



Assessments and Materials Order Form

For VAR/Partners

Effective September 1, 2005

Use this order form if you have a license agreement with ACT to resell WorkKeys. If you do not have a license to resell, you must use the Education/Government or Business order forms.

- Use **Education Pricing** if you are testing individuals and payment for the tests does **not** come directly from an employer.
- Use **Partner Pricing** if you are testing employees or job applicants for an employer **and** you receive payment directly from the employer.

Instructions

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

- WorkKeys orders must be received at ACT **at least two weeks** before your scheduled test date.
- Your materials will be shipped without charge (except for rush shipping) and will arrive about one week before you test. You will be billed for the number of answer documents scored. You may reuse your assessment booklets.
- 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 or assessment packages. The Listening, Writing, and Business Writing tests require different answer documents that include a multiple-choice section if multiple-choice tests are given.
- If you are testing individuals for a second time, indicate your quantities in the **Retesting** column so you will receive a different form of the test.
- Special accommodation formats are available for all WorkKeys assessments. Contact WorkKeys Customer Services at 319/337-1875 for more information.
- When you have completed this order form, fax or mail pages 2–5 to ACT using the contact information on page 5.

Step 1—Order Assessments

The charts below offer options to order individual assessments, assessment packages, Spanish WorkKeys tests, and WorkKeys preparation and support materials. You also can indicate the format and quantity needed for audiotapes, videotapes, CDs, and DVDs. If your test takers have taken WorkKeys before, mark your quantities in the **Retesting** column so they will receive a different version of the assessment. Practice tests are not sold separately and the quantity cannot exceed the number of assessments ordered.

Individual Assessments

Assessment	Format	Fee (billed at time of scoring)		Quantity for First Testing	Quantity for Retesting	Quantity of Practice Tests (\$1.50 each) Education Only
		Education Pricing	Partner Pricing			
Applied Mathematics	Booklet; multiple choice	\$4.00	\$7.50			
Applied Technology	Booklet; multiple choice	\$4.00	\$7.50			
Locating Information	Booklet; multiple choice	\$4.00	\$7.50			
Reading for Information	Booklet; multiple choice	\$4.00	\$7.50			
Observation	Videotape or DVD; multiple choice Specify format and quantity needed: ___# of VHS tapes ___# of DVDs	\$7.50	\$7.50			X
Teamwork	Videotape or DVD; multiple choice Specify format and quantity needed: ___# of VHS tapes ___# of DVDs	\$7.50	\$7.50			
Listening	Audiotape or CD; written response Specify format and quantity needed: ___# of Tapes ___# of CDs	\$10.00	\$15.00			
Writing	Audiotape or CD; written response Specify format and quantity needed: ___# of Tapes ___# of CDs	\$10.00	\$15.00			
Business Writing	Booklet; written response	\$10.00	\$15.00			

Assessment Packages

Value Pack (Education use only) Includes Applied Math, Locating Information, Reading for Information	Three assessment booklets; multiple choice	\$10.50 pkg. of 3 tests	NA			AM	
						LI	
						RI	

Spanish Assessments

Applied Mathematics	Booklet; multiple choice	\$4.00	\$7.50			X
Applied Technology	Booklet; multiple choice	\$4.00	\$7.50			
Locating Information	Booklet; multiple choice	\$4.00	\$7.50			
Reading for Information	Booklet; multiple choice	\$4.00	\$7.50			

Step 2—Order Answer Documents

You will order answer documents based on the assessments you ordered in Step 1. Individuals can use one answer folder for all multiple-choice tests. They need different answer documents if they also are taking Listening, Writing, and/or Business Writing. These answer documents include a multiple-choice section if multiple-choice tests are given. The chart below will help you determine the correct document type and quantity to order. Expanded score reports require using an answer document with extensive demographics. Businesses generally prefer limited score reports.

Answer Documents	Quantity	
	Limited Score Reports	Expanded Score Reports
Multiple-Choice Answer Folders Total number of individuals taking multiple-choice tests ONLY (not taking Listening, Writing, or Business Writing). Do not include practice tests in your quantity.		
Combined Answer Documents Total number of individuals taking Listening and/or Writing with or without multiple-choice tests.		
Business Writing Answer Documents Total number of individuals taking Business Writing with or without multiple-choice tests.		X
Spanish Answer Folders Total number of individuals taking the Spanish multiple-choice tests.	X	

Step 3—Order Other WorkKeys Materials

Assessment Preparation Materials

Item	Format	Cost	Quantity	
Readiness Screening Instrument	Booklet; multiple choice with self-score answer folder	\$2.00 per test paid with this order		
WorkKeys Preparation Packages (Available November 1) Packages available for Applied Math (AM), Applied Tech (AT), Locating Information (LI), and Reading for Information (RI)	Booklet; multiple choice and self score. Each test package includes estimated skill level, answer justifications, score guide, testing tips, and guide to skill levels.	\$4.50 per test package paid with this order	AM	
			AT	
			LI	
			RI	

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	
Occupational Profiles Data	Analysis of thousands of jobs profiled using WorkKeys skill scales and based on the Occupational Information Network database (O*NET)	Book \$25.00	
		Book & CD \$100.00	

Step 4—Order Information

Thank you for ordering WorkKeys! 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 about one week before your scheduled test date. You will only be billed for rush shipping charges. Check your preferred method of shipment:

- ____ UPS Ground (no charge to you)
- ____ 2nd-Day Shipping (ACT will invoice you)
- ____ Next-Day Shipping (ACT will invoice you)

We will invoice you for rush shipping or any items that require payment with this order. You also may pay for items using VISA or MasterCard. **Retesting** booklets will be shipped separately from the rest of your order.

Note: The *Scoring and Reporting Order Form* you receive with your order **must** be sent back to ACT when you return all materials for scoring.

Ship assessments, answer folders, and materials to:	Send invoices to: (complete if different than shipping 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 _____

ACT Contact Information

Phone: 319/337-1875
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

Step 5—Review and Sign

Look over your order form and make sure you have completed Steps 1–4. Please remember to write your site name at the top of each page. Then 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*.* 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 test materials. 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.

Name (please print) _____

Signature _____ Date _____

* If you would like to review a *Test Coordinator Manual* before signing this form, please call 1-800/WORKKEY (967-5539) and we will send one to you.

ACT Contact Information

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