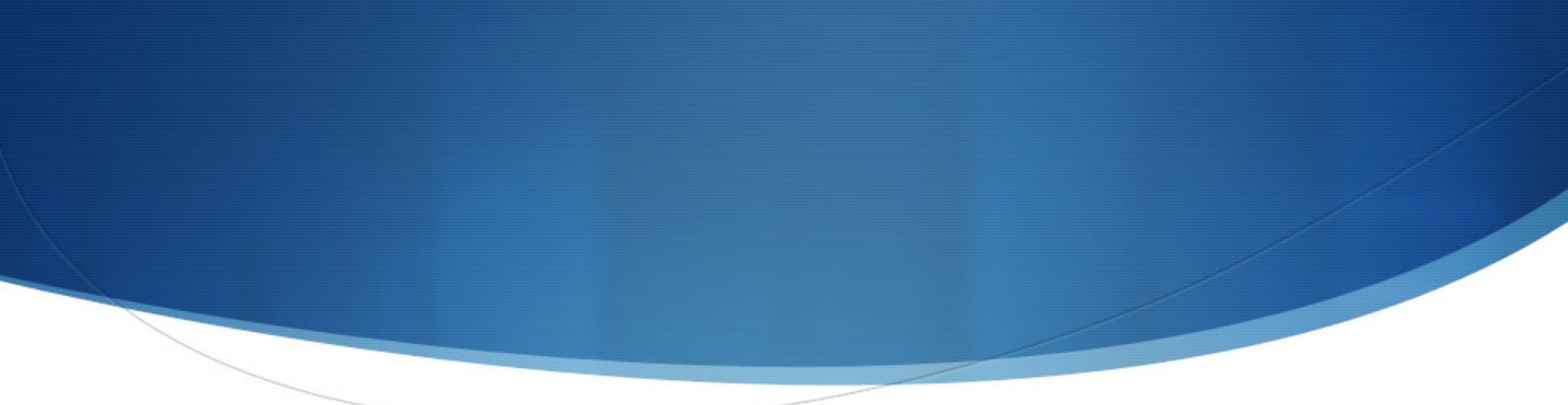
- ◆ In the management website, create a group, set up an account for every student
- ◆ Prepare username and password forms

NCRC - National Career Readiness Certificate

USERNAME:

PASSWORD:

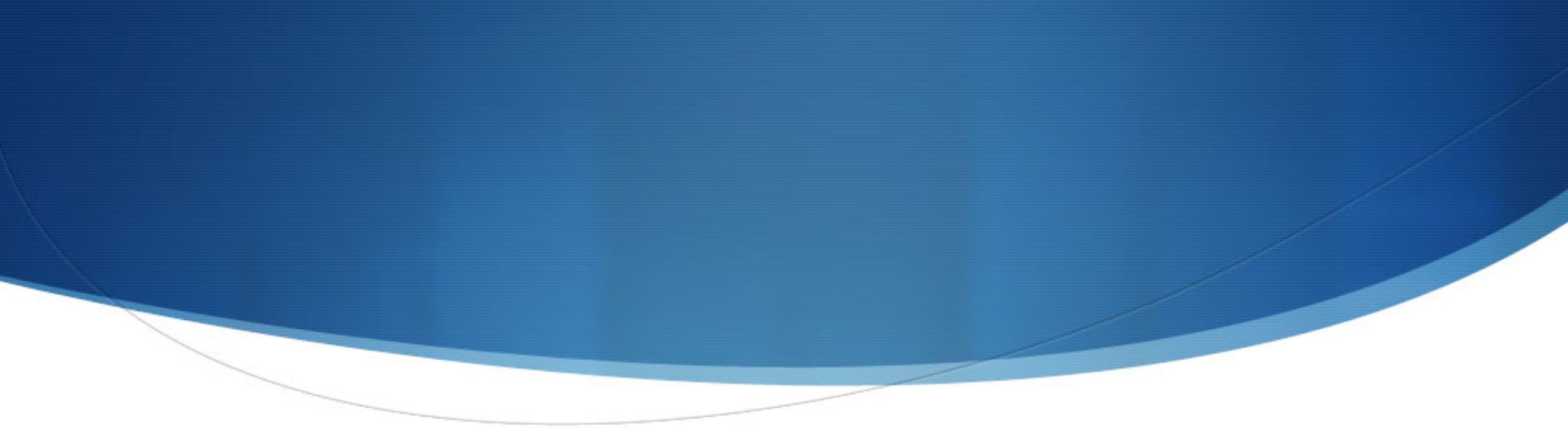
ACT

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- ◆ Determine if IEP students need extended time.
  - ◆ Accounts need to have extended time settings selected.
  - ◆ Tests are activated separately.

Block out 4 -4 ½ hour sections in your schedule to  
 proctor the test  
 Set up a student schedule

Senior Futures Rotation Schedule  
 April 1, 3, 4, and 8

	April 1	April 3	April 4	April 8
Barta-13	NCRC	College Culture	CPR	College Academics
Hartz-13	NCRC	College Culture	CPR	College Academics
Ketelson-9	NCRC	College Culture	CPR	College Academics
Miehe-9	NCRC	College Culture	CPR	College Academics
Gross-10	College Culture	NCRC	CPR	College Academics
Kasper-8	College Culture	NCRC	CPR	College Academics
Wagner-14	College Culture	NCRC	CPR	College Academics
Ankrum-15	College Culture	NCRC	CPR	College Academics
Griffin-15	College Culture	College Academics	NCRC	CPR
Hogan-15	College Culture	College Academics	NCRC	CPR
McCellen-17	College Culture	College Academics	NCRC	CPR
Renze-26	CPR	College Culture	College Academics	NCRC



