
Training for New Site Administrators and Proctors

Introduction to WorkKeys Internet Version Test Administration

Version 2014.09.03



Training Objectives

- Provide an overview of the training program
- Explain site administrator responsibilities
- Discuss high-stakes testing
- Describe the benefits of ACT WorkKeys tests
- Explain testing accommodations
- Discuss irregularities and the irregularity report
- Demonstrate WorkKeys Internet Version (WKIV) test administration
- Provide resources

Training Program Overview

- Today's webinar is an introduction
- Follow the training program on the Administrator Training website: www.act.org/workkeys-private/admintraining/
 - Click on “Training Program” tab
 - Read the following:
 - *Principles of High-Stakes Testing*
 - *ACT WorkKeys Internet Version Test Administration and User Guide* (“User’s Guide”)
 - *Quick Start Guides*
 - Complete the “Test Site Staff WorkKeys Manual Verification” Form at: www.act.org/workkeys-private/forms/manual.html

Site Administrator Responsibilities

- Set up separate accounts for all proctors and any additional site administrator(s)
- Ensure all testing staff complete the training program and submit the “Test Site Staff WorkKeys Manual Verification” Form
- Set up accounts for examinees; add test registrations
- Notify ACT of any contact information changes

High-Stakes Testing

- ACT WorkKeys tests are high-stakes
- Tests can be used to get a job, keep a job, or earn a promotion
- Integrity of the system is critical

High-Stakes Testing (continued)

- Authorization is necessary to launch the tests
- Constant human monitoring is required
- Discussion of test items is not allowed
- Avoid the consequences of poor test security
 - Fairness
 - Expense

WorkKeys Benefits

- Employment
 - Get a job, keep a job, get a promotion
 - Address skills gap; determine training needs
 - Match skills to job
 - Reduce turnover
- Education
 - Career exploration (search jobs by skills):
profiles.keytrain.com/profile_search/
 - Entrance to/exit from community/technical college programs
 - College credit (ACE and the NCRC)

Testing Accommodations

- WKIV allows extended time
- Options are:
 - Standard time x 1.5
 - Standard time x 2.0
 - Standard time x 3.0
- Site administrator sets extended time
- Documentation: Keep on file for one year
- “WorkKeys Internet Version Report of Accommodated Assessments”
 - Site administrator and examinee need to complete this form
 - www.act.org/workkeys-private/manuals/AccommodatedAssessments2010.pdf
 - Fax to ACT; information at the bottom of the form

Irregularities

- Individual
 - Examinee illness
 - Irrational behavior
 - Prohibited behavior
- Group
 - Inclement weather
 - Power failure
 - Emergency evacuations
 - Distractions or disturbances
 - Call 800.WORKKEY (800.967.5539)
- The online WorkKeys Testing Irregularity Report can be found at: www.act.org/workkeys/forms/cbt.html

WorkKeys Internet Version Testing

- Registration
- Authorization
- Launch
- Instant Score Report Generation

Registering an Examinee

- Site administrators add test registrations to an examinee's account in Validus VTC (Virtual Test Center)
 - Individual registration
 - Batch load registration
- We'll cover individual registration

Authorizing an Assessment

- After adding test registrations to an account, you can authorize a test
- Authorization must occur before an examinee can take a test
- This prevents the examinee from accessing the test from another location
- Do not authorize a test until the examinee is at your site, under your direct supervision, ready to test

Launching a New Assessment

- Instruct examinees to log in to the RSP site with their User ID and Password

IMPORTANT: Please note that examinees log in to a different site than the site administrator and proctor; examinees are never to have access to the Validus VTC site

- After the test is authorized, the examinee will need to launch it
- Examinees must launch their test within 30 minutes of authorization
- If a test isn't launched within this timeframe, the proctor will need to authorize it again

Launching an Interrupted Assessment

- If a test is interrupted, the examinee has 1 hour to launch it again
- If the test is not launched within 1 hour, the examinee will need to start over with a new test
 - Add a new test registration to the existing account
 - Do NOT create a new account

Generating an Instant Score Report

- After testing, print an Instant Score Report
- Give the printout to the examinee before he or she leaves
- Safeguard the report appropriately; it contains personally identifiable information (PII)

Collecting Certified Work Ready Communities Demographic Data

- Before launching the test, examinees must provide demographic information
- Of particular importance are the County of Residence and Current Status
- This information is used to help participating counties become ACT Certified Work Ready Communities (CWRC)
- It is very important for the integrity of the CWRC initiative that this information be provided by ONLY the examinee
- For more information about the CWRC initiative, please visit www.workreadycommunities.org

County of Residence Question

- Examinees must select their county of residence
- County of residence: Where examinees maintain their permanent home
- Temporary residence situations may include:
 - College students in on- or off-campus housing
 - Active duty military personnel
 - Seasonal workers
 - Inmates
 - Homeless

