

## ACT WorkKeys Testing Exception Process Fall 2024 and Spring 2025

If students who are identified as Career and Technical Education (CTE) concentrators have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum ACT WorkKeys National Career Readiness Certificate (NCRC), they are not required to participate in the ACT WorkKeys state administration. However, it is the school's responsibility to provide the appropriate information to students and the student's responsibility to complete the form and return the necessary information to the school.

### To Be Completed by the Student

To be considered for a testing exception, students must comply with the following:

- Before submitting the request for an exemption, students must have previously earned either a Silver, Gold, or Platinum NCRC.
- Students must complete a copy of the *ACT WorkKeys Exception Request Form* that includes:
  - the student's full name as it appears on school records;
  - the student's NC Student Information System Number;
  - a *copy* of the original student NCRC (i.e., Silver, Gold, or Platinum) *or* an official roster that shows the certificate earned;
  - the student's signature and date; and
  - the parent or legal guardian's signature and date.
- Fall ACT WorkKeys Exception Requests must be submitted to the principal or the principal's designee no later than *October 11, 2024*.
- Spring ACT WorkKeys Exception Requests must be submitted to the principal or the principal's designee no later than *January 17, 2025*.

### To Be Completed by the Principal or Principal's Designee

Upon receipt of the appropriate documentation, the school principal or the principal's designee must complete the following procedures:

- Obtain proof of identity (i.e., valid picture ID) from the student requesting the exception. Verify the photo ID matches the student certificate.
- Verify the student has the correct certificate (Silver, Gold, or Platinum) to meet the standard to qualify for the exemption.
- Complete the **FOR SCHOOL USE ONLY** box on the student request form.
- Make a copy of the request form and the certificate and keep it in the student's cumulative file at the school.
- Send the original request form and copy of the original certificate to the district test coordinator no later than
  - *October 18, 2024 for students testing in the fall and*
  - *January 24, 2025 for students testing in the spring.*
- Schools should only send approved requests to the district test coordinator.
  - Schools not associated with a district must send the original request form and copy of the original certificate to their regional accountability coordinator (RAC).

- Notify the student and parents or legal guardians of the decision.

**To Be Completed by the District Test Coordinator**

Upon receipt of the approved *ACT WorkKeys Testing Exception Request Forms* and certificate copies, the district test coordinator must complete the following procedures:

- Verify that the requests from the schools meet the WorkKeys standards (Silver, Gold, or Platinum NCRC).
- Complete and submit the ACT WorkKeys Exception (WKEX) Code Collection file no later than
  - *November 1, 2024 for students testing in the fall and,*
  - *February 7, 2025 for students testing in the spring.*

NOTE: For directions on how to create the WKEX collection file, see the *WorkKeys Testing Exception Code Collection* document, which can be obtained from your regional accountability office.

# ACT WorkKeys Testing Exception Request Form Fall 2024

## FOR SCHOOL USE ONLY

Date Received: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Principal's or Director's Signature:  
\_\_\_\_\_

Students who have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum ACT WorkKeys National Career Readiness Certificate (NCRC) may request a WorkKeys testing exception. Failure to include all required information may result in the need to resubmit the request or may cause a delay in the response.

**Requests for fall ACT WorkKeys testing exceptions will be honored only through October 11, 2024.**

### To Be Completed by the Student

Complete the following information and submit the form to the school principal for review.

Today's Date \_\_\_\_\_

Student's Name as it appears on school records \_\_\_\_\_

Student's NC Student Information System Number \_\_\_\_\_

School Name \_\_\_\_\_

Date of most recent ACT WorkKeys test administration \_\_\_\_\_

Attach to this form a copy of the original Silver, Gold, or Platinum NCRC or an official roster that shows the certificate earned. The NCDPI will accept electronic signatures for WorkKeys Testing Exceptions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Legal Guardian's Signature

\_\_\_\_\_  
Date

# ACT WorkKeys Testing Exception Request Form Spring 2025

## FOR SCHOOL USE ONLY

Date Received: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Principal's or Director's Signature:  
\_\_\_\_\_

Students who have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum ACT WorkKeys National Career Readiness Certificate (NCRC) may request a WorkKeys testing exception. Failure to include all required information may result in the need to resubmit the request or may cause a delay in the response.

**Requests for spring ACT WorkKeys testing exceptions will be honored only through January 17, 2025.**

### To Be Completed by the Student

Complete the following information and submit the form to the school principal for review.

Today's Date \_\_\_\_\_

Student's Name as it appears on school records \_\_\_\_\_

Student's NC Student Information System Number \_\_\_\_\_

School Name \_\_\_\_\_

Date of most recent ACT WorkKeys test administration \_\_\_\_\_

Attach to this form a copy of the original Silver, Gold, or Platinum NCRC or an official roster that shows the certificate earned. The NCDPI will accept electronic signatures for WorkKeys Testing Exceptions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Legal Guardian's Signature

\_\_\_\_\_  
Date