

Report Name	Test Taken		What it shows	How you can use it
	Online	Paper		
Data Export Report	Yes	Yes	<ul style="list-style-type: none"> Exports examinee data into an Excel file format Provides information about the examinee including demographic information, date tested, test titles, and scores received Source codes: WKIV for online tests or WKPP for paper tests Includes online test status codes: Complete (C), Incomplete (IC), and Inactive (IA) It does not include User IDs and passwords 	<ul style="list-style-type: none"> A good resource to be able to see examinee information in one file. This is the only report that is not a PDF. You can work with this Excel data file. 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.
Individual Score Reports (by Group)	Yes	No	<ul style="list-style-type: none"> Includes the examinee's score for one test Provides 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 Reports (by Examinee)	Yes	Yes	<ul style="list-style-type: none"> Includes the examinee's score for one test Provides information on how to interpret the score Run a report for each test taken for the examinee 	<ul style="list-style-type: none"> Print and give to the examinee so they know what their score is and what it means
Individual Summary Score Report	Yes	Yes	<ul style="list-style-type: none"> Replaces "Memo to Examinee" score report for paper testing Includes examinee's scores and provides explanation 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	Yes	Yes	<ul style="list-style-type: none"> Replaces "Summary" report for paper testing Includes examinee's scores but does not provide explanation on how to interpret the scores 	<ul style="list-style-type: none"> Intended use is for test coordinators (site administrators) or school counselors
Personal Skills Assessment List Reports <ul style="list-style-type: none"> Fit Assessment List Report Talent Assessment List Report 	Yes	No	<ul style="list-style-type: none"> Reports for all Personal Skills/Soft Skills (Fit and Talent tests) can be accessed Includes a roster of examinees who have taken any of these tests with their test results 	<ul style="list-style-type: none"> Share with an employer
Roster Score Report	Yes	Yes	<ul style="list-style-type: none"> A list of examinees, the tests they took, on what dates, and the scores they received It is based on the date range you choose Data is presented as a row for each examinee by test date with a column for each test 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 	<ul style="list-style-type: none"> See all examinees, tests, test dates, and scores within a certain date range It's a quick snapshot of all scores

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Individual Score vs. Profile Report	Yes	Yes	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
Group vs. Profile Report	Yes	No	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Share with a company that is hiring for a position that has been profiled See if examinees are meeting required standards for your location
Registered to Test Report	Yes	No	<ul style="list-style-type: none"> Provides a list of all examinees who are registered for online tests but have not yet taken the tests 	<ul style="list-style-type: none"> Great for large volume online testing to see who is registered for which tests Run this report after batch loading a group to make sure all examinees are listed and registered for the correct tests
Test Usage Report	Yes	Yes	<ul style="list-style-type: none"> Provides a count of the tests taken at your site for a given date range 	<ul style="list-style-type: none"> Easy way to get a test count over a given period of time Helps in predicting future testing volumes
Local Scan Instant Score Report	No	Yes	<ul style="list-style-type: none"> Similar to Individual Score Report (by Examinee) Includes the examinee's score(s) and score interpretation(s): <ul style="list-style-type: none"> for one test taken (if specified) or 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. 	<ul style="list-style-type: none"> Print and give to the examinee so they know what their score is and what it means

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