



Site Name _____

WorkKeys Site Code _____

Date you expect to administer assessments _____

WorkKeys Paper and Pencil Group Administration Assessments and Materials Order Form

Order form effective October 6, 2012 through October 5, 2013*

Instructions

- WorkKeys orders must be received at ACT **at least three weeks** before your scheduled test date.
- Your materials will be shipped without charge and should arrive approximately one week before your test date.
- The local school district will be responsible for the costs of testing and shipping items back to ACT.
- All assessment materials (**used and unused**) must be returned to ACT immediately after each testing session. Your site pays for the return shipping of these materials.
- All test booklets **MUST** be returned to ACT within one week of testing or immediately after the expiration date, whichever comes first.
- Order CDs and/or DVDs for the **number of testing rooms** you expect to use at any one time. You may have up to 25 examinees in each testing room.
- Make sure you order the appropriate number and type of answer folders for your assessments. The *Listening*, *Writing*, and *Business Writing* tests require different answer documents that include a multiple-choice section. (Order one answer document per examinee.)
- If you are testing individuals for a second time, indicate your quantities in the **Retesting** column to ensure a different form of the test will be shipped.
- Alternative formats needed for examinees testing with accommodations are available for WorkKeys assessments. Contact WorkKeys Customer Services at 319.337.1550 for more information.
- After you have completed this order form, fax or mail pages 1-3 to ACT using the contact information on page 3.
- Call ACT WorkKeys Customer Services at 319.337.1550 if you have questions.

*Prices and items are subject to change without notice.



Step 1 – Order Assessments

To order assessments, enter the number of examinees testing in the appropriate column.

Foundational Skills Assessments

Assessment	Format	Fee (billed at time of scoring)	Quantity for First Testing	Quantity for Retesting
Applied Mathematics	Booklet; multiple choice	\$6.00 each		
Applied Technology	Booklet; multiple choice	\$6.00 each		
Locating Information	Booklet; multiple choice	\$6.00 each		
Reading for Information	Booklet; multiple choice	\$6.00 each		
Observation	DVD; multiple choice	\$8.50 each		
Teamwork	DVD; multiple choice	\$8.50 each		
Listening	CD; written response	\$11.00 each		
Writing	CD; written response	\$11.00 each		
Business Writing	Booklet; written response	\$11.00 each		X

Healthcare Assessments

Applied Mathematics	Booklet; multiple choice	\$6.00 each		
Locating Information	Booklet; multiple choice	\$6.00 each		
Reading for Information	Booklet; multiple choice	\$6.00 each		

Assessments in Spanish

Applied Mathematics	Booklet; multiple choice	\$6.00 each		
Locating Information	Booklet; multiple choice	\$6.00 each		
Reading for Information	Booklet; multiple choice	\$6.00 each		
Applied Technology	Booklet; multiple choice	\$6.00 each		X

Step 2 – Order Answer Documents

The table below will help you order the appropriate answer documents based on assessments ordered in Step 1.

Answer Documents	Quantity
Multiple-Choice ONLY Answer Folders Total number of examinees taking multiple-choice tests ONLY.	
Combined Answer Documents Total number of examinees taking Listening and/or Writing (with or without multiple-choice tests).	
Business Writing Answer Documents Total number of examinees taking Business Writing (with or without multiple-choice tests).	
Answer Folders in Spanish Total number of examinees taking multiple-choice tests in Spanish.	

Step 3 – Order Other Materials

Assessment Preparation Materials

Item	Format	Cost	Quantity	
WorkKeys Practice Tests Individual practice tests available for Applied Mathematics (AM), Applied Technology (AT), Locating Information (LI), and Reading for Information (RFI)	Booklet; multiple choice and self-score answer folder	\$2.75 per test	AM	
			AT	
			LI	
			RFI	

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WorkKeys Preparation Packages Individual packages available for Applied Mathematics (AM), Applied Technology (AT), Locating Information (LI), and Reading for Information (RFI)	Booklet; multiple choice and self-score answer folder. Each test package includes estimated skill level, answer justifications, score guide, testing tips, and guide to skill levels.	\$5.00 per test package	AM	
			AT	
			LI	
			RFI	

Step 4 – Provide Customer Information

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

Ship to:	Bill to (complete if different from "Ship to" address):
Name	Name
Title	Title
Site Name	Site Name
Street/Delivery Address	Mailing/Postal Address
City	City
State/ZIP	State/ZIP
Phone	Phone
E-mail	E-mail
Fax	Customer Number

Step 5 – Review and Sign

Please review your order form to verify you have completed Steps 1-4. Remember to write your site name at the top of each page. Read the information below, sign this form, and mail or fax pages 1-3 to ACT using the contact information below.

I agree to adhere to all ACT policies and procedures outlined in the Supervisor's Manual. I also verify that I and/or others I may designate (check the appropriate lines)

- _____ Have sufficient training and knowledge of measurement principles
- _____ Have received ACT test administration training
- _____ Will be working under the supervision of trained personnel

to responsibly administer these tests. I further certify that no unauthorized person will have access to testing materials at any time without adequate supervision and that the principles of fair testing practices will be upheld.

I agree to return all used and unused test materials to ACT after each testing session. I understand that all test booklets MUST be returned to ACT within one week of testing or immediately after the expiration date, whichever comes first.

I understand that all test materials is the confidential property of ACT, Inc. and may not be copied, reproduced, sold, or otherwise transferred without the prior express written permission of ACT, Inc.

I understand that unless my institution has a fully executed (in ink) written agreement with ACT covering the products contained in this order and their related services, the Standard Terms and Conditions located at www.act.org/terms/papertestmaterials shall apply.

Name (please print) _____

Signature _____ Date _____

ACT Contact Information

Phone: 319.337.1550

Fax: 319.337.1467

Attn: ACT WorkKeys

Mail: ACT WorkKeys Customer Services (70)

2101 ACT Circle

P.O. Box 168

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