Choose the county of permanent residence

Current Status Question

- Examinees should select the current status that best matches their current condition, from their perspective

Currently employed private or non-profit
Currently employed local, state or federal government
Currently unemployed
Current college (technical, community or four-year) student or recent (12 months) graduate
Current adult education participant or recent (12 months) GED completer
Current or recent (12 months) active duty military
Current high school junior, senior or recent (12 months) graduate

- Example:
 - Examinee is both unemployed and a full-time student
 - Examinee should select the current status that he/she believes best describes his/her current situation

Demonstration

- Registration
- Authorization
- Launch
- Interrupted Launch
- Instant Score Report

**Create an Account
and
Add Test Registrations**

Create an Account

Log In to Validus VTC

VALIDUS Virtual Test Center

ACT

Please enter your Login information

User ID:

Password:

Login

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Create an Account

VALIDUS Virtual Test Center ACT

WorkKeys WorkKeys IV Training Site LOGOUT

Home Welcome to VTC Console

My Account This is a training site. DO NOT use this site to set up real tests.

User Management ← 566617744 is your Realm ID.

User Batch Load

Account Management Select and More actions... List All Realms

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

Profile Management

Barcode Management

Reports Portal

Reports

References

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Create an Account

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

User Management

Search Criteria

Last Name: First Name:
User ID: Examinee ID:
Email: Date Of Birth: MM/dd/yyyy
Status:

Use "%" for wild card searches.

More actions...

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
-- Please search for a name --							

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Create an Account

“Create User” Page

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Create User

Login Information

→ User ID:

→ Password:

→ Confirm Password:

Security

Question:

Answer:

Personal Information

→ * First Name:

Middle Name:

→ * Last Name:

→ Date of Birth: MM/dd/yyyy

→ * Examinee ID:

Permanent Mailing Address

Address 1:

Address 2:

City:

State/Province:

ZIP Code:

Email:

Education

Create an Account

Are you currently in school?:

If you are in school, why are you attending school?:

State / County of Residence:??

Current Status:??

* = Required



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Create an Account

“Roles” Page

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Home
 My Account
User Management
 User Batch Load
 Account Management
 Group Management
 Profile Management
 Barcode Management
 Reports Portal
 Reports
 References

Edit User: DuckD0607

User Security Roles Registration Group

Select and

Select	Name	Description
<input type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
<input type="checkbox"/>	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
<input type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
<input type="checkbox"/>	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal
<input type="checkbox"/>	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
<input type="checkbox"/>	Report Invoice	VTCADMIN - Admin - Reports - Allows grantee to run the invoice details reports
<input type="checkbox"/>	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports
<input type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

Select and

Create an Account

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

Home

My Account

User Management

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

Reports Portal

Reports

References

Edit User: DuckD0607

User Security Roles Registration Group

Select and ←

Select	Name	Description
<input type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
<input checked="" type="checkbox"/>	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
<input type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
<input type="checkbox"/>	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal
<input type="checkbox"/>	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
<input type="checkbox"/>	Report Invoice	VTCADMIN - Admin - Reports - Allows grantee to run the invoice details reports
<input type="checkbox"/>	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports
<input type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

Select and ←

Add Test Registrations

The screenshot displays the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page title is "Edit User: DuckD0607". A navigation menu on the left includes options like Home, My Account, User Management, and Reports. The main content area features a tabbed interface with "Registration" selected. Below the tabs is a table with columns: Select, Title, Administration, Registration ID, Create Date, and Status. The table currently contains the text "-- Please create a registration --". A red arrow points to a "Create" button located to the right of the table. Other buttons include "Create From Profile". The footer of the page contains the text: "VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved."

Add Test Registrations

Select Assessments

The screenshot shows the VALIDUS Virtual Test Center interface. At the top, there are logos for VALIDUS, Virtual Test Center, WorkKeys, and ACT. The page title is 'WorkKeys IV Training Site' and there is a 'LOGOUT' link. A left sidebar contains navigation links: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area is titled 'Edit User: DuckD0607' and has tabs for User, Security, Roles, Registration, and Group. Below the tabs is a 'Select and Submit' button and a 'Cancel' button. A table lists assessments with columns for 'Select', 'Title', 'Administration', and 'Number Remaining'. The table contains 9 rows of data. At the bottom of the table area, there are 'Select and Submit' and 'Cancel' buttons. At the very bottom of the page, there is a copyright notice: 'VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved.'

