



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Test Coordinators

**FROM:** Kevin Fatica  
Office of Assessment

**DATE:** November 17, 2015

**RE:** ACT WorkKeys<sup>®</sup> Precode Data Extraction

In preparation for the spring administration of ACT WorkKeys, the South Carolina Department of Education (SCDE) will extract precode data in mid-December. Districts should ensure that schools have entered the appropriate precode data **by the close of business on December 11, 2015**.

The student information provided through precode will be used to populate answer document labels for **paper** testing. Schools will place orders for paper materials January 5–15, 2016 using ACT's ordering system.

Precode data **will not be used** to prepopulate fields in ACT's **online testing system**. Districts that choose to do online testing will have to load student information into the online testing system by February 12, 2016. ACT will provide a Test Administration Training Webinar for online testing on January 8, 2016. ACT will also provide a webinar on Groups and Batch Loading for online testing on January 20, 2016. Please check ACT's Schedule of Events for additional information.

For questions about precode, please contact Aaron Brown at 803-734-0874 or [arbrown@ed.sc.gov](mailto:arbrown@ed.sc.gov). For other questions for the SCDE on ACT WorkKeys, please contact Kevin Fatica at 803-734-8282 or [kjfatica@ed.sc.gov](mailto:kjfatica@ed.sc.gov).