Dear ACT WorkKeys Users,

This ACT WorkKeys Notice contains the following information about next month's sessions of the "ACT WorkKeys Test Administration Training for Online Testing" training webinar:

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

IMPORTANT: Information about future webinar dates will be included in ACT WorkKeys Notices that contain details about the monthly maintenance windows.

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 sessions of this training webinar, you do not need to attend this session.

Webinar delivery schedule

The webinar, which will last approximately 90 minutes, will be presented on the following dates and times:

Thursday, April 2, at 12:00 p.m. (Central time)
Tuesday, April 14, at 1:00 p.m. (Central time)
Wednesday, April 22, at 11:00 a.m. (Central time)
Thursday, April 30, at 1:00 p.m. (Central time)

Webinar registration and audio access

Click on this URL to register for the webinar date and time that works best for you: https://attendee.gototraining.com/rt/3979066975455987201.

You can also register through the Learning@ACT website: www.act.org/learning-at-act/training/workkeys.html.

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.

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

Webinar presentation slides

You may want to have a copy of the slides available as you watch the training webinar.

A link to the webinar presentation slides is included in your registration confirmation email and in the webinar reminder emails. In the "Before the training" section, click on the "review the materials" link to access the PowerPoint presentation.

You may also access the slides on the ACT WorkKeys Administrator Training website under the "Training Program" tab (www.act.org/workkeys-private/admintraining/). 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 800.967.5539 or workkeys@act.org.

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.

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/.