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To: ACT WorkKeys Test Coordinators

Subject: "ACT WorkKeys Test Administration Training for Online Testing" Webinar

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
- topics covered in the webinar

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### Who Should Attend

This free, 60 minute webinar is intended for *new* test coordinators and proctors administering the online version of ACT WorkKeys. We also welcome anyone who would like a refresher on ACT WorkKeys online testing.

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### Webinar Delivery Schedule

In October and November, this webinar will be presented on the following dates and times:

- Thursday, October 15, 2015, at 11:00 a.m.
- Thursday, October 22, 2015, at 1:00 p.m.
- Wednesday, October 28, 2015, at 11:00 a.m.
- Tuesday, November 10, at 1:00 p.m.
- Monday, November 23, 2015, 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](http://www.act.org/learning-at-act/training/workkeys.html).

**Please be advised that all webinars are listed in central time.** We'll give you an opportunity to have the schedule displayed in your own time zone during registration.

*Note: We recommend that you bookmark the **Learning@ACT** website.*

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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 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,

The ACT WorkKeys Staff

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800.967.5539

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