

WorkKeys[®] Ordering and Test Scoring Procedures

Ordering Reminders

- Tests will be shipped from each local RAETAC.
- Tests must be ordered via email or fax, using the form provided on the www.scractac.org (under TRC tab – Downloads) website.
- Programs must order tests at least 2 weeks in advance.
- The charge for the examinee, for the full battery of tests, which includes Applied Math, Locating Information and Reading for Information will be \$30. RAETACS will charge \$15 per test battery to cover their costs of shipping orders and scoring tests.
- Test re-takes for each individual test will be \$10. The RAETAC charge for scoring services will be \$5.
- Fees for those individuals taking the Writing portion of the test will be \$20. RAETACS will charge \$10 per test.
- Please include a Purchase Order number if your district requires one.

Test Scoring Reminders

- The distribution form must be provided when tests are returned to the RAETAC for scoring. Note that Form ID and Booklet numbers for the tests that were used must be included.
- Shipping must be by a traceable method.
- RAETACs will provide a certificate for the appropriate passing level, along with both individual and roster score reports. These will be sent to the Test Administrator for distribution to participants.
- Allow 2-3 working days for tests to be scored and reports to be faxed. Reports and certificates will be mailed within 5 working days.
- All used tests must be returned to the RAETAC, and will then be returned to ACT. Used Readiness tests may be shredded on site. Unused tests may be kept by the Test Administrator.