

## Score Reports Available in Online Reports Portal

This document introduces the reports available in the ACT® WorkKeys® Online Reports Portal feature, which is an application program that interfaces with the Validus™ system. The Online Reports Portal is where various types of examinee score reports may be generated and exported to be saved and printed. It is accessible only to users with the role of **Portal Manager** on their Validus account. For more information on each of these reports, see the **Online Reports Portal Guides** section at the [ACT WorkKeys Administration](https://www.actworkkeys.com/administration) website.

*Note:*

- Reports are available in the Reports Portal two business days after scoring takes place.
- To view an example of each of these score reports, select the report name.
- “Group” reports only apply to ACT WorkKeys tests taken online.

Report Name	Test Taken		What it shows	How you can use it
	Online	Paper		
<a href="#">Data Export Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>• 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>• Online test status codes: Complete (C), Incomplete (IC), and Inactive (IA)</li> </ul> <p><i>Note: It does <b>not</b> include User IDs and passwords</i></p>	<ul style="list-style-type: none"> <li>• Exports examinee data into an Excel file format</li> <li>• A good resource to be able to see examinee information in one 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>• Examinee’s score for one test</li> <li>• 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>• Examinee’s score for one test</li> <li>• Information on how to interpret the score</li> </ul>	<ul style="list-style-type: none"> <li>• Run a report for each test taken for the examinee</li> <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</a>	Yes	Yes	<ul style="list-style-type: none"> <li>• 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> <p><i>Note: Replaces “Memo to Examinee” score report for paper testing</i></p>
<a href="#">Summary Score Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>• Examinee’s scores, but does not 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> <p><i>Note: Replaces “Summary” report for paper testing</i></p>

Report Name	Test Taken		What it shows	How you can use it
	Online	Paper		
<b>Personal Skills Assessment List Reports</b> <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)</li> <li>• 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>• List of examinees, the tests they took, on what dates, and the scores they received, based on the date range you choose</li> </ul> <p><i>Note: For Personal Skills Assessment tests, a single score cannot be shown, so only an indication of whether the student has taken the test is given</i></p>	<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>
<a href="#">Individual Score vs. Profile Report</a>	Yes	Yes	<ul style="list-style-type: none"> <li>• Scores 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>• 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>• 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>• 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>	No	Yes	<ul style="list-style-type: none"> <li>• Examinee's score(s) and score interpretation(s), one per page: <ul style="list-style-type: none"> <li>○ for one test taken (if specified) or</li> <li>○ for all tests taken (if not specified)</li> </ul> </li> </ul> <p><i>Note: Similar to Individual Score Report (by Examinee)</i></p>	<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> <p><i>Note: The user will only see the Local Scan Instant Score Report in the Reports List if:</i></p> <ul style="list-style-type: none"> <li>• A contract with ACT for ACT WorkKeys paper testing includes the Local Scan software option</li> <li>• The user's Validus account is updated with the role of <b>Portal Reports-Local Scanning</b></li> </ul>

Report Name	Test Taken		What it shows	How you can use it
	Online	Paper		
<a href="#">Certificate Data Export</a>	Yes	No	<ul style="list-style-type: none"> <li>Career Readiness certificate details along with the ACT WorkKeys test scores that qualify the candidate for the specific certificate level for the selected agency and/or testing location</li> </ul>	<ul style="list-style-type: none"> <li>Import certificate data into another system for analysis or archiving</li> </ul>
<a href="#">Test Data Export</a>	Yes	No	<ul style="list-style-type: none"> <li>ACT WorkKeys test scores, including a row for each test taken at the selected Testing Location for the selected time period</li> </ul>	<ul style="list-style-type: none"> <li>Import test scores into another system for analysis or archiving</li> </ul>
Certificates by Certificate ID	Yes	No	<ul style="list-style-type: none"> <li>ACT Career Readiness Certificate, including the certificate level achieved and the ACT WorkKeys test scores that qualify the candidate for the specific certificate level, for a given candidate ID</li> </ul>	<ul style="list-style-type: none"> <li>Output single Career Readiness Certificates in PDF format for a given certificate ID</li> </ul>
Certificates by Testing Location	Yes	No	<ul style="list-style-type: none"> <li>ACT Career Readiness Certificates for the selected Testing Location and time period, including the certificate level achieved and the ACT WorkKeys test scores that qualify the candidate for the specific certificate level</li> </ul>	<ul style="list-style-type: none"> <li>Output Career Readiness Certificates in PDF format for all examinees who tested at a given testing location</li> </ul>