Select	Title	Administration	Number Remaining
<input checked="" type="checkbox"/>	Demo Applied Mathematics	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Applied Technology	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Business Writing	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Fit Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Locating Information	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Performance Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Reading for Information	WorkKeys Assessments	*
<input type="checkbox"/>	Observation Demo	WorkKeys Assessments	*

Add Test Registrations

The screenshot shows the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page is titled 'Edit User: DuckD0607' and has tabs for 'User', 'Security', 'Roles', 'Registration', and 'Group'. The 'Registration' tab is active, showing a table of test registrations. A red arrow points to the 'Submit' button in the 'Select and Submit' bar above the table. Another red arrow points to the 'Submit' button in the 'Select and Submit' bar below the table. The table has columns for 'Select', 'Title', 'Administration', and 'Number Remaining'. The 'Number Remaining' column contains asterisks (*).

Select	Title	Administration	Number Remaining
<input checked="" type="checkbox"/>	Demo Applied Mathematics	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Applied Technology	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Business Writing	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Fit Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Locating Information	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Performance Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Reading for Information	WorkKeys Assessments	*
<input type="checkbox"/>	Observation Demo	WorkKeys Assessments	*

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Add Test Registrations

Financial Profile

The screenshot displays the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page is titled "Edit User: DuckD0607" and features a navigation menu on the left with options like Home, My Account, User Management, and Reports. The main content area is divided into sections: "Registrant Information" with fields for Title (Applied Mathematics) and Administration (WorkKeys Assessments); and "Finance" with a required field for "Financial Profile?". A dropdown menu is open for the "Financial Profile" field, showing three options: "WorkKeys - Education", "WorkKeys - Government", and "WorkKeys - Employer". The footer includes the VALIDUS logo, "Admin Version: 3.0.0.121", and "© 2013 by ACT, Inc. All rights reserved.".

Add Test Registrations

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Home
My Account
User Management
User Batch Load
Account Management
Group Management
Profile Management
Barcode Management
Reports Portal
Reports
References

Edit User: DuckD0607

User Security Roles **Registration** Group

Registrant Information

Title: Applied Mathematics
Administration: WorkKeys Assessments

Finance

* Financial Profile: WorkKeys - Education

* = Required

Submit Cancel

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Authorize a Test

Authorize a Test

VALIDUS® Virtual Test Center
WorkKeys® WorkKeys IV Training Site
LOGOUT

Home
My Account
User Management
User Batch Load
Account Management
Group Management
Profile Management
Barcode Management
Reports Portal
Reports
References

Edit User: DuckD0607

User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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Authorize a Test

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Edit User: DuckD0607

User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Ap	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Re	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Loca	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

More actions...
 Authorize
 Instant Report
 Ticket
 History
 Assign Forms To Registration

