

Assessments and Materials Order Form

For Education and Government-Funded Programs

Effective January 1, 2009

Use this order form if you are with:

- An education institution or adult education entity testing your own students
- A government-funded entity testing clients using government funds to pay for the WorkKeys assessments

Any organization licensed to resell WorkKeys® must use the **WorkKeys Solutions Providers** order form.

Instructions

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

- WorkKeys orders must be received at ACT **at least three weeks** before your scheduled test date.
- Your materials will be shipped without charge (except for rush shipping) and will arrive approximately one week before your 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.
- Make sure you order assessment booklets for the **total number of examinees** you expect to test.
- Order audiotapes, videotapes, CDs, and/or DVDs for the **number of testing rooms** you expect to use at any one time. You may have 20–25 examinees in each testing room.
- Make sure you order the appropriate number and type of answer folders for your assessments. The *Listening*, *Writing*, and *Business Writing* tests require different answer documents that include a multiple-choice section.
- If you are testing individuals for a second time, indicate your quantities in the **Retesting** column to ensure a different form of the test will be shipped.
- Special accommodation formats are available for WorkKeys assessments. Contact WorkKeys Customer Services at 319/337-1550 for more information.
- After you have completed this order form, fax or mail pages 2–5 to ACT using the contact information on page 5.
- Call ACT WorkKeys Customer Services at 319/337-1550 if you have questions.

Step 1—Order Assessments

To order assessments, enter the number of examinees testing in the appropriate column. Indicate the format and quantity needed for audiotapes, videotapes, CDs, and DVDs.

Individual Assessments

Assessment	Format	Fee (billed at time of scoring)	Quantity for First Testing	Quantity for Retesting
Applied Mathematics	Booklet; multiple choice	\$5.00 each		
Applied Technology	Booklet; multiple choice	\$5.00 each		
Locating Information	Booklet; multiple choice	\$5.00 each		
Reading for Information	Booklet; multiple choice	\$5.00 each		
Observation	Videotape or DVD; multiple choice Specify format and quantity needed: ____# of VHS tapes ____# of DVDs	\$7.50 each		
Teamwork	Videotape or DVD; multiple choice Specify format and quantity needed: ____# of VHS tapes ____# of DVDs	\$7.50 each		
Listening	Audiotape or CD; written response Specify format and quantity needed: ____# of Tapes ____# of CDs	\$10.00 each		
Writing	Audiotape or CD; written response Specify format and quantity needed: ____# of Tapes ____# of CDs	\$10.00 each		
Business Writing	Booklet; written response	\$10.00 each		X

Spanish Assessments

Applied Mathematics	Booklet; multiple choice	\$5.00 each		X
Applied Technology	Booklet; multiple choice	\$5.00 each		
Locating Information	Booklet; multiple choice	\$5.00 each		
Reading for Information	Booklet; multiple choice	\$5.00 each		

Healthcare Assessments

Applied Mathematics	Booklet; multiple choice	\$5.00 each		X
Locating Information	Booklet; multiple choice	\$5.00 each		
Reading for Information	Booklet; multiple choice	\$5.00 each		

IMPORTANT (WorkKeys for Healthcare assessments ONLY): Answer folders must only contain WorkKeys for Healthcare test responses. Do not grid standard WorkKeys test responses on these answer folders.

Step 2—Order Answer Documents

The table below will help you order the appropriate answer documents based on assessments ordered in Step 1. The answer documents can be used for any multiple-choice test.

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

Step 3—Order Other Materials

Assessment Preparation Materials

Item	Format	Cost	Quantity	
Readiness Screening Instrument	Booklet; multiple choice with self-score answer folder and Readiness Administrator's Manual	\$2.00 per test		
Proficiency Certificate for Teacher Assistants and Instructional Support Inventory	Paper-and-pencil form	\$20.00 per package		
Proficiency Certificate for Teacher Assistants ONLY	Paper-and-pencil form	\$5.00 per certificate		
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 folder	\$2.25 per test (25 minimum per order)	AM	
			AT	
			LI	
			RFI	
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 folder. Each test package includes estimated skill level, answer justifications, score guide, testing tips, and guide to skill levels.	\$4.50 per test package	AM	
			AT	
			LI	
			RFI	

Assessment Support Materials

Item	Format/Description	Cost	Quantity
Test Coordinator Manual (1 per site)	Booklet for planning, security, coordination, and administration	No charge	
Directions for Administration (1 per administrator)	Booklet with verbal instructions for test administration	No charge	
Spanish Test Administration Manual (1 per administration)	Booklet for planning, security, coordination, and verbal instructions for test administration	No charge	
Manual Para La Administración De Las Pruebas (1 per administration)	Booklet in Spanish for planning, security, coordination, and verbal instructions for test administration	No charge	
Educational Institution Site Supervisor's Header	Must accompany each shipment of answer documents to be scored	No charge	
Educational Building Header	Use to sort answer documents by building	No charge	
Educational Class Header	Use to sort answer documents by class	No charge	
Return Envelopes	Use to return answer documents	No charge	
Occupational Profiles Data CD	Analysis of thousands of jobs profiled using WorkKeys skill scales and based on the Occupational Information Network database (O*NET)	\$100.00 per CD	

Step 4—Order Information

Thank you for ordering WorkKeys test materials! Please fill out the information below so we can complete your order as quickly as possible.

Site Information

Have you ordered WorkKeys materials before?

Yes WorkKeys site code _____ **No** A site code will be assigned for future orders.

Date(s) you expect to test _____ Materials must arrive at your site by _____

Shipping and Billing Information

Materials are shipped by UPS Ground (or comparable method) to arrive approximately one week before your scheduled test date. You will be invoiced for rush shipping charges. Check your preferred method of shipment:

- _____ UPS Ground (no charge)
- _____ 2nd Day Shipping (ACT will invoice your site)
- _____ Next Day Shipping (ACT will invoice your site)

ACT will invoice you for rush shipping or any items that require payment with this order.

Note: The *Scoring and Reporting Order Form* you receive with your order **must** be completed and returned to ACT with your answer documents before the scoring process will begin.

Ship to:	Bill to (complete if different from ship to address):
Name	Name
Title	Title
Institution/ Business	Institution/ Business
Street Address	Street Address
City	City
State/ZIP	State/ZIP
Phone	Phone
Fax	Fax
E-mail	E-mail

Purchase Order Number: _____

Credit Card: VISA ___ MasterCard ___ Card Number _____ Expiration Date _____

Name as it appears on card _____

Step 5—Review and Sign

Please review your order form to verify you have completed Steps 1–4. Remember to write your site name at the top of each page. Read the information below, sign this form, and mail or fax pages 2–5 to ACT using the contact information below.

I agree to adhere to all ACT policies and procedures outlined in the official *WorkKeys Test Coordinator Manual* and *WorkKeys Directions for Administration Manual*.* I also verify that I and/or others I may designate (check appropriate lines)

___ Have sufficient training and knowledge of measurement principles

___ Have received ACT test administration training

___ Will be working under the supervision of trained personnel

to responsibly administer these tests. I further certify that no examinee 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.

Name (please print) _____

Signature _____ Date _____

* If you would like to review a *Test Coordinator Manual* or *Directions for Administration Manual* before signing this form, please call 1-800/WORKKEY (967-5539) to request a copy.

ACT Contact Information

Phone: 319/337-1550

Fax: 319/337-1467 Attn: ACT WorkKeys

Mail: ACT WorkKeys Customer Services (70)

2727 Scott Boulevard
P.O. Box 1008
Iowa City, IA 52243-1008

