Overview

This guide contains instructions to use ACT WorkKeys Local Scan software to scan completed WorkKeys answer documents into the Reports Portal. From the Reports Portal, you can generate examinee score reports.

The scanning process works with answer documents printed in English for the following WorkKeys tests:

- Applied Math
- Graphic Literacy
- Workplace Documents
- Applied Technology
- Workplace Observation

Note: Local Scan cannot scan answer documents printed in Spanish.

To use Local Scan, you must:

- Add the Local Scan option to your Site Agreement.
- Have your testing realm and login information, which is provided to you by ACT.
- Check the ACT WorkKeys Local Scan web page to verify both your scanner and your computer operating system are compatible with Local Scan.
- Install Local Scan according to the *Install Local Scan* quick start guide.

Scan Answer Documents

1. Select the WorkKeys icon on your computer desktop to launch Local Scan.
2. In the application window, verify that your Site ID, provided to you by ACT via email, matches the number shown in the Site ID field.

   Note: If your Site ID is "000000," you will need to update your Site ID in Site Configuration Management. Refer to the Install Local Scan quick start guide for instructions.

3. Check for a green box in the lower left area of the application window, which indicates that your scanner and computer are connected.

   A red box indicates a "Scanner not Found" error; there is no connection between your scanner and computer. Make sure your scanner is turned on.

4. Separate the answer documents from the perforated fold into single sheets, ensuring each examinee's answer document pages are kept together and stacked in the correct order.
5. Place a batch (approximately 20 examinees per batch) of answer documents into the scanner.
6. Select the **Start Scanning** button in the application window.

   Result: The scanner will begin to scan the documents, scanning both sides of each page in a single pass. After all documents have been scanned, a "Scanner Error" window will appear.

   If you receive a different error message, see the topics "Validate Scanned Information" and "Correct Validation Rule Errors" for guidance.

7. After the answer documents have been scanned:

Option	Description
If you have more answer documents to scan:	Insert the answer documents into the scanner, then select the **Resume** button.

Option	Description
If you are finished scanning:	Select the **Stop** button.

Result: After you have finished scanning, Local Scan will indicate the total number of answer documents scanned. The Local Scan Instant Score Report can be retrieved five minutes after scanning has completed.

Validate Scanned Information

During the answer document scanning process, Local Scan validates the following data fields:

- First name
- Last name
- Street address
- City
- State
- ZIP code
- FIPS code
- Form ID
- Admin code (this field can be blank)

With the exception of the "Admin code" field, these fields must be complete and accurate. Follow the instructions in the *ACT WorkKeys Administration Manual—Paper Testing* to minimize the likelihood of errors during a scan.

Correct Validation Rule Errors

During scanning, Local Scan will prompt you to respond to each validation rule error via the Form Mark Error Correction window.

Correct validation rule errors:

Option	Description
If you wish to correct the error immediately, without stopping the scan:	a. Enter the correct information into the **Correction Data** field of the Form Mark Error Correction window. b. Select the **Save Correction** button.
If you wish to correct the error on the answer document itself (by stopping the scan), or need to review the document to solve the error:	a. Select the **Reject** button. b. Confirm your choice to reject the answer document by selecting **Yes**. c. Remove both sheets of the examinee's answer document from the scanner. d. Fix the error on the answer document and rescan.

Retrieve Scores

The Local Scan Instant Score Report can be retrieved five minutes after you have finished scanning your answer documents.

1. While logged into your testing realm of Validus VTC, select **Reports Portal** from the left-side navigation menu.

2. Sign in to the Reports Portal using the same User ID and password used to log in to Validus VTC.

    Result: With a successful login, you will see a WorkKeys Online Reports menu with a list of available reports for you to create (the Report List tab).

3. On the Report List tab, select **Local Scan Instant Score Report**.

    Result: The screen display changes to the Parameters selection pane and report viewing pane.

4. In the Parameters selection pane, select/provide the following information:

    a. Select the testing **Realm Name** (required) from the drop-down list.
    b. Enter the examinee's First Name and Last Name (required) in all uppercase letters.
    c. Select the **Test Name** (not required) from the drop-down list.

        *Note: If you do not select a **Test Name**, you will receive a score report for all available tests. (This is comparable to a Summary Score Report.)*

    If the report does not find an examinee, and you have ensured that names were entered in uppercase, validate what the examinee gridded on their answer document. (E.g., If the examinee gridded a space in their name, the space must be entered in the parameter field.)

5. Select **Apply**.

    Result: The report viewing pane will display the report in .PDF format.

    If you see the message: "No Results Were Found for Selected Parameters," recheck your entries in the Parameter fields.

6. Print or save your score report.