 Unauthorize
 Update Status

 Disable Session
 Delete
 Location Information

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Authorize a Test

Log Out of Validus VTC

VALIDUS® Virtual Test Center

WorkKeys® WorkKeys IV Training Site

ACT®

LOGOUT

Home

My Account

User Management

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

Reports Portal

Reports

References

Edit User: DuckD0607

User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

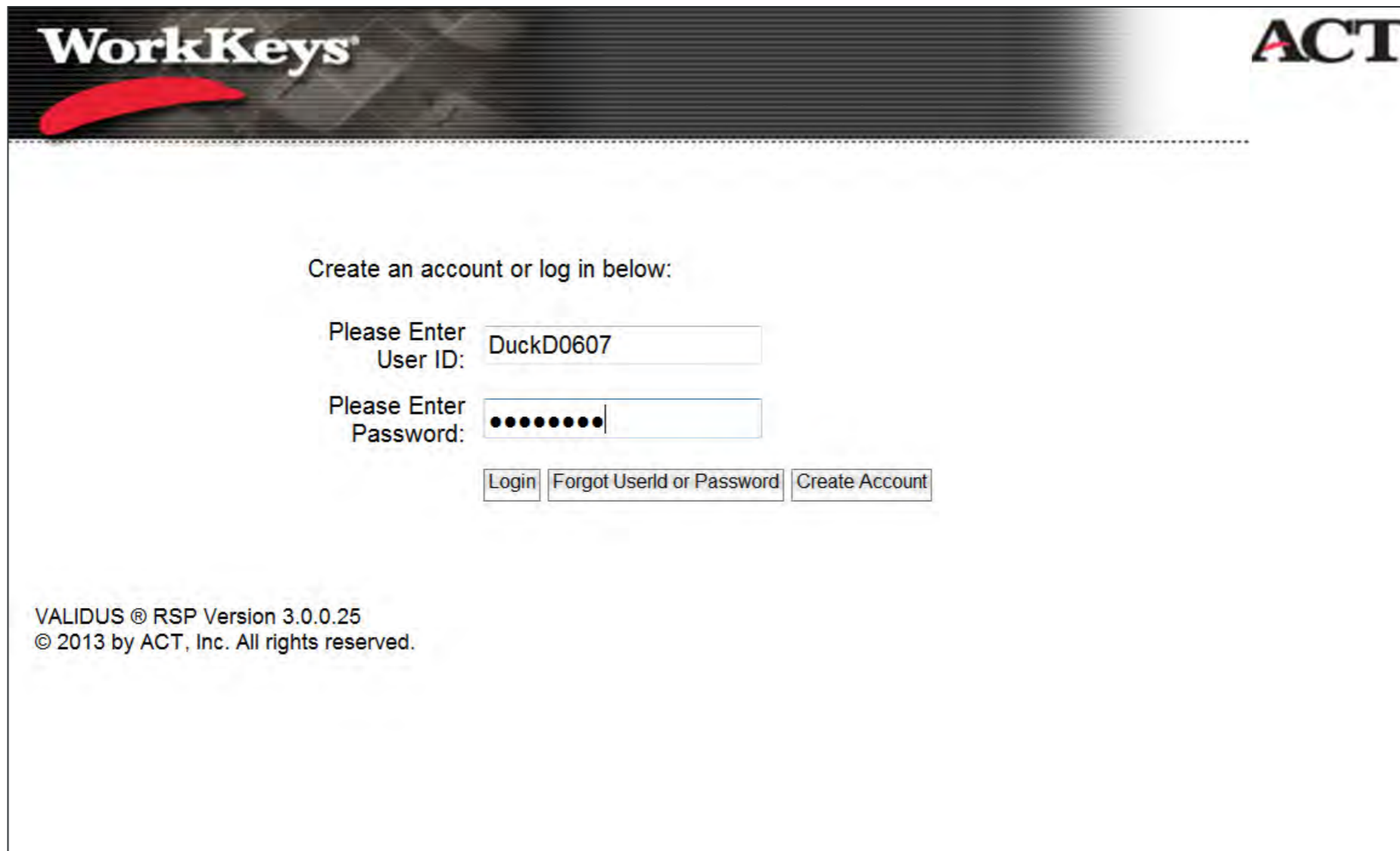
Select	Title	Administration	Registration ID	Create Date	Status
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Pending
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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Launch a Test

Launch a Test

Examinee – Log In to RSP



WorkKeys **ACT**

Create an account or log in below:

Please Enter
User ID:

Please Enter
Password:

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Launch a Test

Complete Demographics

WorkKeys **ACT**

Log Out Daisy Duck

Update Your Account Information

* = required [Privacy Policy](#)

Personal Information

First Name: Daisy
Middle Name:
Last Name: Duck
Date of Birth: MM/dd/yyyy 06/07/1990
Examinee ID: 43210607

Permanent Mailing Address

* Address 1:
Address 2:
* City:
* State/Province:
* ZIP Code:
Email:

Education

* What is the highest grade/level of education completed?
* What is your highest diploma/degree?

Additional Information (for research purposes only)

* Gender:
* Indicate if you are of Hispanic or Latino background:
* Indicate your race. Mark all that apply:
 American Indian/Alaska Native
 Asian
 Black/African American
 Native Hawaiian/Other Pacific Islander
 White
 Prefer not to respond or none of these apply
* What language do you know best?:
* What is your current employment status?:
* What is your primary reason for taking this WorkKeys assessment?:
* For which employer are you taking this assessment, please respond with NA if not for an employer:
* Are you currently in school?:
* If you are in school, why are you attending school?:
* State / County of Residence:
* Current Status:

Select Language Preference

If you do not select a language, the language displayed below will be selected by default

Language Information	Please Select Language
Please Select Language	English *

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Launch a Test

The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation menu with options: Home, Update Account Info, Change Password, and Log Out. The user's name, Daisy Duck, and address, 100 Main Street Iowa City IA 52245, are displayed. A section titled 'Your Registrations' contains a welcome message and a table of test registrations. A red arrow points to the 'Launch' button in the first row of the table.

Title - click a title for details	Date	Next/Options
➤ Demo Applied Mathematics		Launch
➤ Demo Reading for Information		Please contact the proctor for authorization to proceed.
➤ Demo Locating Information		Please contact the proctor for authorization to proceed.

[Select a New Title](#)

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Launch an Interrupted Test

Launch an Interrupted Test

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

Home Welcome to VTC Console

My Account This is a training site. DO NOT use this site to set up real tests.

User Management ← 566617744 is your Realm ID.

User Batch Load

Account Management Select and More actions... List All Realms

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

Profile Management

Barcode Management

Reports Portal

Reports

References

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Launch an Interrupted Test

Search for Examinee's Account

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

User Management

Search Criteria

Last Name: First Name:

User ID: Examinee ID:

Email: Date Of Birth:

Status:

Use "%" for wild card searches.

