

Assessments and Materials Order Form

For Education and Government-Funded Programs

*Effective September 1, 2016**

Use this order form if you are with an educational institution or adult education entity, testing enrolled examinees.

Instructions

Please read this section carefully for information about the ordering process.

- ACT WorkKeys® orders **MUST** be received at ACT **at least three weeks** before your scheduled test date.
- Your materials will be shipped at no charge (except for rush shipping) and should arrive approximately one week before your test date, provided this order form is received at least three weeks before your scheduled test date.
- You will be invoiced for the number of assessments scored.
- All assessment materials (**used and unused**) must be returned to ACT immediately after each testing session. Your site pays for the return shipping of these materials.
- All test booklets **MUST** be returned to ACT within one week of testing or immediately after the expiration date, whichever comes first.
- Order CDs and/or DVDs for the **number of testing rooms** you expect to use at any one time. You may have up to 25 examinees in each testing room.
- Make sure you order the appropriate number and type of answer documents for your assessments. The *Listening*, *Writing*, and *Business Writing* tests require different answer documents that include a multiple-choice section. (Order one answer document per examinee.)
- If you are testing individuals for a second time, indicate your quantities in the **Retesting** column to ensure that a different form of the test will be shipped.
- Alternative formats needed for examinees testing with accommodations are available for ACT WorkKeys assessments. Contact ACT WorkKeys Customer Service at 319.337.1875 for more information.
- After you have completed this order form, email pages 2–5 to ACT.
- Call ACT WorkKeys Customer Service at 319.337.1875 if you have questions.

* Prices and items are subject to change without notice.

Email: workkeysorder@act.org

Step 2—Order Assessments

To order assessments, enter the number of examinees testing in the appropriate column.

Foundational Skills Assessments

Assessment	Format	Fee (billed at time of scoring)	Quantity for First Testing	Quantity for Retesting
Applied Mathematics	Booklet; multiple choice	\$8.00 each		
Applied Technology	Booklet; multiple choice	\$8.00 each		
Locating Information	Booklet; multiple choice	\$8.00 each		
Reading for Information	Booklet; multiple choice	\$8.00 each		
Observation	DVD; multiple choice	\$12.00 each		
Teamwork	DVD; multiple choice	\$12.00 each		
Listening	CD; written response	\$16.50 each		
Writing	CD; written response	\$16.50 each		
Business Writing	Booklet; written response	\$16.50 each		X

Spanish Assessments

Assessment	Format	Fee (billed at time of scoring)	Quantity for First Testing	Quantity for Retesting
Applied Mathematics	Booklet; multiple choice	\$8.00 each		X
Applied Technology	Booklet; multiple choice	\$8.00 each		X
Locating Information	Booklet; multiple choice	\$8.00 each		X
Reading for Information	Booklet; multiple choice	\$8.00 each		X

Step 3—Order Answer Documents

The table below will help you order the appropriate answer documents based on assessments ordered in Step 2.

Answer Documents	Quantity
Multiple-Choice ONLY Answer Documents Total number of examinees taking multiple-choice tests ONLY.	
Combined Answer Documents Total number of examinees taking <i>Listening</i> and/or <i>Writing</i> (with or without multiple-choice tests).	
Business Writing Answer Documents Total number of examinees taking <i>Business Writing</i> (with or without multiple-choice tests).	
Spanish Answer Documents Total number of examinees taking Spanish tests.	

Step 4—Order Other Materials

Assessment Preparation Materials

Item	Format	Cost	Quantity	
Proficiency Certificate for Teacher Assistants and Instructional Support Inventory	Paper-and-pencil form	\$21.00 per package		
Proficiency Certificate for Teacher Assistants ONLY	Paper-and-pencil form	\$5.25 per certificate		
ACT WorkKeys Practice Tests* Individual practice tests available for <i>Applied Mathematics</i> (AM), <i>Applied Technology</i> (AT), <i>Locating Information</i> (LI), and <i>Reading for Information</i> (RFI)	Booklet; multiple-choice and self-score answer document	\$3.00 per test	AM	
			AT	
			LI	
			RFI	
ACT WorkKeys Preparation Packages* Individual packages available for <i>Applied Mathematics</i> (AM), <i>Applied Technology</i> (AT), <i>Locating Information</i> (LI), and <i>Reading for Information</i> (RFI)	Booklet; multiple-choice and self-score answer document. Each test package includes estimated skill level, answer justifications, score guide, testing tips, and guide to skill levels.	\$5.50 per test package	AM	
			AT	
			LI	
			RFI	

*Self-scored exams do not produce valid ACT WorkKeys scores and may only be used for practice purposes.

Assessment Support Materials

Item	Format/Description	Cost	Quantity
Administration Manual (1 per administrator)	Booklet for planning, security, coordination, and verbal instructions for test administration	No charge	
Spanish Administration Manual in English (1 per administrator)	Booklet for planning, security, coordination, and verbal instructions for test administration	No charge	
Spanish Administration Manual in Spanish (1 per administrator)	Booklet for planning, security, coordination, and verbal instructions for test administration	No charge	
Site Header	Must accompany each shipment of answer documents to be scored	No charge	
Building Header	Use to sort answer documents by building	No charge	
Group Header	Use to sort answer documents by group	No charge	
Return Envelopes	Use to return answer documents	No charge	

Step 5—Review and Sign

Please review your order form to verify that you have completed Steps 1–4. Read the information below, sign this form, and email a PDF of the completed form to workkeysorder@act.org.

I agree to adhere to all ACT policies and procedures outlined in the *ACT WorkKeys® Administration Manual for Paper Testing*.* I also verify that I and/or others I may designate, to responsibly administer these tests, (check appropriate line(s) below):

Have sufficient training and knowledge of measurement principles

Have received ACT WorkKeys test administration training

Will be working under the supervision of trained personnel

I further certify that no unauthorized person will have access to testing materials at any time without adequate supervision and that the principles of fair testing practices will be upheld.

I agree to return all used and unused test materials to ACT after each testing session. I understand that all test booklets **MUST** be returned to ACT within one week of testing or immediately after the expiration date, whichever comes first.

I understand that all test material is the confidential property of ACT, Inc., and may not be copied, reproduced, sold, or otherwise transferred without the prior express written permission of ACT, Inc.

I understand that unless my institution has a fully executed (in ink) written agreement with ACT covering the products contained in this order and their related services, the Standard Terms and Conditions located at www.act.org/terms/papertestmaterials shall apply.

Type Your Name _____ Date _____

* The *ACT WorkKeys® Administration Manual for Paper Testing* can be downloaded in PDF format from the secure Products and Services website.

Website address: www.act.org/workkeys/edmarketing

User name: WorkKeys

Password: administration

(Both are case sensitive.)

ACT Contact Information

Phone: 319.337.1875

Email: workkeysorder@act.org

Fax: 319.337.1467 Attn: ACT WorkKeys

Mail: ACT WorkKeys Customer Service (70)

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