

Document Purpose

This document contains steps for using ACT® Local Scan software to scan completed ACT WorkKeys® answer documents into the Validus® Online Reports Portal. From the Reports Portal, you can generate examinee score reports.

This scanning process works with answer documents printed in English for the following ACT WorkKeys tests:

- Applied Math
- Graphic Literacy
- Workplace Documents
- Applied Technology
- Workplace Observation

IMPORTANT! Local Scan software cannot be used to scan answer documents printed in Spanish.

Prerequisites

To perform this task, you must:

- Have the Local Scan option added to your Site Agreement
- Have your testing realm and login information as previously provided to you by ACT
- Check the [ACT Local Scan web page](#) to verify both your scanner and your computer operating system are compatible with Local Scan software
- Have successfully installed Local Scan software according to the [Installing Local Scan](#) WorkKeys quick start guide

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Administration Manual for Online Testing](#).

Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Process Overview

Stage	Procedure
1	Scanning Answer Documents
2	Validating Scanned Information
3	Correcting Validation Rule Errors
4	Retrieving Scores

Procedure 1: Scanning Answer Documents

1. Double-click the icon on your computer desktop to launch the ACT Local Scan software.

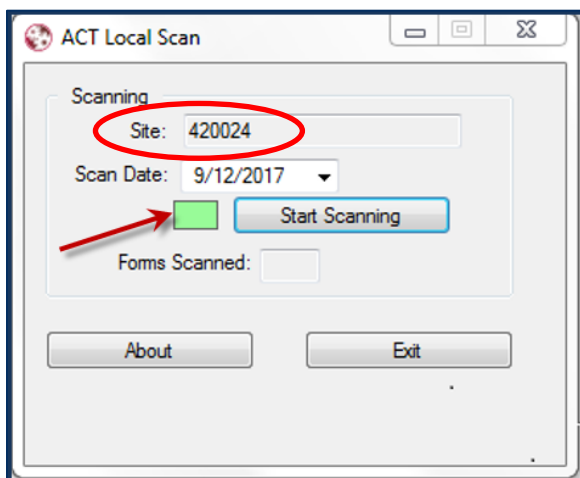


2. Verify that your site ID (previously emailed to you by ACT) matches the number shown in the "Site" field.

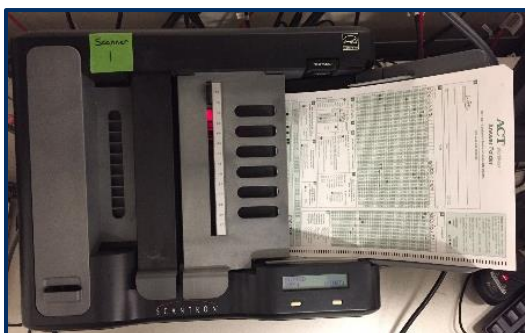
Note: If your Site is "000000", you did not install the configuration file received from ACT. (Your scanner will still scan documents but the score information will not be reported without a valid Site number.) Refer to the [Installing Local Scan](#) WorkKeys quick start guide for instructions.

3. Check for a **green** box next to the Start Scanning button, indicating that your scanner and computer are successfully connected to one another.

*Note: A **red** box indicates a "Scanner not Found" error; there is no connection between your scanner and computer. Make sure your scanner is turned on.*

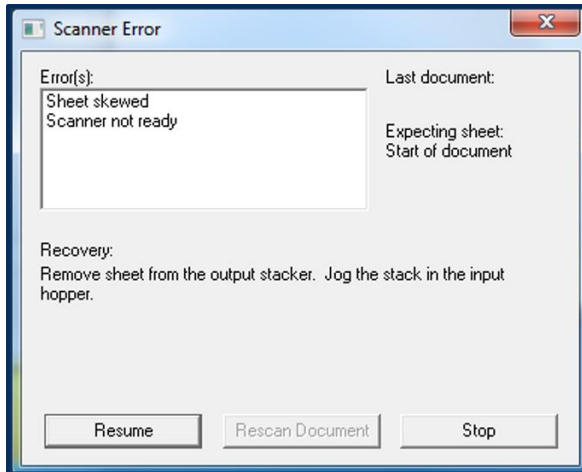


4. Separate your answer documents from the perforated fold into single sheets, ensuring each examinee's answer document pages are kept together and stacked in the correct order. The scanner will scan both sides of each page in a single pass.
5. Place your stack of answer documents into the scanner. (We recommend you scan in batches of approximately 20 examinees.)



- Back in the Local Scan window, select the **Start Scanning** button.

