



COMMONWEALTH of VIRGINIA
Department of Education

January 22, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Workplace Readiness Skills (WRS) Assessment for the Commonwealth
Extended Testing Schedule**

Beginning with the 2015-2016 school year, the Career and Technical Education Consortium of States (CTECS) is pleased to offer an extended schedule for the WRS assessment that includes the option of summer testing. The optional testing schedule will be available through July 31, 2016, and the results will be included with the 2015-2016 school year data reported to the Virginia Department of Education (VDOE).

School divisions completing their WRS testing by the end of May must complete the CTECS data verification process by June 30. School divisions that plan to test in July must contact Robyn Marshall, computer applications specialist, in writing at rmmarshall@cteecs.org to request testing dates. These school divisions must complete the CTECS data verification process by August 5.

School divisions and regional centers must submit their WRS reimbursement requests to the VDOE no later than June 3, 2016. These expenditures must cover credentialing pretests and tests that were taken by students between July 1, 2015 to May 31, 2016.

Reimbursement requests for WRS pretests and tests that are taken by students between June 1-30, 2016, and between July 1-31, 2016, must be submitted to VDOE no later than October 31, 2016. More detailed information will be provided to CTE administrators under a separate cover.

If you have any questions, please contact George R. Willcox, coordinator for planning, administration, and accountability, Office of Career and Technical Education, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/aab