



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

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

**MEMORANDUM**

**TO:** District Superintendents

**FROM:** Elizabeth Jones  
Office of Assessment

**DATE:** February 5, 2016

**RE:** ACT WorkKeys<sup>®</sup> District Agreements

In order to participate in ACT WorkKeys testing, districts must sign the attached agreement with ACT, Inc. The agreement explains the security and financial consequences if a test form is compromised in the district. This applies to both paper-based and online testing, so all districts, regardless of testing mode, must sign the agreement. As a reminder, the ACT online system does not have a lock-down browser.

Pages 22–23 should be reviewed carefully and signed by you or your designee. Please e-mail the signed and scanned forms to Kevin Fatica ([kjfatica@ed.sc.gov](mailto:kjfatica@ed.sc.gov)) by **February 11, 2016**, or call Kevin at 803-734-8282 if you have questions for the Department.

We apologize for this late notice, but the contract for testing is under negotiation and this deadline is required by ACT, Inc. in order to get materials shipped to you on time.

Attachment

cc: District Test Coordinators