



COMMONWEALTH of VIRGINIA
Department of Education

September 9, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: ACT WorkKeys *Business Writing* Assessment Discontinued

ACT has informed the Virginia Department of Education that it will be "sunsetting" or discontinuing the ACT WorkKeys *Business Writing* assessment. 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.

ACT has indicated that the official sunset date for the ACT WorkKeys *Business Writing* assessment is June 1, 2017, and has provided the following additional important dates related to the assessment:

- March 1, 2017 – Final shipment of paper-and-pencil test forms and test materials from ACT to its customers for this assessment.
- April 1, 2017 – Paper-and-pencil answer documents for this assessment must be received by ACT to be scored; answer documents that arrive after this date will not be scored.
- June 1, 2017 – The online delivery of this assessment will end on this date.

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/SLR/cd