

*ACT WorkKeys Notice #16 – 2015.07.01: “ACT WorkKeys Test Administration Training for Online Testing” Webinar*

Dear ACT WorkKeys Users,

This ACT WorkKeys Notice contains the following information about upcoming sessions of the “ACT WorkKeys Test Administration Training for Online Testing” training webinar:

- who should attend
  - webinar delivery schedule and registration link
  - topics covered in the webinar
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### **Who should attend?**

This open enrollment webinar (no cost) is intended for new test coordinators and proctors administering the online version of ACT WorkKeys. Anyone who would like a refresher on the basics of ACT WorkKeys online testing is also welcome.

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### **Webinar delivery schedule and registration link**

The webinar lasts approximately **60 minutes** and is offered several times. In July and August, this webinar will be presented on the following dates and times:

- Thursday, July 9, at 11:00 a.m.
- Wednesday, July 15, at 12:00 p.m.
- Friday, July 31, at 12:00 p.m.
- Friday, August 7, at 11:00 a.m.
- Thursday, August 20, at 11:00 a.m.
- Wednesday, August 26, at 12:00 p.m.

Click on this URL to register for the webinar date and time that works best for you:

[www.act.org/learning-at-act/training/workkeys.html](http://www.act.org/learning-at-act/training/workkeys.html).

It is recommended that you bookmark this **Learning@ACT** website.

**Please be advised that all webinars are listed in Central Time.** You will be given an opportunity to have the schedule displayed in your own time zone during registration.

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### **Topics covered in the webinar**

Since this webinar is intended for new test coordinators and proctors, it will cover the following basic topics:

- Introduction to High-Stakes Testing
  - Registering an Examinee
  - Authorizing an Assessment
  - Launching a New Assessment
  - Launching an Interrupted Assessment
  - Generating an Instant Score Report
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Email questions to [learning@act.org](mailto:learning@act.org) or call **888.826.1956**. Thank you for using ACT WorkKeys.

Sincerely,

The ACT WorkKeys Staff

[workkeys@act.org](mailto:workkeys@act.org)

800.967.5539

*For past ACT WorkKeys Notices, and for other ACT WorkKeys documentation, visit the ACT WorkKeys Reference Center website at [www.act.org/workkeys-private/reference/](http://www.act.org/workkeys-private/reference/).*