

Launching an Interrupted Test

In this document

This document contains information used by site administrators and proctors to launch a WorkKeys Internet Version test that has been interrupted.

When to use this document

Use this document when an examinee's test is interrupted.

General Information

Interruptions can be due to events like power outages, lost Internet connectivity, or building evacuations.

If a test is interrupted, you need to launch it within one hour of the interruption. If you are not able to launch an interrupted test within one hour, the test cannot be launched again. A new test will need to be added to the examinee's registration. There is no charge for a re-launched test, but there is for a new test.

After the test has been re-launched, the examinee will be able to resume testing at the spot where he or she was interrupted. The timer will restart at the point that it stopped.

Process overview

The following table shows the process for launching a WorkKeys Internet Version test that has been interrupted.

Stage	Description
1	Authorize the test through the Validus system.
2	Re-launch the test through RSP.

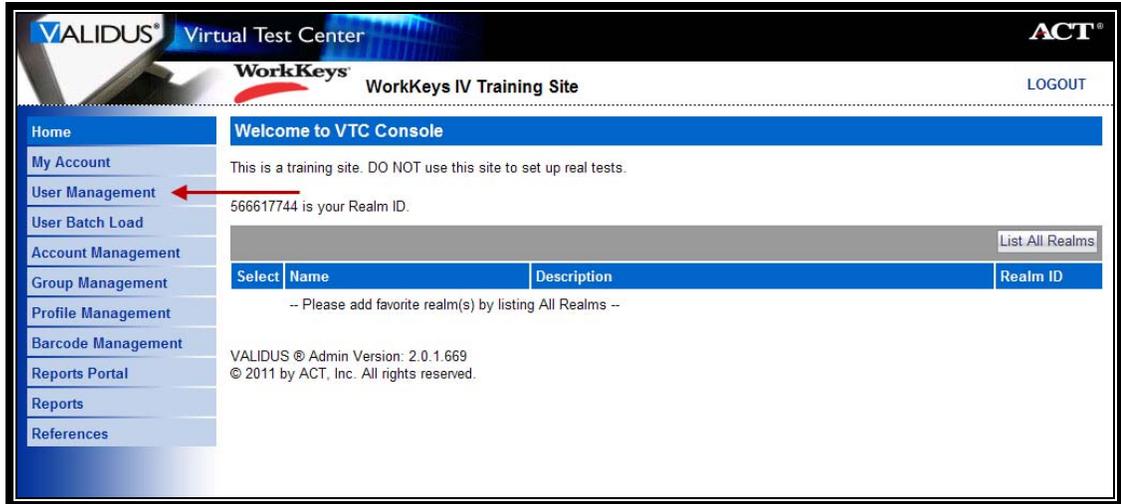
Procedure: Authorizing the test through Validus

Follow the steps below to authorize a test that has been interrupted.

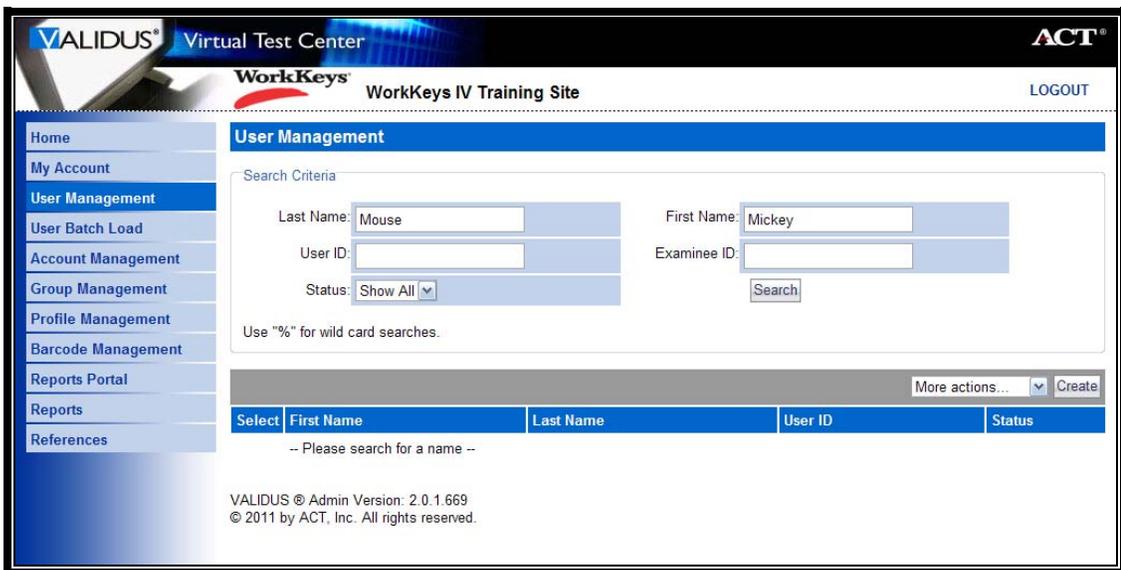
1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

