

Administration Manual Supplement

Return of Answer Documents and Test Materials, and Reporting

Note: The administration manual provides instruction for completing a scoring order. This isn't needed as part of your State Testing contract. Follow instructions in this supplement for returning materials.

Packing the answer documents for return

If you ordered paper materials but did not test examinees using the materials, write "DID NOT TEST" on the outside of the ACT Scoring Services envelope(s).

If you ordered paper materials and did test examinees using the materials:

1. Turn the answer documents to be scored so they face the same direction, with page 1 facing you.
2. Complete the Site Header. Complete Blocks A, B, F, and G.
3. Place the following items in the ACT Scoring Services envelope(s):
 - The completed Site Header
 - Up to 250 answer documents
 - Administration Forms

Your envelope(s) are now ready for return.

Packing the test materials for return

Follow the steps below to re-use the carton(s) to return test materials.

1. Reverse the flaps on the carton(s), and number each carton "1 of X," "2 of X," etc., where "X" is the total number of boxes.
2. Make sure your six-digit ACT High School Code, institution name, and return address are on the outside of the carton(s).
3. Seal each carton so the shipping label is visible.

Your carton(s) are now ready for return.

Storage and Pickup

On the date scheduled for pickup, place the envelope(s) and carton(s) in a location where the designated carrier will be able to pick them up. If your school's normal pickup point is secure or constantly monitored, you may leave them there. If it is not, leave a note directing the driver to a staffed location where you can leave the materials. **Do not leave the materials unattended.**

Reporting

Your site can access paper testing scores in the WorkKeys Online Reports Portal after scores are released.

Your log in credentials for the WorkKeys Online Reports Portal are the same as your credentials to access your Validus Testing Realm for online testing.

See Step 7: Interpretation of your state hosted webpage for more information and for the Online Reports Portal Guide.