

Administrative Memo

Date: May 7, 2014

To: Superintendent of Schools

From: Dennis Cooper, Assistant Commissioner, Office of Quality Schools
Sharon Helwig, Assistant Commissioner, Office of College and Career Readiness

Subject: LS-14-002 – Standard 3*1-3 College and Career Readiness – ACT WorkKeys®

During the development of the MSIP 5 Standards, (Performance, Resource and Process), the Department of Elementary and Secondary Education was guided by a set of goals adopted by the State Board of Education. In support of the Department of Elementary and Secondary Education’s goal that all students graduate ready for college and career, the Department has announced ACT WorkKeys® as an additional academic measure that districts and charter schools can use to gauge students’ proficiency as they graduate from high school. The data will be incorporated in the **2015 Annual Performance Report**. This assessment is focused on the practical application of literacy, mathematics, and the ability to access information efficiently.

Reading for information, applying mathematical calculation and problem solving, and locating information are skills employers say are critical to job success. Use of the assessment can help students identify their current career skills as well as identify areas that need improvement as they plan for their future. Students who succeed on the assessment qualify for ACT’s National Career Readiness Certificate.

The publication of the 2014 Revision to the Comprehensive Guide to the Missouri School Improvement Program will include a modification to the notes for the calculation of this standard and a revision to Appendix C – Assessment Scores Matrix. **These changes will be effective for the 2014-15 school year (2015 APR):**

Data are obtained from the MOSIS June Enrollment and Attendance file and from official testing companies (ACT®, SAT®, COMPASS® and ACT WorkKeys®) for scores on department-approved measures of college and career readiness.

ACT®, SAT®, COMPASS®, ASVAB, and ACT WorkKeys® weighted scores are available in Appendix C – “CCR*1-3 Assessment Scores Matrix.”

If you have questions or need additional information, please contact Jocelyn Strand, Office of Quality Schools, at 573.751.4104 or by email, jocelyn.strand@dese.mo.gov.

Appendix C
Assessment Scores Matrix
 Standard 3: College and Career Readiness*1-3

Student Weight	ACT®	SAT®	COMPASS®	ASVAB	ACT Workkeys®
	<i>Composite Score</i>	<i>Critical Reading + SAT® Math</i>	<i>Algebra + Reading</i>	<i>Armed Forces Qualification Test Score</i>	<i>Reading for Information, Applied Mathematics and Locating Information</i>
0	No record of participation	No record of participation	No record of participation	No record of participation	No record of participation
0.25	< 18	< 870	Algebra < 66 and Reading < 81	< 30	Bronze (3) or below
0.75	18 - 21	870 - 980	Algebra ≥ 66 <u>OR</u> Reading ≥ 81	30 - 62	Silver (4)
1	22 - 25	990 - 1180	Algebra ≥ 66 <u>AND</u> Reading ≥ 81	63 - 87	Gold (5)
1.25	26 - 36	1190 - 1600	n/a	88 - 99	n/a