

August 22, 2017

The following was sent to the listserv.

IMPORTANT: ACT WorkKeys NCRC Black Out

Team,

After looking at the schedule for upgrading the KY NCRC site and possible testing dates, we are recommending that there be no core ACT WorkKeys assessments administered from August 28 through September 1st, 2017. This will give us the opportunity to clean out as many of the older NCRCs as possible. WorkKeys assessments that do not lead to an NCRC are fine.

If you have a student that does not have their NCRC under the current system, you have until this Friday (8/25/2017) to administer their final assessment. If they do not earn a NCRC as of Friday, they will have to be given all three of the new assessments after September 1st.

Any pending NCRCs still in the system on September 4th will be printed that day. Please log onto the Kentucky NCRC site (<https://ncrc.ky.gov/>) and approve or decline all of your certificates for printing this week or next.

Given that we've had ample time to prepare and repeated notices, this minor schedule change should not cause an inconvenience to very many; if it does, our apologies. This would be a good time for administrators to look at the training [below](#) to prepare for the new NCRC 2.0 system.

Joe Paul, MPA
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Subject: RE: ACT WorkKeys NCRC training

Importance: High

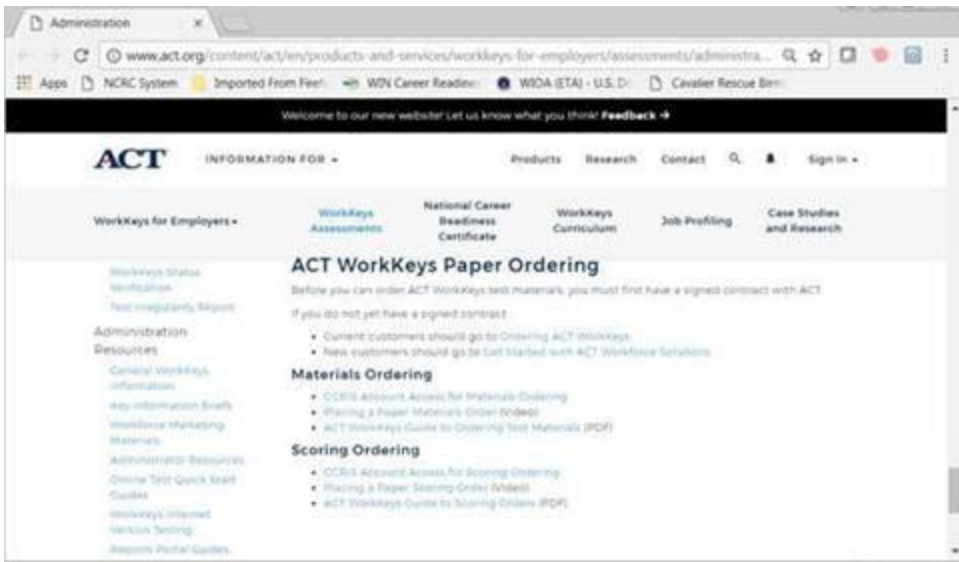
Team,

As you all should be aware, ACT, Inc. is transitioning from the current NCRC to the NCRC 2.0. We are anticipating that ACT will have the new assessments available to all of our realms on September 01, 2017. This is an excellent time for all of our administrators to brush up on their test administration skills and learn about the new TAO system.

Most of your Test Administration questions can be answered with the resources found on this site:

<http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/administration.html>

To order Paper and Pencil items, use the above link. Scroll almost all of the way down to the bottom.



Please make sure that you read the ACT WorkKeys Guides for Ordering Test Materials and Scoring Orders carefully; I've gone through these guides and they are thorough. Please make sure that your (Bill To:) address is Kentucky Workforce Development and your shipping address is correct. You will need your Site ID for Paper and Pencil testing for the ordering system to work. You will also see that this is the same place where you can start the process for items to be scored by the ACT Scoring Center. Whenever you have something that you are sending to be scored, please make sure that you have set Kentucky Workforce Development as the (Bill To:) on all items and your shipping address is correct.

Below is a link to the new training from ACT with the TAO system incorporated. Please take the time over the next two weeks to go over this material.

<http://www.act.org/content/dam/act/unsecured/documents/SingleExaminee.pdf>

Here is the Practice site with the new TAO system installed for you to put what you're learning into application.

Admin: WorkKeys IV Training Site: <http://vtc.act.org/566617744>

- User ID: Training234
- Password: Training234

Examinee: WorkKeys IV Training Site: <http://rsp.act.org/566617744> (Remember this examinee will be a person that you create in the Admin site.)

Thank you for all of your hard work!

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