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" webinar:

- who should attend
- the webinar delivery schedule and registration link
- topics covered in the webinar

Who should attend?

This free open enrollment webinar is intended for <u>new</u> test coordinators and proctors administering the online version of ACT WorkKeys. We also welcome anyone who would like a refresher on the basics of ACT WorkKeys online testing.

Webinar delivery schedule and registration link

The webinar lasts approximately **60** <u>minutes</u>. In August and September, this webinar will be presented on the following dates and times:

- Friday, August 7, at 11:00 a.m.
- Thursday, August 20, at 11:00 a.m.
- Wednesday, August 26, at 12:00 p.m.
- Wednesday, September 2, at 11:00 a.m.
- Tuesday, September 8, at 1:00 p.m.
- Thursday, September 17, at 11:00 a.m.
- Tuesday, September 29, at 12:00 p.m.

Click on this URL to register for your preferred date and time:
www.act.org/learning-at-act/training/workkeys.html.
We recommend that you bookmark the **Learning@ACT** website.

Please be advised that all webinars are listed in <u>Central Time</u>. We'll give you an opportunity to have the schedule displayed in your own time zone during registration.

Topics covered in the webinar

Since this webinar is intended for <u>new</u> test coordinators and proctors, it will cover the following 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

Email questions to learning@act.org or call **888.826.1956**. Thank you for using ACT WorkKeys.

Sincerely,

The ACT WorkKeys Staff
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/.