

## Assessments and Materials Order Form

### For Education and Government-Funded Programs

Effective January 1, 2013\*

#### Use this order form if you are with:

- An education institution or adult education entity testing your own students
- A government-funded entity testing individuals using government funds to pay for the WorkKeys<sup>®</sup> assessments

Any organization licensed to administer WorkKeys tests to other employees must use the **Assessments and Materials Order Form for WorkKeys Solutions Providers (WSP)**. Employers testing their employees or job applicants must use the **Assessments and Materials Order Form for Businesses**.

#### Instructions

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

- WorkKeys 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 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 that 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 2–4 to ACT using the contact information on page 4.
- 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
<b>Applied Mathematics</b>	Booklet; multiple choice	\$6.00 each		
<b>Applied Technology</b>	Booklet; multiple choice	\$6.00 each		
<b>Locating Information</b>	Booklet; multiple choice	\$6.00 each		
<b>Reading for Information</b>	Booklet; multiple choice	\$6.00 each		
<b>Observation</b>	DVD; multiple choice	\$8.50 each		
<b>Teamwork</b>	DVD; multiple choice	\$8.50 each		
<b>Listening</b>	CD; written response	\$11.00 each		
<b>Writing</b>	CD; written response	\$11.00 each		
<b>Business Writing</b>	Booklet; written response	\$11.00 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
<b>Multiple-Choice ONLY Answer Folders</b> Total number of examinees taking multiple-choice tests ONLY.	
<b>Combined Answer Documents</b> Total number of examinees taking <i>Listening</i> and/or <i>Writing</i> (with or without multiple-choice tests).	
<b>Business Writing Answer Documents</b> Total number of examinees taking <i>Business Writing</i> (with or without multiple-choice tests).	

## Step 3 – Order Other Materials

### Assessment Preparation Materials

Item	Format	Cost	Quantity	
<b>Proficiency Certificate for Teacher Assistants and Instructional Support Inventory</b>	Paper-and-pencil form	\$21.00 per package		
<b>Proficiency Certificate for Teacher Assistants ONLY</b>	Paper-and-pencil form	\$5.25 per certificate		
<b>WorkKeys Practice Tests*</b> Individual practice tests available for <i>Applied Mathematics</i> (AM), <i>Applied Technology</i> (AT), <i>Locating Information</i> (LI), and <i>Reading for Information</i> (RFI)	Booklet; multiple choice and self-score answer folder	\$2.75 per test	AM	
			AT	
			LI	
			RFI	
<b>WorkKeys Preparation Packages*</b> Individual packages available for <i>Applied Mathematics</i> (AM), <i>Applied Technology</i> (AT), <i>Locating Information</i> (LI), and <i>Reading for Information</i> (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	

\*Self-scored exams do not produce valid WorkKeys scores and may only be used for practice purposes.

## Assessment Support Materials

Item	Format/Description	Cost	Quantity
<b>Supervisor's Manual (1 per administrator)</b>	Booklet for planning, security, coordination, and verbal instructions for test administration	No charge	
<b>Site Supervisor's Header</b>	Must accompany each shipment of answer documents to be scored	No charge	
<b>Building Header</b>	Use to sort answer documents by building	No charge	
<b>Group Header</b>	Use to sort answer documents by group	No charge	
<b>Return Envelopes</b>	Use to return answer documents	No charge	

## Step 4—Provide Customer Information

Thank you for ordering WorkKeys test materials. Please fill out the information below so we can complete your order as quickly as possible.

### Site Information

Have you ordered WorkKeys materials before?

- No**
- Yes** Institution/Site Code (if known) \_\_\_\_\_

Date(s) you expect to test \_\_\_\_\_ Materials must arrive at your site by \_\_\_\_\_

### Shipping and Billing Information

Materials are shipped by UPS Ground (or comparable method) to arrive approximately one week before your scheduled test date. ACT will invoice you for rush shipping or any items that require payment with this order. Orders received after noon central time may not ship the same day. Check your preferred method of shipment:

- \_\_\_\_ UPS Ground (no shipping charge)
- \_\_\_\_ 2nd Day Shipping (ACT will invoice your site)
- \_\_\_\_ Next Day Shipping (ACT will invoice your site)

<b>Ship to:</b>	<b>Bill to</b> (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	Fax

Purchase Order Number: \_\_\_\_\_

## Step 5—Review and Sign

Please review your order form to verify that 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 2–4 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 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 examinee 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 material 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](http://www.act.org/terms/papertestmaterials) shall apply.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* The *Supervisor's Manual* can be downloaded in PDF format from the secure Products and Services website.

Website address: <http://www.act.org/workkeys/edmarketing>

User name: WorkKeys

Password: administration

(Both are case sensitive.)

### 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

Iowa City, IA 52243-0168



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