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
-- Please search for a name --							

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Launch an Interrupted Test

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

User Management

Search Criteria

Last Name: First Name:

User ID: Examinee ID:

Email: Date Of Birth:

Status: ←

Use "%" for wild card searches.

More actions...

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
-- Please search for a name --							

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Launch an Interrupted Test

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

User Management

Search Criteria

Last Name: First Name:
User ID: Examinee ID:
Email: Date Of Birth:
Status:

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	Daisy	Duck	DuckD0607	daisy.duck@act.org	06/07/1990	43210607	Enabled
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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Launch an Interrupted Test

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

- Home
- My Account
- User Management
- User Batch Load
- Account Management
- Group Management
- Profile Management
- Barcode Management
- Reports Portal
- Reports
- References

User Management

Search Criteria

Last Name: First Name:

User ID: Examinee ID:

Email: Date Of Birth:

Status:

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	Daisy	Duck	DuckD0607	daisy.duck@act.org	06/07/1990	43210607	Enabled
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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Launch an Interrupted Test

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Edit User: DuckD0607

User Security Roles **Registration** Group

Personal Information

* First Name:? Daisy
Middle Name:
* Last Name:? Duck
Date of Birth: MM/dd/yyyy 06/07/1990
* Examinee ID:? 43210607

Permanent Mailing Address

Address1: 100 Main Street
Address2:
City: Iowa City
State/Province: Iowa
ZIP Code: 52245
Email: daisy.duck@act.org

Education

Launch an Interrupted Test

VALIDUS Virtual Test Center **ACT**

WorkKeys WorkKeys IV Training Site **LOGOUT**

Home
My Account
User Management
User Batch Load
Account Management
Group Management
Profile Management
Barcode Management
Reports Portal
Reports
References

Edit User: DuckD0607

User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	In-Progress (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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Launch an Interrupted Test

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Edit User: DuckD0607

User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Ap	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	In-Progress (requires authorization)
<input type="radio"/>	Demo Re	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Loca	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

More actions...
 Authorize
 Instant Report
 Ticket
 History
 Assign Forms To Registration

 Unauthorize
 Update Status

 Disable Session
 Delete
 Location Information

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Launch an Interrupted Test

Log Out of Validus VTC

VALIDUS Virtual Test Center **ACT**

WorkKeys WorkKeys IV Training Site

LOGOUT

Home
My Account
User Management
User Batch Load
Account Management
Group Management
Profile Management
Barcode Management
Reports Portal
Reports
References

Edit User: DuckD0607

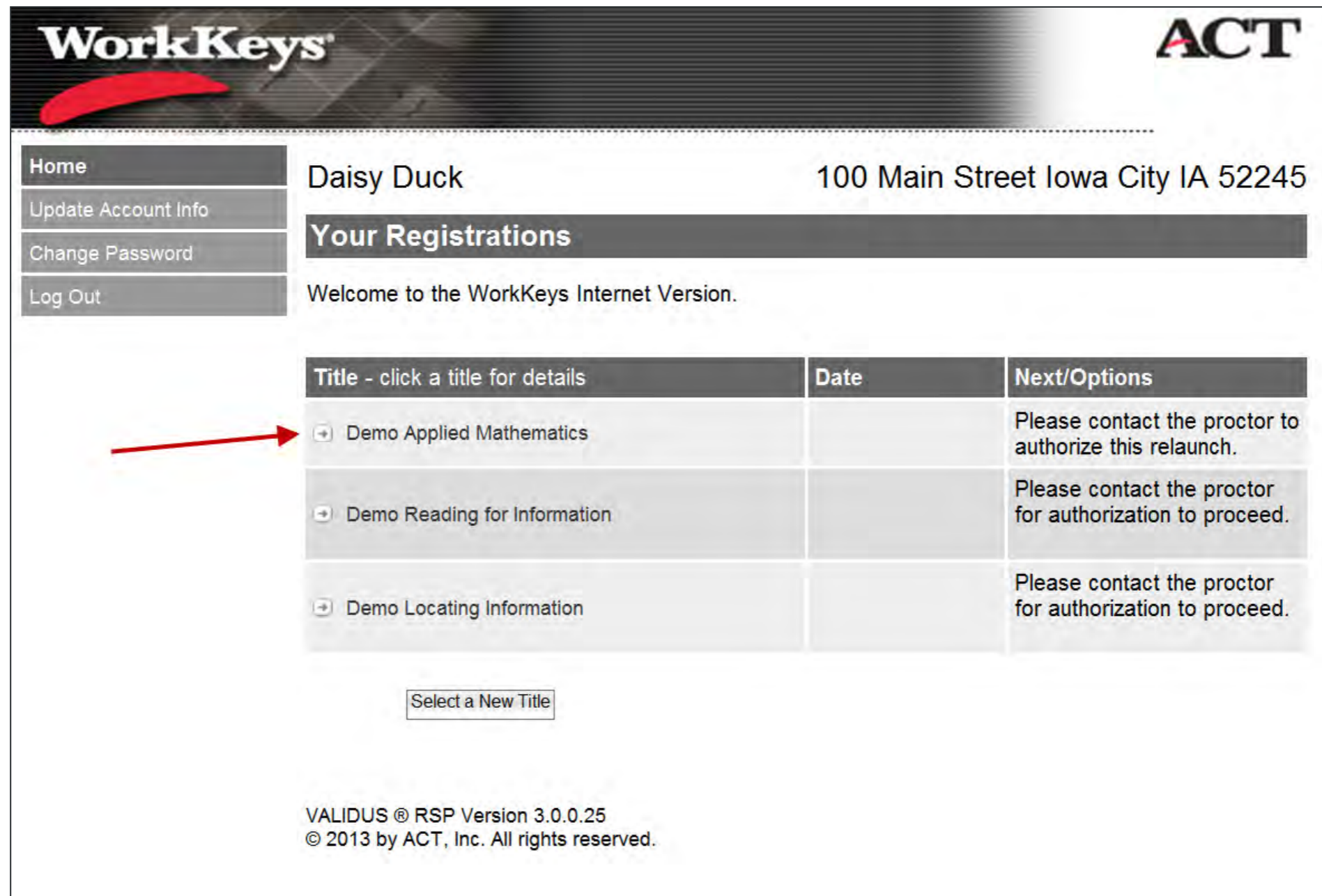
User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	In-Progress
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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Launch an Interrupted Test



