

AVAILABLE SCORE REPORTS Online Reports Portal

■ PROGRAM: STATE, NATIONAL ■ PRODUCT: WORKKEYS ■ AUDIENCE: TESTING STAFF

ACT® WorkKeys® Online Reports Portal: An application program that interfaces with the Validus™ system, the Online Reports Portal gives access to various types of examinee score reports, data exports, certificates, and qualification letters may be exported, saved, and printed. It is accessible only to users with the role of **Portal Manager** on their Validus account. (See [Roles in Validus](#) for a full list of available roles and their related activities.)

To view an example of what each report looks like, hover over the name of the report to select the hyperlink. Use the [ACT WorkKeys Online Reports Portal User Guide](#) for instructions on running each report.

Reports are generally available in the Online Reports Portal two business days after scoring takes place:

- Online test scores are typically available one business day after scoring takes place.
- Paper test scores are usually available two business days after scoring takes place.
- Paper answer documents that have been scanned by the site administrator using Local Scan software can have test scores available within five minutes after scanning takes place for producing Local Scan Instant Score Reports. However, other reports will still take two business days.

Note: “Group” reports only apply to ACT WorkKeys tests taken online.

Report Name	Test Taken	What It Shows	How You Can Use It
Data Export Report	Online; Paper	<ul style="list-style-type: none"> • Information about the examinee, including demographic information, date tested, test titles, and scores received • Source codes: WKIV (WorkKeys Internet Version) for online tests or WKPP (WorkKeys Pencil/Paper) for paper tests • Online test status codes: Complete (C), Incomplete (IC), or Inactive (IA) <p>Note: Data export reports do not include User IDs and passwords.</p>	<ul style="list-style-type: none"> • Export examinee data into an Excel file format allowing you to filter data. • See all examinee information in one file. • Use the data to verify invoices from ACT: <ul style="list-style-type: none"> ○ The column labeled First Live Item Seen is for online tests. The value for online tests is either Y or N. ○ Test sites are charged for an online test when the first live item has been seen by the examinee (a Y will appear in this column). ○ For paper tests, it will be N/A.

Report Name	Test Taken	What It Shows	How You Can Use It
Individual Score Report (by Group)	Online	<ul style="list-style-type: none"> Examinee's score for one test Information on how to interpret the score 	<ul style="list-style-type: none"> Print and give to the examinee so they know what their score is and what it means.
Individual Score Report (by Examinee)	Online; Paper	<ul style="list-style-type: none"> Examinee's score for one test Information on how to interpret the score 	<ul style="list-style-type: none"> Run a report for each test taken for the examinee. Print and give to the examinee so they know what their score is and what it means.
Individual Summary Score Report	Online; Paper	<ul style="list-style-type: none"> Examinee's scores for all tests Information on how to interpret the scores 	<ul style="list-style-type: none"> Print and give to the examinee so they know what their score is and what it means.
Summary Score Report	Online; Paper	<ul style="list-style-type: none"> Examinee's scores 	<ul style="list-style-type: none"> See all examinee's scores in one file (for test coordinator/site administrator or school counselors use).
Personal Skills Assessment List Reports <ul style="list-style-type: none"> Fit Assessment List Report Talent Assessment List Report 	Online	<ul style="list-style-type: none"> Results for all personal skills/soft skills testing, including Level of Fit (that is, high, moderate, low) and results on Talent Indices (for teamwork, work discipline, managerial potential, customer service orientation) Roster of examinees who have taken any of these tests with their test results 	<ul style="list-style-type: none"> Share results with an employer.
Roster Report with Scale Score	Online; Paper	<ul style="list-style-type: none"> List of examinees, the tests they took on what dates, and the scores they received, based on the date range you choose <p>Note: For Personal Skills Assessments, a single score cannot be shown, so the report only indicates whether the student has taken the test.</p>	<ul style="list-style-type: none"> See all examinees, tests, test dates, and scores within a certain date range in one report. View a quick snapshot of all scores.
Individual Score vs. Profile Report	Online; Paper	<ul style="list-style-type: none"> Scores for WorkKeys tests and known skill levels required to perform the most critical/important tasks for a job (that is, the job profile) compared to the scores an examinee achieved 	<ul style="list-style-type: none"> Share results with an employer. Assess whether a job candidate meets the required level in a specific skill area(s) for a position with a known WorkKeys job profile (intended for employer use).
Group vs. Profile Report	Online	<ul style="list-style-type: none"> Scores that a group of examinees achieved compared to scores that are required for a job with a known WorkKeys job profile 	<ul style="list-style-type: none"> Share results with an employer that is hiring for a position with a known WorkKeys job profile. See if examinees meet required standards for your location (intended for employer use).