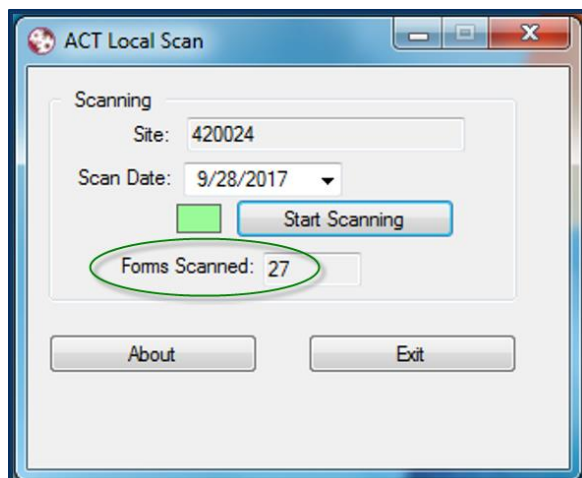
Result: The scanner begins scanning the answer documents. Once all documents in the stack have been scanned, a “Scanner Error” message box displays.



Note: If you receive a different error message box, see Procedure 2: Validating Scanned Information, next page, for assistance.

- With your stack completed:
 - If you have more to scan:** Insert the next stack of answer documents into the scanner, then select the **Resume** button.
 - If you are finished scanning:** Select the **Stop** button.

Result: Once you have finished scanning, Local Scan will indicate the total number of answer documents scanned. Score reports can be retrieved five minutes after scanning has completed.



Procedure 2: Validating Scanned Information

During the answer document scanning process, Local Scan validates the following:

- First name
- Last name
- Street address
- City
- State
- Zip code
- FIPS code
- Form ID
- Admin code (this field can be blank)

Therefore, these fields must be completed accurately during testing. Follow the instructions in the *ACT WorkKeys Administration Manual—Paper Testing* to minimize the likelihood of receiving errors during a scan.

Procedure 3: Correcting Validation Rule Errors

While Local Scan processes your answer documents, you are prompted to respond to each potential validation rule error individually by the Form Mark Error Correction message box. Here is an example of a “Last Name” field rule error:

IMPORTANT! Booklet number (e.g., “Booklet: 00003398” in the above screenshot) corresponds to the serial number found on the bottom right of each answer document.

If you wish to correct the error immediately (without stopping the scan):

1. Enter the correct information into the **Correction Data** field.
2. Select the **Save Correction** button.

If you wish to correct the error on the answer document itself (by stopping the scan), or need to review the document to solve the error:

1. Select the **Reject** button.
2. Confirm your choice to reject the answer document by selecting **Yes**.
3. Remove both sheets of the examinee’s answer document from the scanner.
4. Fix the error on the answer document and rescan.

Procedure 4: Retrieving Scores

Score reports can be retrieved five minutes after you have finished scanning your answer documents.

1. While logged into your testing realm of Validus VTC, choose **Reports Portal** from the left-side navigation menu.
2. Sign in to the Reports Portal using the same User ID and password used to log in to Validus VTC.

Result: *With a successful login, you will see a WorkKeys Online Reports menu with a list of available reports for you to create (the Report List tab).*

3. On the Report List tab, select the **Local Scan Instant Score Report**.
4. Result: The screen display changes to the Parameters selection pane and report viewing pane.

Note: The parameter selection fields will be the same whether you chose the Talent or Fit Assessment List Report.

5. In the Parameters selection pane, select criteria as applicable:
 - a. Choose the testing **Realm Name** (required) from the drop-down list.
 - b. Enter the examinee's **First Name** and **Last Name** (required) in all uppercase letters.

IMPORTANT! *Examinee names for all paper tests are stored in uppercase letters. No score report will appear if uppercase is not used.*

- c. Choose the **Test Name** (not required) from the drop-down list.

*Note: If you do not select a test, you will receive a score report for **all** available tests. (This is comparable to a Summary Score Report.)*

6. Select **Apply**.

Result: *The report viewing pane will display the report in pdf format.*

Note: If you see a “No Results Were Found for Selected Parameters”, recheck your entries into the Parameter fields.

7. **Print** or **Save** your score report pdf.

The screenshot shows a web interface titled "Local Scan Instant Score Report". Under the "Parameters" section, there is a note: "To ensure correct results, please click Apply." Below this, a list of required fields is shown:

- * Realm Name: A drop-down menu with "--Select Value--" and a green checkmark icon.
- * Examinee First Name: A yellow input field.
- * Examinee Last Name: A yellow input field.
- Test Name: A drop-down menu with "--Select Value--" and a green checkmark icon.

 At the bottom right of the form is an "Apply" button, which is highlighted with a red arrow. At the bottom left is a "Reset all Parameters" button.