# Important Instructions - Please read!

1. **Enroll learners in WIN Career Readiness System prior to administering the test.** Enrolling learners in the system creates a WINCRS ID that needs to be entered on the answer sheet. This facilitates scoring. The ID needs to be provided to the learner / participant prior to testing.
   Please visit the WIN Resource Center to learn how to enroll learners in WIN Career Readiness System: **https://winlearning.zohosites.com/indiana**. If you need assistance with enrolling learners prior to testing, please feel free to contact our support department at **support@winlearning.com** or by calling **888-717-9461, Option 3**.

2. **Make sure learners bubble and write in the required information on the front of the answer sheet.** If learners do not complete this step, it will take extra time in processing their answer sheet as the information has to be completed prior to scanning. See Sample answer sheet.
   - Last Name
   - First Name
   - WINCRS ID (Created in Step 1)
   - Date of Birth
   - Test Date
   - Test ID (Noted on the front of the Test Booklet.)
   - Version (Noted on the front of the Test Booklet.)

3. **After testing, place the answer sheets in the generic envelope (9x12 or 10x13)** provided for the return shipment. Do not fold the answer sheets. If there isn't an envelope in your shipment, please use a generic envelope of similar size for the answer sheets.

4. **Make sure to include the Shipment Inventory Form in your return for chain of custody.**

5. **Learners not testing / unused materials:** If you have a learner that isn't going to test, please make sure they do not write on the answer sheets or booklets and return the unused materials to WIN Learning along with the used booklets and answer sheets.

6. **Send all materials back to WIN Learning**. Do not keep materials for a future test date. We no longer include a return shipping label. Feel free to use your preferred shipping carrier to return the materials. Send return materials back to WIN Learning 1000 Waterford Place Kingston, TN 37763

7. If you have any questions on the Paper Based Materials process or returning materials, please feel free to contact me: **Cheri Stout** at **cstout@winlearning.com** or **865-717-2209**.

Sample

**State:** Indiana
**Organization:** Branchville Correctional
**Site:** Ivy Tech

# WIN

# Essential Soft Skills Answer Sheet

**Last Name:** Tester
**First Name:** Tessa
**MI:** L

## MARKING INSTRUCTIONS

**INCORRECT**
⊘ ⊗ ◑ ⊙

**CORRECT**
●

- Use a No. 2 pencil only.
- Do not use ink, ball point, or felt tip pens.
- Make solid marks that fill the circle completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.

**WINCRS ID:** 011452

**Date of Birth:** 02221968

**Test Date:** 02012023

## IMPORTANT - MUST BE COMPLETED:

**Test ID:** 000600

**Version:** 101A

## Administration Use ONLY

- ○ Accommodations
- ○ Void
- ○ Retake

**Additional Codes**
⓪①②③④⑤⑥⑦⑧⑨
⓪①②③④⑤⑥⑦⑧⑨

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**DO NOT WRITE IN THIS AREA**

000792