<https://vtc.act.org/<your site's realm number>> e.g., <https://vtc.act.org/123456789>

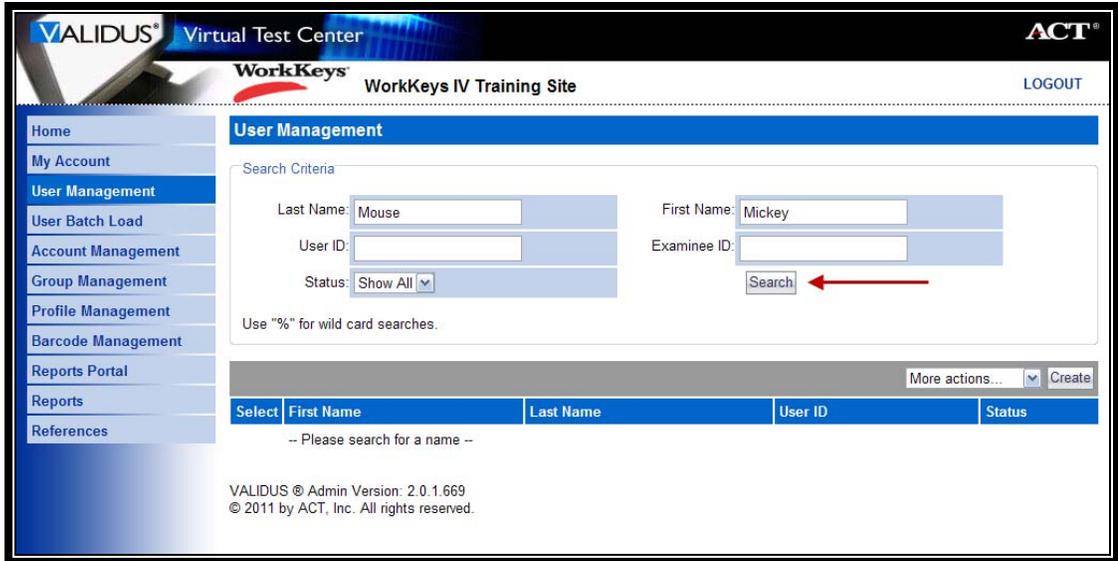
- On the left side of the page, click on **User Management**.



