

*ACT WorkKeys Notice #2 – 2015.01.23: “ACT WorkKeys Test Administration Training for Online Testing” Webinar*

Dear ACT WorkKeys Users,

The “ACT WorkKeys Test Administration Training for Online Testing” webinar will be held on the following dates in February: **February 2, February 11, February 17, and February 26**. This ACT WorkKeys Notice contains the following information about the training webinar:

- who should attend
  - webinar delivery schedule
  - webinar registration and audio access
  - topics covered in the webinar
  - webinar presentation slides
  - canceling your registration
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### **Who should attend**

The webinar 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. If you attended any of the previous ACT WorkKeys Internet Version training webinars for new test coordinators and proctors, you do not need to attend this session. (Note that “Internet Version” has been changed to “online.”)

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### **Webinar delivery schedule**

The webinar will be presented on the following dates and times:

**Monday, February 2, at 1:00 p.m. (Central time)**  
**Wednesday, February 11, at 11:00 a.m. (Central time)**  
**Tuesday, February 17, at 1:00 p.m. (Central time)**  
**Thursday, February 26, at 12:00 p.m. (Central time)**

The webinar will last approximately 90 minutes.

An email with registration information for March sessions will be sent around mid-February.

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### **Webinar registration and audio access**

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

[attendee.gototraining.com/rt/8868970116449355265](http://attendee.gototraining.com/rt/8868970116449355265)

**NOTE: The webinar is being presented from a location in the Central time zone. If you want to know what time the webinar will begin in your time zone, click on the link near the top right corner of the registration page that says "Change time zone."** This will ensure that the emails you receive will include the start time of the webinar based on your location.

After you have registered, you will receive an email with instructions on how to access the webinar.

To hear the webinar, you may dial in on a phone line or listen through your computer. Please note that the phone number is not a toll-free number.

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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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### **Webinar presentation slides**

You may want to have a copy of the slides available as you watch the training webinar. Presentation slides are being updated and are expected to be available by January 29.

You may access the slides on the ACT WorkKeys Administrator Training website ([www.act.org/workkeys-private/admintraining/](http://www.act.org/workkeys-private/admintraining/)) under the “Training Program” tab. Login information for this website was emailed to test coordinators when their accounts were created. If you are unable to locate the login information, contact ACT WorkKeys Customer Service at 800.WORKKEY (800.967.5539) or [workkeys@act.org](mailto:workkeys@act.org).

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### **Canceling your registration**

If you will be unable to attend the webinar, please cancel your registration so that others may attend. A link is included in your registration email and in all reminder emails. Scroll to the bottom of the email and click on the “cancel your registration” link.

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Thank you for using ACT WorkKeys.

Sincerely,

The ACT WorkKeys Staff  
[workkeys@act.org](mailto:workkeys@act.org)  
800.WORKKEY (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/).*