

# Announcement: Changes to the WorkKeys Program

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## Introduction

WorkKeys is undergoing several changes to enhance test security and the quality of our paper-and-pencil tests. These changes are intended to simplify your work, enable ACT to more efficiently process the tests you deliver, and provide the best possible results to examinees and score recipients. Internet-based testing is not affected by these changes.

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## Overview of program changes

Program changes effective September 2010 include:

- New header sheets, answer documents, test booklets, and a consolidated manual
  - Discontinued use of old test materials
  - Types of reports available
  - Expiration dates on test booklets
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## Transition period

Prior to August 30, 2010, you will need to do the following:

- Order new materials
  - Return old test booklets and shred other old test materials
  - Plan your testing schedule accordingly
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## Materials that are affected

**Materials that do not meet the specifications below cannot be used or scored after August 30, 2010.** Starting in September 2010, you must use the following materials:

Materials	Identifying Information
Supervisor's Header	Green text (Inventory code 041101100 REV 1)
Building Header	Orange text (Inventory code 041102100 REV 1)
Group Header	Brown text (Inventory code 041103100 REV 1)
Answer Folder	Red text (Inventory code 041104100 REV 1)
Combined Answer Document	Light Blue text (Inventory code 041105100 REV 1)
<i>Business Writing</i> Answer Document	Purple text (Inventory code 041106100 REV 1)
Spanish Answer Document	Dark Blue text (Inventory code 041108100 REV 1)
Test Booklets	Terms and conditions statement printed on the back cover
CDs/DVDs	Serial number on the face of the CD/DVD
<i>Supervisor's Manual</i> * (enclosed)	Consolidation of the <i>Test Coordinator Manual</i> and the <i>Directions for Administration</i>
Order Forms (enclosed)	<ul style="list-style-type: none"><li>• Includes new items being used after August 30, 2010</li><li>• Reflects updated prices</li></ul>

\* The *Supervisor's Manual* includes updated policies and practices designed to ensure a secure standardized test administration. All testing staff are required to adhere to the policies in this manual.

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**Test booklet  
expiration**

The following applies to new test booklets:

- All test booklets will have an expiration date printed on the front cover. (Exception: *Locating Information* form numbers G50DG – G59DG. While not printed on the test booklet covers, the expiration date is January 15, 2011.)
- Test booklets cannot be used after the expiration date and must be returned to ACT.
- Answer documents to be scored must be received by ACT no later than 7 days after the expiration date shown on the test booklet.

NOTE: Test booklets are not to be re-used under any circumstances.

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**Results of using  
old materials**

If materials are used after August 30, 2010, or after their expiration dates, you can expect some or all of the following to occur:

- Delays in scoring
  - Fees imposed to “fix” the answer documents so they can be scored
  - The possibility that answer documents cannot be scored
  - Reports that you are accustomed to no longer being available
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**Express Score<sup>®</sup>  
users**

During the transition, Express Score users should note the following:

- You will be able to submit old tests for scoring through September 1, 2010.
- Old *Listening/Writing* answer documents must be received at ACT no later than August 30, 2010.
- No tests can be scored on September 2, 2010.
- New tests can be submitted for scoring beginning September 3, 2010.

Note: ACT advises that you do not order more than a 3-month supply of materials.

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**Reports you  
will receive**

Beginning September 3, 2010, you will receive **one** copy of the following reports:

- Memo to Examinee
- Summary Report
- Examinee Roster Report (race/ethnicity not included)

Note: If you use Barcode Management to access reports from WorkKeys Internet Version, you will continue to receive the standard reports.

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**Transition  
period  
summary**

To navigate these changes as easily as possible, ACT recommends that you:

- Return your old test booklets, CDs, DVDs, etc., no later than August 16, 2010.
  - Shred all of your other test materials (e.g., headers, answer sheets, manuals) no later than August 16, 2010.
  - Minimize paper-and-pencil testing between August 16 and September 7, 2010.
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**Contact  
information**

If you have questions, we can be reached at:

- E-mail: [workkeys@act.org](mailto:workkeys@act.org)
  - Phone: 800-WORKKEY (800-967-5539)
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Thank you for your assistance while we transition to this new distribution process.