The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation menu with links: Home, Update Account Info, Change Password, and Log Out. To the right of the menu, the user's name "Daisy Duck" and address "100 Main Street Iowa City IA 52245" are displayed. A dark grey header bar contains the text "Your Registrations". Below this header, a message reads "Welcome to the WorkKeys Internet Version." A table with three columns is shown: "Title - click a title for details", "Date", and "Next/Options". The table contains three rows of registration data. A red arrow points to the first row, "Demo Applied Mathematics". Below the table is a button labeled "Select a New Title". At the bottom of the page, the text "VALIDUS ® RSP Version 3.0.0.25 © 2013 by ACT, Inc. All rights reserved." is visible.

Title - click a title for details	Date	Next/Options
➤ Demo Applied Mathematics		Please contact the proctor to authorize this relaunch.
➤ Demo Reading for Information		Please contact the proctor for authorization to proceed.
➤ Demo Locating Information		Please contact the proctor for authorization to proceed.

Select a New Title

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Launch an Interrupted Test

The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation menu with the following items: Home, Update Account Info, Change Password, and Log Out. To the right of the navigation menu, the user's name "Daisy Duck" and address "100 Main Street Iowa City IA 52245" are displayed. Below this is a section titled "Registration Details". Underneath, there is a table with the following information:

Display name information	
Name:	Daisy Duck
Title:	Demo Applied Mathematics

Below the table, there are two buttons: "Print" and "Continue". A red arrow points to the "Continue" button. At the bottom of the page, the text reads: "VALIDUS © RSP Version 3.0.0.25 © 2013 by ACT, Inc. All rights reserved."

Launch an Interrupted Test

The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation menu with options: Home, Update Account Info, Change Password, and Log Out. The user's name, Daisy Duck, and address, 100 Main Street Iowa City IA 52245, are displayed. The main heading is 'Your Registrations', followed by a welcome message: 'Welcome to the WorkKeys Internet Version.' Below this is a table with three columns: 'Title - click a title for details', 'Date', and 'Next/Options'. The table contains three rows of registration data. A red arrow points to the 'Relaunch' button in the 'Next/Options' column of the first row. Below the table is a 'Select a New Title' button. At the bottom, the footer text reads: 'VALIDUS © RSP Version 3.0.0.25 © 2013 by ACT, Inc. All rights reserved.'

Title - click a title for details	Date	Next/Options
➤ Demo Applied Mathematics		Relaunch
➤ Demo Reading for Information		Please contact the proctor for authorization to proceed.
➤ Demo Locating Information		Please contact the proctor for authorization to proceed.

Generate an Instant Score Report

Generate an Instant Score Report

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

Home Welcome to VTC Console

My Account This is a training site. DO NOT use this site to set up real tests.

User Management ← 566617744 is your Realm ID.

User Batch Load

Account Management Select and More actions... List All Realms

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

Profile Management

Barcode Management

Reports Portal

Reports

References

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Generate an Instant Score Report

Search for Examinee's Account

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

User Management

Search Criteria

Last Name: First Name:

User ID: Examinee ID:

Email: Date Of Birth:

Status:

Use "%" for wild card searches.

