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DATE: October 8, 2013

TO: Oregon Workforce Partnership, Oregon Employment Department
Managers, NCRC Points of Contact

FROM: Karen Humelbaugh, ^{mm} Workforce Division Director, CCWD

SUBJECT: NCRC Guidance 08-10 (Revision 1)
Paper and Pencil Assessments

As part of the NCRC implementation, it may occasionally be necessary to utilize the paper and pencil version of the assessments. The Department of Community Colleges and Workforce Development has the ability to provide the English version of paper and pencil assessments to local areas under its contract with ACT.

Staff must follow ACT guidance for administering the paper and pencil version of the NCRC assessments especially regarding test security requirements and handling procedures after the assessments have been completed.

Please be aware of the following procedures:

- Individuals who are taking the NCRC assessments in the paper and pencil version must be registered in WorkSource Oregon Management Information System (WOMIS)
- All testing material must be secured in a locked cabinet of storage closet to which only authorized personnel have access
- Time limit for each paper and pencil assessment is 45 minutes
- All materials must shipped back to ACT 48 hours after completion of the assessment session
- Results of the assessments will be shipped to your site with ten business days of the assessment material arriving at ACT

Detailed information on administering the paper and pencil version of the NCRC assessments can be found in the ACT Supervisor's Manual at <http://www.act.org/workkeys-private/reference/>

In the event that a local area is using the paper and pencil assessment for a large scale testing session to meet an employer's need, CCWD may pay for a next business day scoring. Because of the considerable expense, *you must receive approval from CCWD prior to offering next business day scoring.*

If you are in need of this service, please send your request to Evelyn Roth at Evelyn.M.Roth@state.or.us

