



Site Name _____

Institution/Site Code _____

Test Date _____

ACCOMMODATED TESTING MATERIALS ORDER FORM

Effective October 10, 2012*

INSTRUCTIONS

Please read this section carefully for information about the accommodated testing materials ordering process.

- WorkKeys accommodated testing material orders must be received at **ACT at least three weeks** before your scheduled test date.
- Your materials will be shipped without charge (except for rush shipping) and should arrive approximately one week before your test date.
- You will be invoiced for the number of assessments scored.
- All materials must be returned to ACT immediately after each testing session. Your site pays for return shipping of these materials.
- After you have completed this order form, fax to ACT using the contact information on page 2.
- Call ACT WorkKeys Customer Services at 319.337.1550 if you have questions.

Step 1- ORDER ACCOMMODATED MATERIALS

Alternate Format Assessments

Indicate the number of accommodated testing materials needed.

	Large Print	Reader's Script		Audio DVDs		Braille	Open Caption VHS
		Scripts	Booklets	DVDs	Booklets		
Reading for Information							X
Applied Mathematics							X
Locating Information							X
Applied Technology				X			X
Listening and Writing	X	X		X		X	
Observation	X	X		X		X	
Teamwork	X	X		X		X	

*Items are subject to change without notice

	Regular	Large Print
Total number of each answer document needed		

Step 2 – Provide Customer Information

Please fill out the information below so we can complete your order as quickly as possible.

Shipping and Billing Information