More actions...

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
-- Please search for a name --							

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Generate an Instant Score Report

The screenshot shows the 'User Management' page in the VALIDUS Virtual Test Center. The page header includes the VALIDUS logo, 'Virtual Test Center', the WorkKeys logo, 'WorkKeys IV Training Site', and the ACT logo. A 'LOGOUT' link is in the top right. A left sidebar contains navigation links: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area is titled 'User Management' and contains a 'Search Criteria' section with input fields for Last Name (Duck), First Name (Daisy), User ID, Examinee ID, Email, and Date Of Birth (MM/dd/yyyy). A 'Status' dropdown is set to 'Show All'. A 'Search' button is highlighted with a red arrow. Below the search criteria is a table with columns: Select, First Name, Last Name, User ID, Email, Date Of Birth, Examinee ID, and Status. The table currently shows a single row with the text '-- Please search for a name --'. At the bottom left, there is a footer with the text: 'VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved.'

Generate an Instant Score Report

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

User Management

Search Criteria

Last Name: First Name:
User ID: Examinee ID:
Email: Date Of Birth:
Status:

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	Daisy	Duck	DuckD0607	daisy.duck@act.org	06/07/1990	43210607	Enabled
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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Generate an Instant Score Report

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

- Home
- My Account
- User Management
- User Batch Load
- Account Management
- Group Management
- Profile Management
- Barcode Management
- Reports Portal
- Reports
- References

User Management

Search Criteria

Last Name: <input type="text" value="Duck"/>	First Name: <input type="text" value="Daisy"/>
User ID: <input type="text"/>	Examinee ID: <input type="text"/>
Email: <input type="text"/>	Date Of Birth: <input type="text" value="MM/dd/yyyy"/>
Status: <input type="text" value="Show All"/>	<input type="button" value="Search"/>

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	Daisy	Duck	DuckD0607	daisy.duck@act.org	06/07/1990	43210607	Enabled
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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Generate an Instant Score Report

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site **LOGOUT**

Edit User: DuckD0607

User Security Roles **Registration** Group

Personal Information

* First Name: Daisy
Middle Name:
* Last Name: Duck
Date of Birth: MM/dd/yyyy 06/07/1990
* Examinee ID: 43210607

Permanent Mailing Address

Address1: 100 Main Street
Address2:
City: Iowa City
State/Province: Iowa
ZIP Code: 52245
Email: daisy.duck@act.org

Education

Generate an Instant Score Report

The screenshot shows the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page is titled "Edit User: DuckD0607" and features a navigation menu on the left with options like Home, My Account, User Management, and Reports. A red arrow points to the "User Batch Load" option in the menu. The main content area displays a table of assessment registrations with columns for Select, Title, Administration, Registration ID, Create Date, and Status. The table contains three rows of data, with the first row selected. Below the table, the footer text reads: "VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved."

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Completed
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

Generate an Instant Score Report

VALIDUS Virtual Test Center **ACT**
WorkKeys WorkKeys IV Training Site [LOGOUT](#)

Home
 My Account
User Management
 User Batch Load
 Account Management
 Group Management
 Profile Management
 Barcode Management
 Reports Portal
 Reports
 References

Edit User: DuckD0607

User Security Roles Registration **Group**

Select and Edit More actions...

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Ap Ticket	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Completed
<input type="radio"/>	Demo Re Assign Forms To Registration	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Lo	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

