

Document Overview

This document contains information about how to enter ACT® WorkKeys® scoring orders.

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Who Enters Scoring Orders

The test coordinator is responsible for entering scoring orders for ACT WorkKeys.

When to Enter Scoring Orders

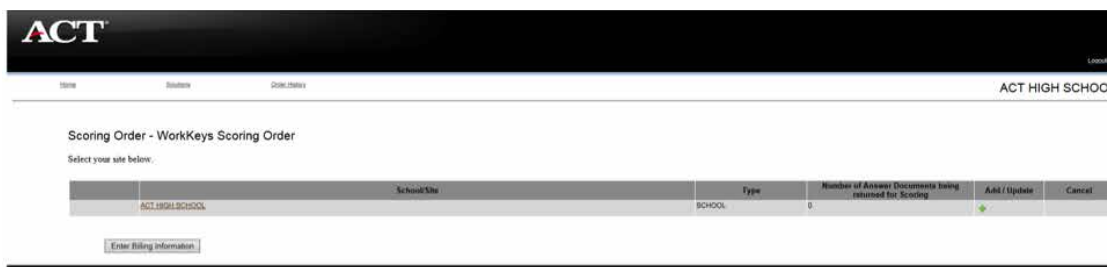
Sites need to enter an ACT WorkKeys Scoring Order before returning answer documents for scoring. This needs to be completed each time answer documents are returned for scoring.

How to Enter Scoring Orders

To enter a scoring order for ACT WorkKeys, go to the [ACT College and Career Readiness Information System order page](#).

Sign In and Select Your Program

1. Select **Go to Ordering**.
2. Select **Sign In** and enter your username and password.
3. Select the site for which a scoring order is being entered. Then select the **Continue** button.
4. On the dashboard screen, select the shopping cart icon or the "Order Test Materials" link.
5. On the Choose a Product to Order screen, select **WorkKeys Scoring Orders** under the ACT WorkKeys logo.
6. Select the program you are participating in from the **Choose Program** drop-down list. Choose the option for scoring.
7. Read the details of the Delivery Requirements section in the gray box. Then select the box attesting to the statement, "I agree to the Delivery Requirements."
8. Choose the **Select Quantities** button. The Scoring Order dashboard screen appears (see the image below).



Complete Scoring Order and Provide Shipping Information

1. On the Scoring Order dashboard screen, select the site name.
2. Enter the total number of answer documents being returned for scoring.
3. Enter the number of each test to be scored.
4. Choose your Scoring Option—either Electronic or Paper Reporting.

Note: *Electronic reporting is the the default option. Electronic reports will now be available for paper testing in the Reports Portal.*

ACT HIGH SCHOOL

Quantity	NUMBER OF ANSWER DOCUMENTS
1	WORKKEY'S NUMBER OF ANSWER DOCUMENTS BEING RETURNED FOR SCORING

Quantity	NUMBER OF EACH TEST TO BE SCORED
<input type="checkbox"/>	WORKKEY'S APPLIED MATH SCORING
<input type="checkbox"/>	WORKKEY'S GRAPHIC LITERACY SCORING
<input type="checkbox"/>	WORKKEY'S WORKPLACE DOCUMENTS SCORING

SCORING OPTIONS

WORKKEY'S PAPER REPORTING PACKAGE

Where should we ship the Scoring Order?

ACT HIGH SCHOOL, INSTITUTIONAL SERVICES 67, 301 ACT DRIVE, IOWA CITY, IA 52243
[Add Address](#)

U, GP AWYVV B, G, F, L, U, W, Y, U
[Add Contact](#)

5. Select the delivery address from the drop-down list. If the preferred address is not listed, select is not listed, select **Add Address** and enter the address on the new screen.
6. Select **Shipping Contact** from the drop-down list. If the name of the person you want to select is not listed, select **Add Contact** and enter that person's name on the new screen.
7. Select **Next**. You will be returned to the main Scoring Order screen. You will also notice that the name of the site has a check mark next to it.
8. If you want to update a scoring order that you have already entered during the current session, select the pencil icon in the **Add/Update** column to make any changes to the scoring order information on the previous screen.
9. Select **Enter Billing Information**.

Provide Billing Information

1. On the next screen, read through the information about the charge for scoring and applicable taxes.
2. Select the address from the drop-down list where you would like to have an invoice sent. If the address you want to select is not listed, select **Add Address**, if necessary, and enter the address.
3. Select the **Billing Contact** from the drop-down list. If the name of the person you want to select is not listed, select **Add Contact** and enter that person's name.
4. Select the **Checkout** button. The Payment Information screen appears.

