



Kentucky Department of Education
WorkKeys Paper-and-Pencil
Group Administration
Assessments and Materials Order Form
*Effective January 13 – March 10, 2014**

Site Name: _____
WorkKeys Site Code: _____
Date you expect to administer the assessments: _____
Cycle code: 306

Instructions

- WorkKeys orders **MUST** be received at ACT **at least three weeks** before your scheduled test date.
- Your materials will be shipped at no charge and should arrive approximately one week before your test date, provided this order form is received at least three weeks before your scheduled test date.
- The Kentucky Department of Education will be paying for assessments scored for preparatory seniors enrolled in CTE programs only.
- All assessment materials (**used and unused**) must be returned to ACT immediately after each testing session. **The Kentucky Department of Education will be paying for the return shipment of these materials.**
- After you have completed this order form, email or fax both pages to ACT. The email address and fax number are listed on page 2 of this order form.
- Call ACT WorkKeys Customer Services at 319.337.1875 if you have questions.

Step 1 – Request for Materials

Materials Needed for Standard Time Testing

	Quantity
<i>Number of students who will be testing with standard time materials</i>	

Alternate Format Assessments Needed

Reader's Script and Audio DVDs can be re-used.

Test Format	Extended Time	Large Print	Reader's Script		Audio DVDs		Braille
			Scripts	Booklets	DVDs	Booklets	
<i>Number of students at your school who will need each type of alternate test format.</i>							

**Items are subject to change without notice.*

Step 2 – Provide Customer Information

Please fill out the information below so we can complete your order without delay.

Ship to:	Bill to:
Name	Dr. Dale Winkler
Title	Associate Commissioner, Office of Career and Technical Education
Site Name	Kentucky Department of Education
Street/Delivery Address	500 Mero Street, CPT – 20 th floor
City	Frankfort
State/ZIP	KY/40601
Phone	502-564-4286
E-mail	dale.winkler@education.ky.gov
Fax	Customer Number: 43163

Step 3 – Review and Sign

Please review your order form to verify you have completed Steps 1 and 2. Remember to write your site name at the top of each page. Read the information below, sign this form, and email or fax both pages to ACT using the contact information below.

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

- _____ have sufficient training and knowledge of measurement
- _____ have received ACT WorkKeys 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.

I understand that all test materials are 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: 319.337.1875 Fax: 319.337.1467 (Attn: ACT WorkKeys) Email: workkeysorder@act.org

Mail: ACT WorkKeys Customer Services (70)
 2101 ACT Circle
 PO Box 168
 Iowa City, IA 52243-0168

