



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 29, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: Updates to Substitute Tests for Verified Credit

On February 26, 2016, [Superintendent's Memo No. 038-16](#) announced the Virginia Board of Education's approval of the ACT WorkKeys *Reading for Information* test as an additional substitute test for verified credit in reading. The test was added to the Board's list of *Substitute Tests Approved for Awarding Verified Credit*. The Virginia Department of Education, however, was recently informed by ACT that it is changing its WorkKeys® assessment platform and the *Reading for Information* test is being replaced by ACT WorkKeys *Workplace Documents* test as part of its National Career Readiness Certificate (NCRC®).

As a result of this change, staff from the Division of Instruction and the Division of Student Assessment and School Improvement reviewed the *Workplace Documents* test to evaluate whether the new test had characteristics similar to the *Reading for Information* test such that it could also serve as a substitute test approved for awarding verified credit in reading. The process included reviewing the *Reading for Information* test and *Workplace Documents* test, reviewing the psychometric documentation provided by ACT, and consulting with ACT test development and psychometric staff involved with the *Workplace Documents* test.

Upon completion of the review, staff determined the *Workplace Documents* test assesses the same constructs with the same score levels as the *Reading for Information* test and that the WorkKeys *Workplace Documents* test will be included as a substitute test for verified credit in reading. Both tests, the *Reading for Information* test and *Workplace Documents* test are now included in the updated list of [Substitute Tests Approved for Awarding Verified Credit](#).

Although either of these WorkKeys tests, *Reading for Information* or *Workplace Documents*, may be used for verified credit for reading, school divisions are encouraged to check ACT's current requirements for their NCRC certification to confirm which assessment is needed for any student attempting to earn the NCRC credential as their career and technical education credential.

ACT has also informed the Virginia Department of Education that the availability of the ACT WorkKeys *Business Writing*, a Board-approved substitute test for verified credit in writing, will be extended. The previous sunset date of June 1, 2018, announced in [Superintendent's Memo No. 280-16](#), no longer applies to this assessment. This has been noted in the list of substitute tests.

Questions regarding this information should be directed to student assessment staff at Student_Assessment@doe.virginia.gov or (804) 225-2102.

SRS/SLR/cd