Review and Submit Your Order

1. Review the Payment Information.
2. Enter a purchase order number for your records (optional).
3. Select **Review Order**. The Review screen appears.

ACT Logout

ACT HIGH SCHOOL

Review - WorkKeys Scoring Order

Please review your order. When you are done, accept the terms and conditions and press the "Place Order" button below:

[Terms and Conditions](#)
 I Agree to the Terms and Conditions
[Place Order](#)

WorkKeys Scoring Order

ACT HIGH SCHOOL [Update](#) / [Remove](#)

WORKKEYS GRAPHIC LITERACY SCORING	1
WORKKEYS NUMBER OF ANSWER FOLDERS BEING RETURNED FOR SCORING	1

Shipping
 BCDFAWXXY NPQRXYIKOI
 ACT HIGH SCHOOL
 INSTITUTIONAL SERVICES-67, 301 ACT DRIVE
 IOWA CITY, IA, 52243

Billing

Invoice To: Update	Payment Type: Update
BCDFAWXXY NPQRXYIKOI	Invoice:
ACT HIGH SCHOOL	\$37.00

4. On the Review screen, review your scoring order information. Select **Update** or **Remove** if you want to change any of the information.
5. If your order information is correct, select **Terms and Conditions** at the top or bottom of the page to read the terms and conditions in a separate window. Then select the box next to **I Agree to the Terms and Conditions**.
6. Select the **Place Order** button. Please only select this button once, to avoid duplicating your order.

An order confirmation page displays. This page lists your order information and the order number to reference if you need to call ACT Customer Care.

7. Under the Confirmation number, follow the instructions listed under the "Important Next Steps" block.
 - PRINT the Scoring Order Form
 - STACK the forms in the following order, top to bottom:
 - Scoring Order Form
 - Header
 - Completed Answer Documents
 - Administration Forms
 - RETURN materials to address provided on envelope

ACT Logout

ACT HIGH SCHOOL

Confirmation #48332746 - WorkKeys Scoring Order

Thank you for your order! ACT has received your order, and it is currently being processed. You will receive a confirmation email shortly. Your order number is #48332746.

Important Next Steps

PRINT the Scoring Order Form

STACK the forms in the following order:
- Scoring Order Form
- Header
- Completed Answer Documents
- Administration Forms

RETURN materials to address provided on envelope

WorkKeys Scoring Order

ACT HIGH SCHOOL

WORKKEYS GRAPHIC LITERACY SCORING	1
WORKKEYS NUMBER OF ANSWER FOLDERS BEING RETURNED FOR SCORING	1

Shipping
 BCDFAWXXY BCDLEUWYU
 ACT HIGH SCHOOL
 INSTITUTIONAL SERVICES-67, 301 ACT DRIVE
 IOWA CITY, IA, 52243

Billing

Invoice To:	Payment Type:	
BCDFAWXXY NPQRXYIKOI	Invoice:	
ACT HIGH SCHOOL	Subtotal	\$37.00
INSTITUTIONAL SERVICES-67, 301 ACT DRIVE	Shipping	\$0.00
IOWA CITY, IA, 52243	Tax	\$0.00

8. Once the **PRINT** button is selected in the “Important Next Steps” block, a new window will open with the following:

ACT WorkKeys Scoring Order#	
Service Level	STANDARD
Site Code	ACT HIGH SCHOOL
ACT Contract/Cycle Code	999
Total number of answer documents being returned for scoring in this order	1

In the new window, print the ACT WorkKeys Scoring Order Form and follow the procedures for returning answer documents.

If the ACT WorkKeys Scoring Order Form and/or Site Header is not included with returned answer documents, there will be a delay in reporting.

Electronic Reporting will be posted within 10 business days.

Paper Reporting reports will be shipped within 10 business days.

Note: When you go back to the original window, the page includes links to **Place Another Order** or **Return to the Home Page**.

What's Next?

Shortly after you place your order, you'll receive a scoring order confirmation email.

How to Contact ACT for Assistance

If you do not find the answer to your question in this guide, please call ACT Customer Care at 800.967.5539.

When contacting ACT Customer Care, be ready to provide your name and email address, and the name, address, and site code (if known) of your organization.



www.act.org/workkeys