



COMMONWEALTH of VIRGINIA
Department of Education

November 11, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Extended Availability of the ACT WorkKeys *Business Writing* Assessment

The Virginia Department of Education shared details from ACT in [Superintendent's Memo No. 222-16](#) on September 9, 2016, that the ACT WorkKeys *Business Writing* assessment would be discontinued as of June 1, 2017. ACT, however, has recently notified the Virginia Department of Education that it will extend the availability of the ACT WorkKeys *Business Writing* assessment until June 1, 2018.

This information is relevant to Virginia school divisions as the ACT WorkKeys *Business Writing* assessment is on the list of substitute tests approved by the Virginia Board of Education. School divisions may continue to award verified credits to students who achieve the required minimum score on the ACT WorkKeys *Business Writing* assessment prior to the test being discontinued. The [Substitute Tests Approved for Awarding Verified Credit](#) document has been updated to reflect this information.

School divisions are reminded that the Virginia Department of Education has an established process, referenced in [Superintendent's Memo No. 298-14](#), for school divisions to nominate standardized tests that meet certain criteria to be considered as potential substitute tests for awarding verified credits.

For questions regarding this information or other substitute tests, please contact student assessment staff at student_assessment@doe.virginia.gov or (804) 225-2102.

SRS/SJS/cd