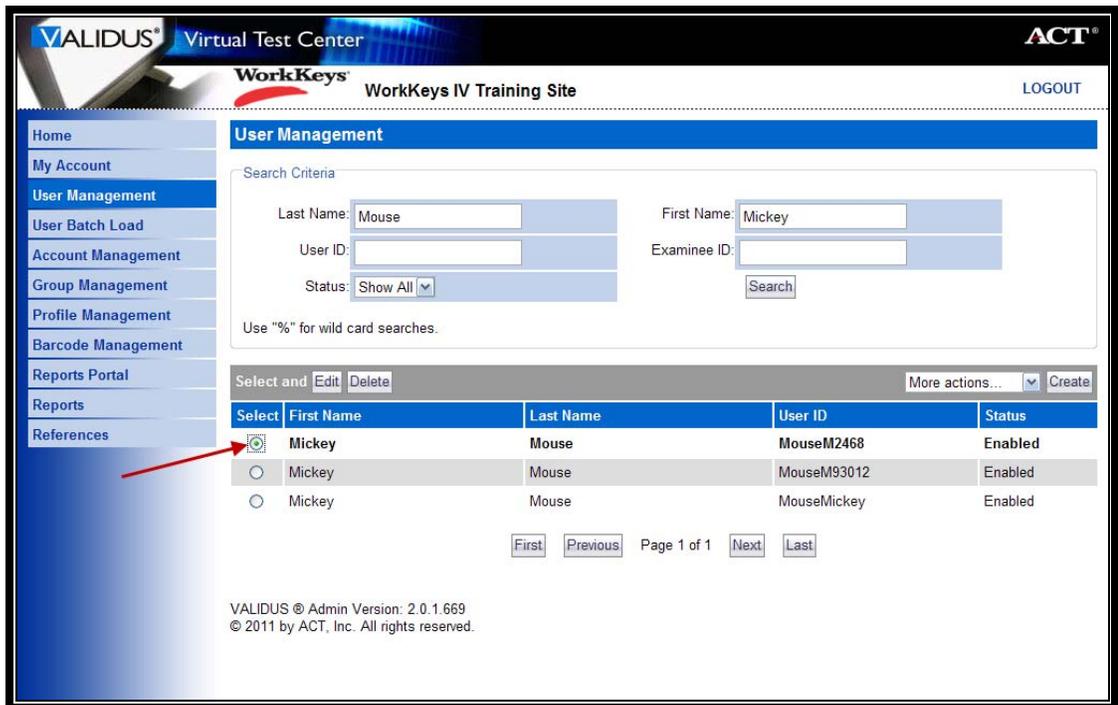
- Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)



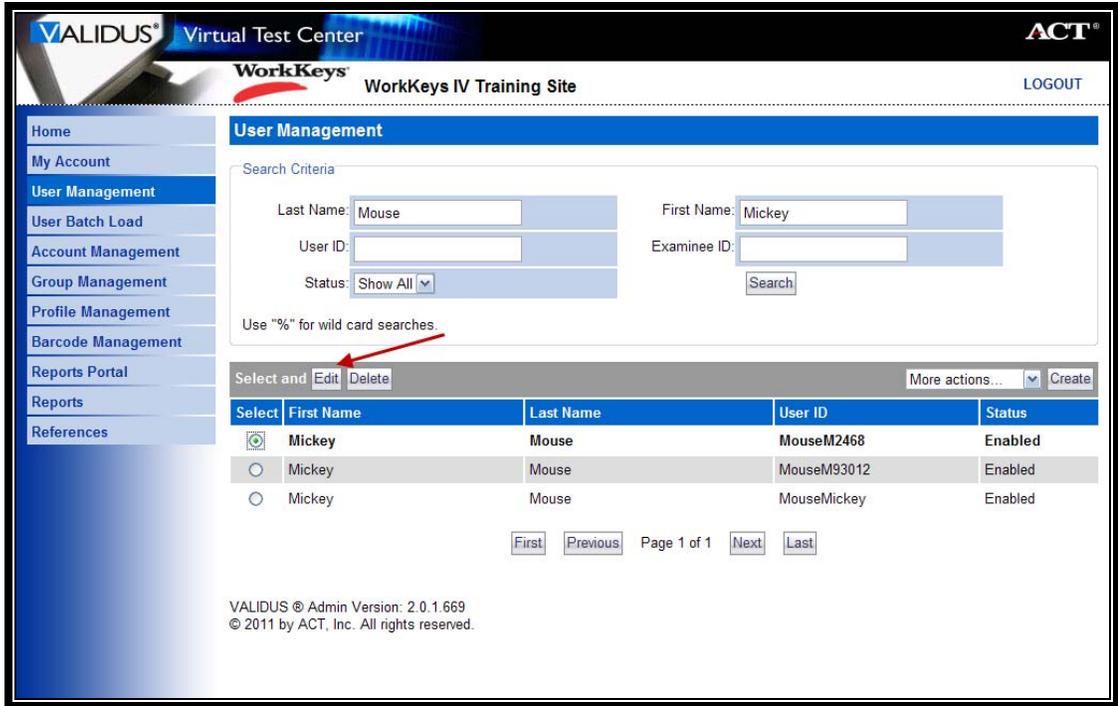
- Click the **Search** button.



- Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct record.



- Click the **Edit** button.



VALIDUS® Virtual Test Center
WorkKeys® WorkKeys IV Training Site
LOGOUT

User Management

Search Criteria

Last Name: First Name:

User ID: Examinee ID:

Status:

Use "%" for wild card searches.

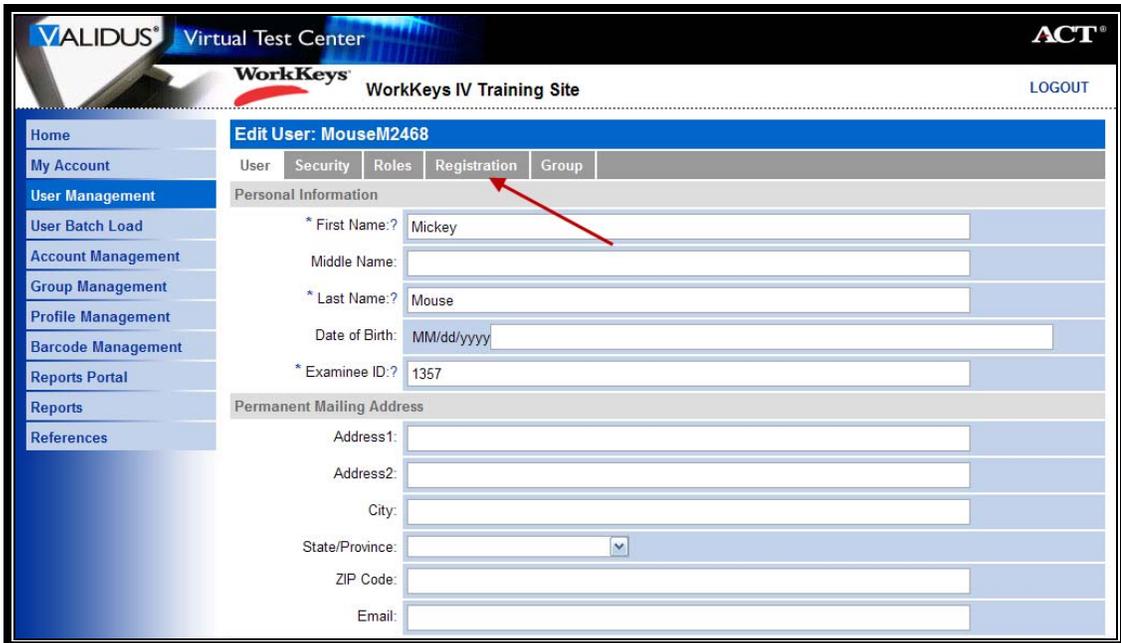
Select and **Edit** Delete

Select	First Name	Last Name	User ID	Status
<input checked="" type="radio"/>	Mickey	Mouse	MouseM2468	Enabled
<input type="radio"/>	Mickey	Mouse	MouseM93012	Enabled
<input type="radio"/>	Mickey	Mouse	MouseMickey	Enabled

First Previous Page 1 of 1 Next Last

VALIDUS © Admin Version: 2.0.1.669
© 2011 by ACT, Inc. All rights reserved.

- Click on the **Registration** tab.



VALIDUS® Virtual Test Center
WorkKeys® WorkKeys IV Training Site
LOGOUT

Edit User: MouseM2468

User Security Roles **Registration** Group

Personal Information

* First Name:?

Middle Name:

* Last Name:?

Date of Birth:

* Examinee ID:?

