

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).



The screenshot shows the ACT WorkKeys Scoring Order dashboard. At the top, there is a navigation bar with the ACT logo and a 'Logout' button. Below the navigation bar, the page title is 'Scoring Order - WorkKeys Scoring Order'. Underneath, there is a section for selecting a site, with a dropdown menu currently showing 'ACT HIGH SCHOOL'. Below this is a table with the following columns: School Site, Type, Number of Answer Documents being returned for Scoring, Add / Update, and Cancel. The table contains one row with the following data: School Site: ACT HIGH SCHOOL, Type: SCHOOL, Number of Answer Documents being returned for Scoring: 0. Below the table, there is a button labeled 'Enter Billing Information'.

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.

The screenshot shows the ACT High School Scoring Order form. At the top, there is a navigation bar with 'Home', 'Orders', and 'Order History' links, and a 'Logout' button. The main heading is 'ACT HIGH SCHOOL'. Below this, there are two main sections. The first section is a table with columns for 'Quantity' and 'NUMBER OF ANSWER DOCUMENTS'. The table has four rows: 'WORKKEY'S NUMBER OF ANSWER FOLDERS BEING RETURNED FOR SCORING' (Quantity: 1), 'NUMBER OF EACH TEST TO BE SCORED', 'WORKKEY'S APPLIED MATHS SCORING', 'WORKKEY'S GRAPHIC LITERACY SCORING', 'WORKKEY'S WORKPLACE DOCUMENTS SCORING', 'SCORING OPTIONS', and 'WORKKEY'S PAPER REPORTING PACKAGE'. The second section is titled 'Where should we ship the Scoring Order?' and contains a text input field with the address 'ACT HIGH SCHOOL, INSTITUTIONAL SERVICES-67, 301 ACT DRIVE, IOWA CITY, IA 52243', an 'Add Address' button, a dropdown menu with 'BCTFABXVY BICDFLEUWYU' selected, and an 'Add Contact' button. At the bottom of the form are 'Next' and 'Cancel' buttons.

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.

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

WorkKeys Scoring Order

ACT HIGH SCHOOL Update | Remove

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

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

Billing

Invoice To: Update
 BCDFAWXXYY NPQRXYIKOI
 ACT HIGH SCHOOL

Payment Type: Update
 Invoice

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

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

1. PRINT the Scoring Order Form
2. STACK the forms in the following order: Scoring Order Form, Header, Completed Answer Documents, Administration Forms
3. RETURN materials to the following address: BCDFAWXXYY NPQRXYIKOI, ACT HIGH SCHOOL, INSTITUTIONAL SERVICES-67, 301 ACT DRIVE, IOWA CITY, IA, 52243

WorkKeys Scoring Order

ACT HIGH SCHOOL

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

Shipping
 BCDFAWXXYY BCDFLEUWYU
 ACT HIGH SCHOOL
 INSTITUTIONAL SERVICES-67, 301 ACT DRIVE
 IOWA CITY, IA, 52243

Billing

Invoice To: Update
 BCDFAWXXYY NPQRXYIKOI
 ACT HIGH SCHOOL
 INSTITUTIONAL SERVICES-67, 301 ACT DRIVE
 IOWA CITY, IA, 52243

Payment Type: Update
 Invoice

Subtotal	\$37.00
Shipping	\$0.00
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 Form

Service Level:	STANDARD
Site Code:	ACT HIGH SCHOOL
Site Name:	998
ACT Contract/Cycle Code:	1
Total number of answer documents being returned for scoring in this order:	1

ACT WorkKeys

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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.