



Connecting Paper and Pencil Reports to the Web – Barcode Management

Barcode Management (or the Barcode Manager Role) allows you to connect paper/pencil **BATCH** scored assessment results with the WorkKeys Internet Version (Validus) Reporting Portal. Batch refers to a group of answer documents sent to ACT for scoring. When a site administrator enters the Barcode from a Site Supervisor Header into the Validus system and sends that header with the batch to ACT for scoring, ACT posts the scores to the Barcode on the Validus system. This allows you to report scores from a single database for both Internet delivered and paper/pencil delivered tests. Barcode Management is not available at this time for assessments scored on Express Score.

Begin on the **WorkKeys Internet Version administrator site**.

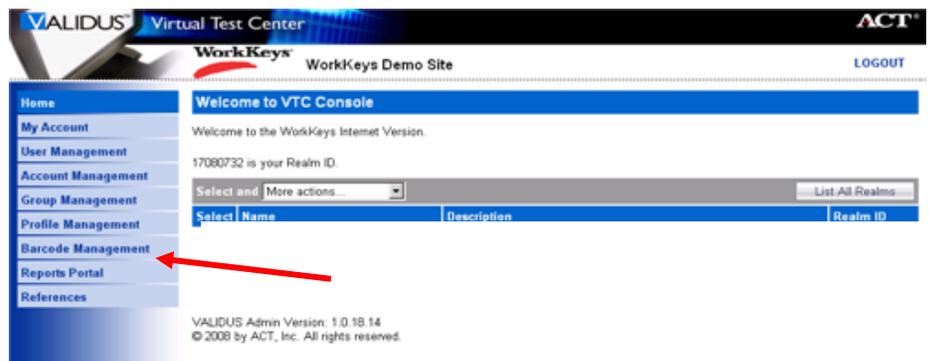
Your **Administrator Realm** should be similar to the following URL:

<https://testadministration.org/vtadmin/goRealmLogin.do?realm=your realm number here>

Only a **Site Administrator** can use the **Barcode Management** feature.

- **Log In:** User ID: Password:

- Click on the **Barcode Management** link located in the left-hand navigation menu.

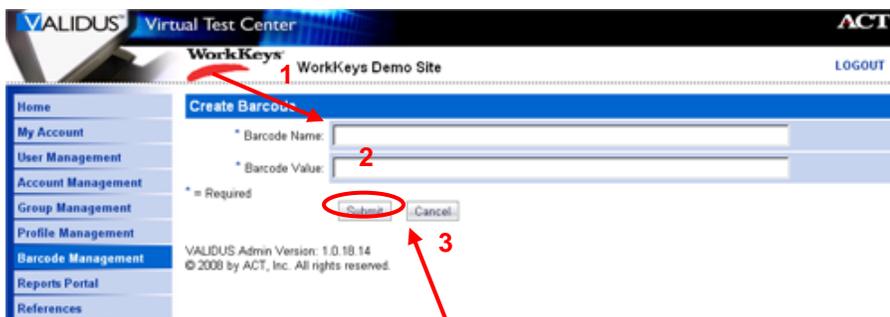


- Click on **Create**.



To enter the Barcode into the Validus System a site administrator would:

- Create a **Barcode Name** (1).
Example:
Widget Company 2008
- Enter the **Barcode Value** found on the Header Sheet. It **must** be entered **exactly** as it appears on the Header Sheet. The **Barcode Value** is case sensitive (2).
- Click **Submit** (3).



ID#: 1c8cyhqsykw8

This is an example of an Education Institution Site Supervisor's Header Sheet.

The site administrator completes the **Site Supervisor Header** and places it on top of the batch of answer sheets.

The next step is to mail the batch to ACT for scoring **with** the Header Sheet. ACT has up to 10 working days from the time of receipt to post the scores.

Refer to the WorkKeys **Test Coordinator Manual** for details on sending answer documents to ACT for Batch Scoring.

Scores may be obtained from the Reports Portal.

