

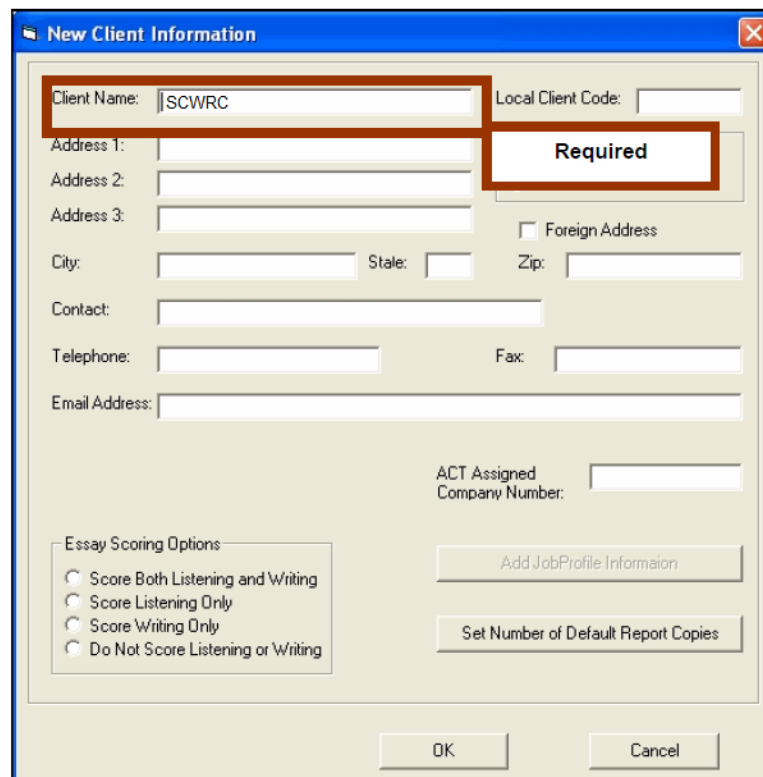
WorkKeys Express Score for the South Carolina Work Ready Communities Initiative

If you are a site that will be scoring tests to be paid for by the South Carolina Work Ready Communities Initiative, follow the directions below.

As the batch is set up to be scored, go to **File > New > Client**.

Result: The “New Client Information” window appears, as shown below.

- ❖ The only information required on this window is the **Client Name**.
- ❖ If you are scoring tests that will be paid for by the South Carolina Work Ready Communities Initiative, you **must** enter **SCWRC** in this field. If you do not, an invoice will be sent to your site for the cost of this scoring.
- ❖ **ACT will not be responsible for correcting invoices sent to your site.**
- ❖ **If you are scoring for resale purposes, you cannot use this special designation; you must use standard pricing.**



The screenshot shows the "New Client Information" window. The "Client Name" field is highlighted with a red box and contains the text "SCWRC". A red box labeled "Required" points to the "Client Name" field. Other fields include Address 1, Address 2, Address 3, City, State, Zip, Contact, Telephone, Fax, Email Address, ACT Assigned Company Number, and Essay Scoring Options. The Essay Scoring Options are: Score Both Listening and Writing, Score Listening Only, Score Writing Only, and Do Not Score Listening or Writing. There are buttons for "Add Job Profile Information", "Set Number of Default Report Copies", "OK", and "Cancel".

Call ACT WorkKeys Customer Services at 319.337.1550 if you have any questions.