Report Name	Test Taken	What It Shows	How You Can Use It
Registered to Test Report	Online	<ul style="list-style-type: none"> List of all examinees who are registered for online tests, but have not yet taken the tests 	<ul style="list-style-type: none"> See who is registered for which tests on a large scale. Make sure after batch loading a group that all examinees are listed and registered for the correct tests.
Test Usage Report	Online; Paper	<ul style="list-style-type: none"> Count of the tests taken at your site for a given date range 	<ul style="list-style-type: none"> Get a quick and easy test count over a given date range. Use to predict future testing volumes.
Local Scan Instant Score Report	Paper	<ul style="list-style-type: none"> Examinee's score(s) and score interpretation(s), one per page: <ul style="list-style-type: none"> For one test taken (if specified) For all tests taken (if not specified) <p>Note: Similar to Individual Score Report (by Examinee)</p>	<ul style="list-style-type: none"> Print and give to the examinee so they know what their score is and what it means. <p>Note: The user will only see the Local Scan Instant Score Report in the Reports List if:</p> <ul style="list-style-type: none"> A contract for testing ACT WorkKeys on paper includes the Local Scan software option The user's Validus account is updated with the role of Portal Reports-Local Scanning
Invoice Report, Paper-Based Testing	Paper	<ul style="list-style-type: none"> The candidate and test detail only for the paper-based tests that comprise the invoice. The report contains a row for each candidate's test along with the additional detail of that test 	<ul style="list-style-type: none"> Export data as a pdf document or Excel file. Provides the paper-based tests that are included in the invoice for which the report was run.
Certificate Data Export	Online; Paper	<ul style="list-style-type: none"> ACT National Career Readiness Certificate (NCRC) 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 	<ul style="list-style-type: none"> Import certificate data into another system for analysis or archiving.
Test Data Export	Online; Paper	<ul style="list-style-type: none"> ACT WorkKeys test scores, including a row for each test taken at the selected testing location for the selected date range 	<ul style="list-style-type: none"> Import test scores into another system for analysis or archiving.
Certificates by Certificate ID	Online; Paper	<ul style="list-style-type: none"> ACT National 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 	<ul style="list-style-type: none"> Provide a single Career Readiness Certificate in pdf format for a given certificate ID (if the candidate qualified for an NCRC).

Report Name	Test Taken	What It Shows	How You Can Use It
Certificates by Testing Location	Online; Paper	<ul style="list-style-type: none"> ACT National Career Readiness Certificates for the selected Testing Location and date range, including the certificate level achieved and the ACT WorkKeys test scores that qualify the candidate(s) for the specific certificate level 	<ul style="list-style-type: none"> Provide Career Readiness Certificates in pdf format for all examinees who tested at a given testing location (for candidates who qualified for an NCRC).
Certificate Count by Testing Location	Online; Paper	<ul style="list-style-type: none"> NCRC counts for the selected testing location and date range, including the certificate counts broken out by certificate type and level 	<ul style="list-style-type: none"> Export a pdf document or Excel file. Provides a count of certificates earned for the specified testing location and date range.
Qualification Letter by Certificate ID	Online; Paper	<ul style="list-style-type: none"> ACT WorkKeys Qualification Letter, including the certificate level achieved and the log in information for the candidate 	<ul style="list-style-type: none"> Export a single Qualification Letter in pdf format for a given certificate ID (if the candidate qualified for an NCRC). Print and give to the candidate so they know what certificate level they have earned and how to access MyWorkKeys.
Qualification Letter by Testing Location	Online; Paper	<ul style="list-style-type: none"> ACT WorkKeys Qualification Letter(s) for the selected testing location and date range, including the certificate level achieved and the ACT WorkKeys test scores that qualify the candidate(s) for the specific certificate level 	<ul style="list-style-type: none"> Export a set of Qualification Letters in pdf format for the selected testing location and date range (for candidates who qualified for an NCRC). Print and give to the candidates so they know what certificate level they have earned and how to access MyWorkKeys.