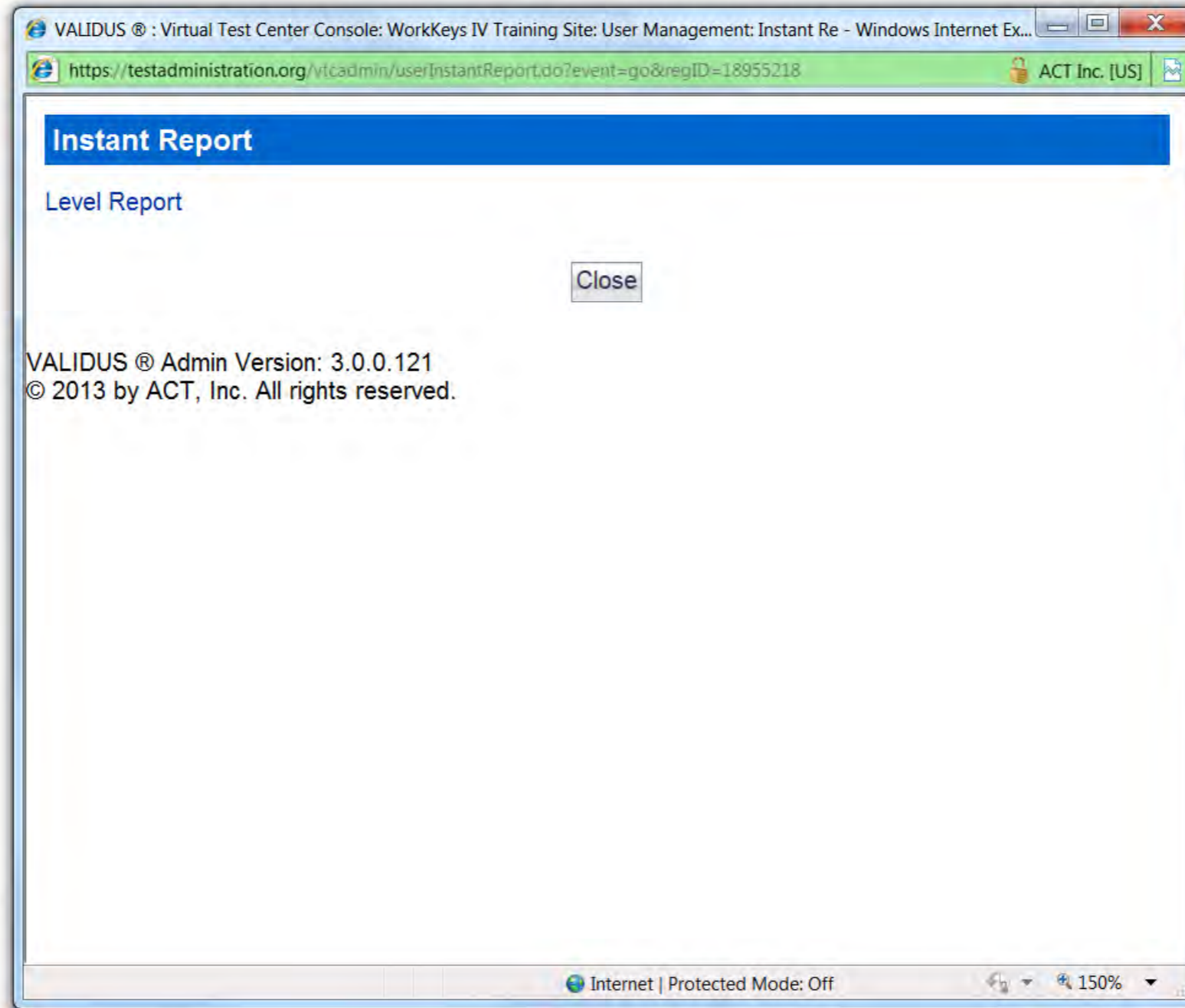
More actions...
 Authorize
Instant Report
 History
 Assign Forms To Registration

 Unauthorize
 Update Status

 Disable Session
 Delete

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Generate an Instant Score Report



Websites

Websites of Interest

- ACT WorkKeys Information: www.act.org/workkeys
- Understanding WorkKeys Scores:
www.act.org/workkeys/assess/understanding.html
- Using Your WorkKeys Scores:
www.act.org/workkeys/careerseekers/scores.html
- Occupational Profile Database (Search Jobs by Skills):
profiles.keytrain.com/profile_search/

Websites of Interest

(Continued)

- Employer Solutions: www.act.org/workkeys/employers/
- ACT NCRC (National Career Readiness Certificate):
www.act.org/certificate/about.html
- ACT KeyTrain: www.keytrain.com/
- ACT Career Curriculum Webinars (includes KeyTrain):
www.keytrain.com/training/

Resources

Resources

- ACT WorkKeys Reference Center Website
www.act.org/workkeys-private/reference/
- This is a private site for testing staff only
- A wealth of information is available, including:
 - ACT WorkKeys Notices
 - WorkKeys Internet Version (WKIV) Quick Start Guides
 - Link to WKIV System Status page
 - Manuals, forms, and other test administration resources

Training Resources

- ACT WorkKeys Administrator Training Website:
www.act.org/workkeys-private/admintraining/
 - User ID and Password were e-mailed to the site administrator
- ACT WorkKeys Training Realms
 - VTC (Registration/Authorization): vtc.act.org/1157850502
 - Username: Alabama456
 - Password: alabama456
 - RSP (Launch): rsp.act.org/1157850502

For Information or Help...

- **ACT WorkKeys Customer Service:**
 - 800.WORKKEY (800.967.5539)
 - workkeys@act.org
 - Hours:
 - Monday - Friday (except holidays): 7:00 a.m. – 7:00 p.m. (Central Time)
 - Saturdays (except holiday weekends): 8:00 a.m. – 2:00 p.m. (Central Time)