



# Instructions for Using Barcode Labels State and Event Testing

## Overview

ACT has provided you with barcode labels, also known as pre-ID labels, that you must apply to your WorkKeys State Testing Answer Folders (answer documents). Each label contains an examinee's identifying data, such as name, student ID, and school information. In conjunction with the answer documents' demographic sections, which examinees complete, these labels help ACT's scanning system identify each answer document.

## When to Apply the Labels

You must apply the barcode labels to the answer documents *before* examinees are scheduled to complete the demographic sections on their answer documents. If you have a large number of students testing, be sure to plan accordingly.

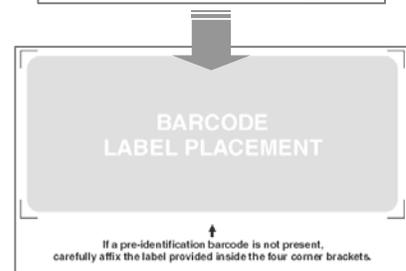
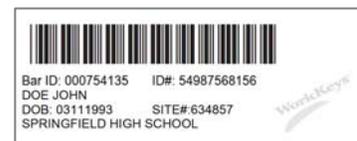
## Layout

A sample barcode label is shown to the right. *NOTE: Your barcode labels might not contain the same data, nor appear in exactly the same format as the sample shown.*

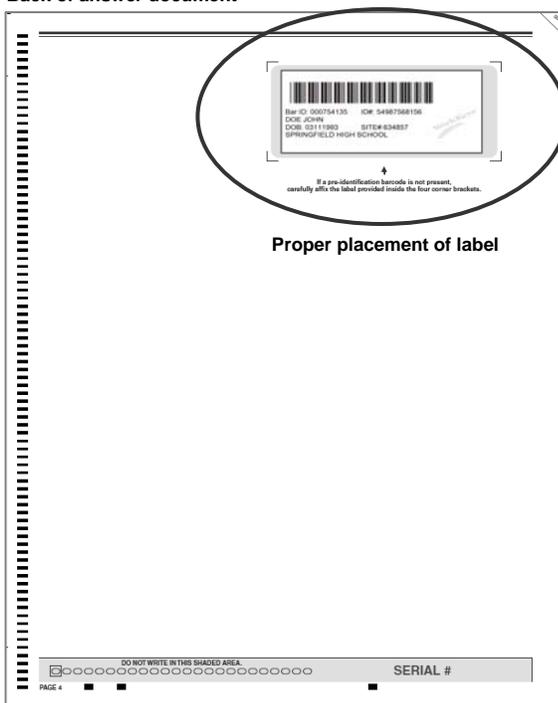
Each WorkKeys State Testing Answer Folder has a shaded barcode label area on page 4 (shown to the right) where the barcode label is to be placed.

## Applying the Labels

To correctly apply a barcode label, place the label over the shaded barcode label area, within the four corner brackets.



Back of answer document



## Important!

**Do not place the barcode label in any other location on the answer document.** It can only be scanned when affixed to page 4, in the proper place and at the proper orientation. Failure to place labels in the proper location may delay the production of your school's score reports.

## Distribution of Answer Documents

Because each barcode label is unique to an examinee, you will need to coordinate the distribution of answer documents on test day (and during the pre-test session, if applicable) so that each examinee receives the answer document with his or her barcode label.

