

## Score Reports Available in Online Reports Portal

Report Name	Test Taken		What it shows	How you can use it
	Online	On Paper		
<a href="#">Data Export Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>Exports examinee data into an Excel file format</li> <li>Provides information about the examinee including demographic information, date tested, test titles, and scores received</li> <li>Source codes: WKIV for online tests or WKPP for paper tests</li> <li>Includes online test status codes: Complete (C), Incomplete (IC), and Inactive (IA)</li> <li>It does <b>not</b> include User IDs and passwords</li> </ul>	<ul style="list-style-type: none"> <li>A good resource to be able to see examinee information in one file.</li> <li>This is the only report that is not a PDF. You can work with this Excel data file.</li> <li>The column labeled First Live Item Seen is for online tests. The value for online tests is either Y or N. For paper tests, it will be N/A. Test sites are charged for an online test when the first live item has been seen by the examinee. Use this data to verify your invoices from ACT.</li> </ul>
<a href="#">Individual Score Reports (by Group)</a>	Yes	No	<ul style="list-style-type: none"> <li>Includes the examinee's score for one test</li> <li>Provides information on how to interpret the score</li> </ul>	<ul style="list-style-type: none"> <li>Print and give to the examinee so they know what their score is and what it means</li> </ul>
<a href="#">Individual Score Reports (by Examinee)</a>	Yes	Yes	<ul style="list-style-type: none"> <li>Includes the examinee's score for one test</li> <li>Provides information on how to interpret the score</li> <li>Run a report for each test taken for the examinee</li> </ul>	<ul style="list-style-type: none"> <li>Print and give to the examinee so they know what their score is and what it means</li> </ul>
<a href="#">Individual Summary Score Report – <i>New!</i></a>	Yes	Yes	<ul style="list-style-type: none"> <li>Replaces “Memo to Examinee” score report for paper testing</li> <li>Includes examinee's scores and provides explanation on how to interpret the scores</li> </ul>	<ul style="list-style-type: none"> <li>Print and give to the examinee so they know what their score is and what it means</li> </ul>
<a href="#">Summary Score Report – <i>New!</i></a>	Yes	Yes	<ul style="list-style-type: none"> <li>Replaces “Summary” report for paper testing</li> <li>Includes examinee's scores but does <b>not</b> provide explanation on how to interpret the scores</li> </ul>	<ul style="list-style-type: none"> <li>Intended use is for test coordinators (site administrators) or school counselors</li> </ul>
Personal Skills Assessment List Reports <ul style="list-style-type: none"> <li><a href="#">Fit Assessment List Report</a></li> <li><a href="#">Talent Assessment List Report</a></li> </ul>	Yes	No	<ul style="list-style-type: none"> <li>Reports for all Personal Skills/Soft Skills (Fit and Talent tests) can be accessed</li> <li>Includes a roster of examinees who have taken any of these tests with their test results</li> </ul>	<ul style="list-style-type: none"> <li>Share with an employer</li> </ul>
<a href="#">Roster Score Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>A list of examinees, the tests they took, on what dates, and the scores they received</li> <li>It is based on the date range you choose</li> <li>Data is presented as a row for each examinee by test date with a column for each test</li> <li>For Personal Skills Assessment tests, a single score cannot be shown, so only an indication of whether or not the student has taken the test is given</li> </ul>	<ul style="list-style-type: none"> <li>See all examinees, tests, test dates, and scores within a certain date range</li> <li>It's a quick snapshot of all scores</li> </ul>

Report Name	Test Taken		What it shows	How you can use it
	Online	On Paper		
<a href="#">Individual Score vs. Profile Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>Displays the scores that an examinee achieved compared to the scores that are required for a job that has been profiled for ACT® WorkKeys® score levels</li> </ul>	<ul style="list-style-type: none"> <li>A company may want this report if they are hiring for a position that has been job profiled and they know the level required for a specific skill area</li> </ul>
<a href="#">Group vs. Profile Report</a>	Yes	No	<ul style="list-style-type: none"> <li>Displays the scores that a group of examinees achieved compared to scores that are required for a job that has been profiled for ACT WorkKeys score levels</li> </ul>	<ul style="list-style-type: none"> <li>Share with a company that is hiring for a position that has been profiled</li> <li>See if examinees are meeting required standards for your location</li> </ul>
<a href="#">Registered to Test Report</a>	Yes	No	<ul style="list-style-type: none"> <li>Provides a list of all examinees who are registered for online tests but have not yet taken the tests</li> </ul>	<ul style="list-style-type: none"> <li>Great for large volume online testing to see who is registered for which tests</li> <li>Run this report after batch loading a group to make sure all examinees are listed and registered for the correct tests</li> </ul>
<a href="#">Test Usage Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>Provides a count of the tests taken at your site for a given date range</li> </ul>	<ul style="list-style-type: none"> <li>Easy way to get a test count over a given period of time</li> <li>Helps in predicting future testing volumes</li> </ul>
<a href="#">Local Scan Instant Score Report</a> – <i>New!</i>	No	Yes	<ul style="list-style-type: none"> <li>Similar to <i>Individual Score Report (by Examinee)</i></li> <li>Includes the examinee's score(s) and score interpretation(s): <ul style="list-style-type: none"> <li>for one test taken (if specified) or</li> <li>for all tests taken (if not specified), in the Test Title field; but it only prints one test's score results per page, not a summary of all test scores.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Print and give to the examinee so they know what their score is and what it means</li> </ul>

Notes:

- To view an example of each of these score reports, select the report name.
- For more information on each of these reports, see the **Reports Portal Guides** section at the [ACT WorkKeys Administration](#) website.
- The Reports Portal feature is accessible only by having the role of **Portal Manager** on the user's Validus™ account.
- Reports are available in the Reports Portal two business days after scoring takes place.
- "Group" reports only apply to ACT WorkKeys tests taken online.
- The "Local Scan Instant Score Report" is the newest report. The user will only see this in the Reports List if:
  - A contract with ACT for ACT WorkKeys paper testing includes the Local Scan software option.
  - The user's Validus account is updated with the role of **Portal Reports-Local Scanning** to access this report.