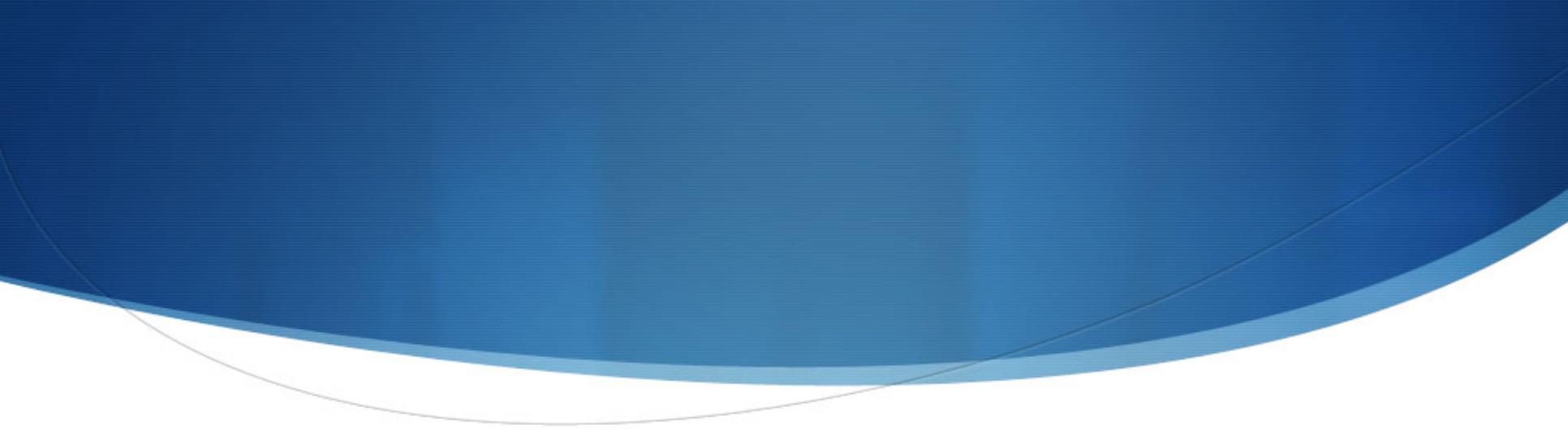
◆ Secure Supplies

◆ Calculators

◆ Scratch paper

◆ Pencils

◆ Kleenex

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- ◆ Obtain commitment from a fellow teacher to assist on test day.

# File Out Proctor Form

Terry E. Branstad, Governor  
Kim Reynolds, Lt. Governor  
Teresa Wahler, Director



**Test Site Staff NCRC Manual Verification**

When you become a NCRC Test Proctor or Back-up Test Proctor it is required that you sign this statement and fax it back to Nina Gotta (515)281-9096 or scan to [antonina.gotta@iwd.iowa.gov](mailto:antonina.gotta@iwd.iowa.gov) before any testing occurs.

Institution/Site Code \_\_\_\_\_ Test Site Name \_\_\_\_\_

I have read and agree to comply with all IWD policies, including those listed in the ACT Internet Version Test Administration and User Guide. I understand and agree that IWD has the right to terminate its relationship with any test site or test site personnel without advance notice if IWD determines, in its sole discretion and for any reason, that such termination is appropriate. I also understand that this is an unpaid position.

Proctor Name (print) \_\_\_\_\_

Proctor Signature \_\_\_\_\_

# Create a set of directions that is pertinent to your testing environment.

## NCRC Test Directions

1. Obtain an Examinee Agreement and Sign In Form and a user name/password from Ms. Pfalzgraf
2. Fill out the Examinee Agreement and Sign in Form and return to Ms. Pfalzgraf
3. Do NOT log out of computers!!!!
4. Open Internet Explorer
5. Go to : [www.tinyurl.com/wlootest](http://www.tinyurl.com/wlootest)
6. Enter the user name and password assigned to you.
7. You will be asked to enter some information about yourself. Please enter in accurate data.
8. You have 55 minutes to take each of 3 tests.
  - a. If you complete a test before the 55 minutes are up, please let Ms. Pfalzgraf know so the next test can be activated.
  - b. If you need extended time to take the test due to an IEP, you need to let Ms. Pfalzgraf know BEFORE you start the test and you will need to sign a form.
9. Certificate Levels are Bronze, Silver, Gold and Platinum.

- ◆ Print a copy of the Examinee Agreement and Sign In form for each student
- ◆ Print a set up directions for each student.
- ◆ Print copies of the WorkKeys ADA Form
- ◆ Print out an attendance list

# Communicate with Students and Staff

- ◆ Email notice of date, time and place to students
- ◆ Send out written notifications of date, time and place to students
- ◆ Have information read/placed in the daily announcements
- ◆ Email to all staff members

# Test Day

- ◆ Set up computers
  - ◆ Turn on
  - ◆ Log in
- ◆ Set out supplies
- ◆ Set up copies of directions and Examine Agreement Form
- ◆ Have a computer for your use
  - ◆ Log into test management website
- ◆ Give verbal directions to students

- ◆ Take attendance
- ◆ Activate first test
- ◆ Monitor testing
- ◆ Continue to activate tests through out testing period
- ◆ Look up student scores
- ◆ Explain scores to students and record on Examine Agreement Form
- ◆ Clean up!

# Rewards Day

- ◆ Certificates can be mailed to student home
- ◆ Certificates can be sent to school and given out at an Awards Ceremony

# Reflection

- ◆ The fire alarm!
  - ◆ Learn about the pause button
- ◆ Group Test Profile
- ◆ Rewrite student directions
- ◆ Up front marketing
- ◆ Separate NCRC awards event