Permanent Mailing Address

Address1:

Address2:

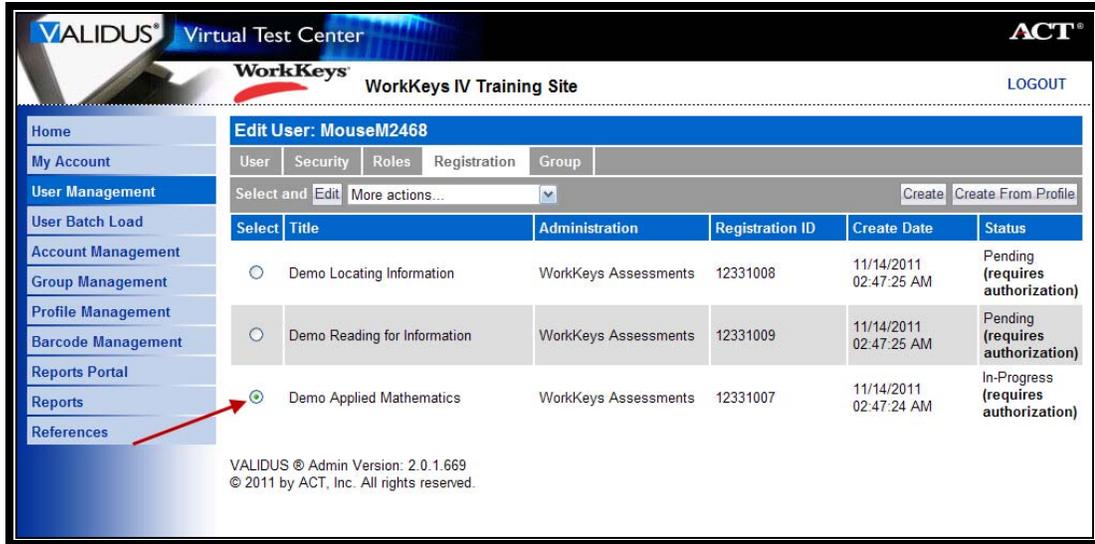
City:

State/Province:

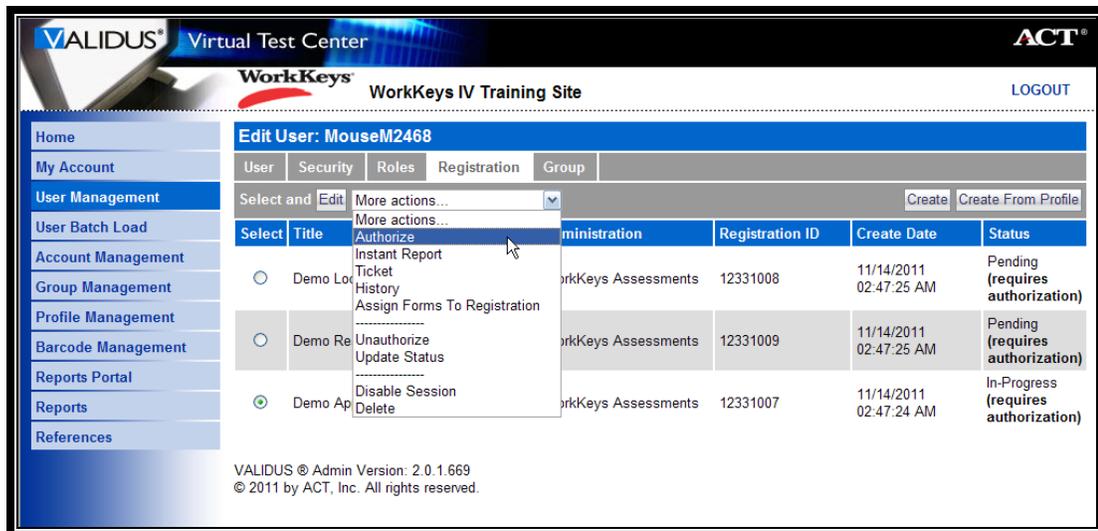
ZIP Code:

Email:

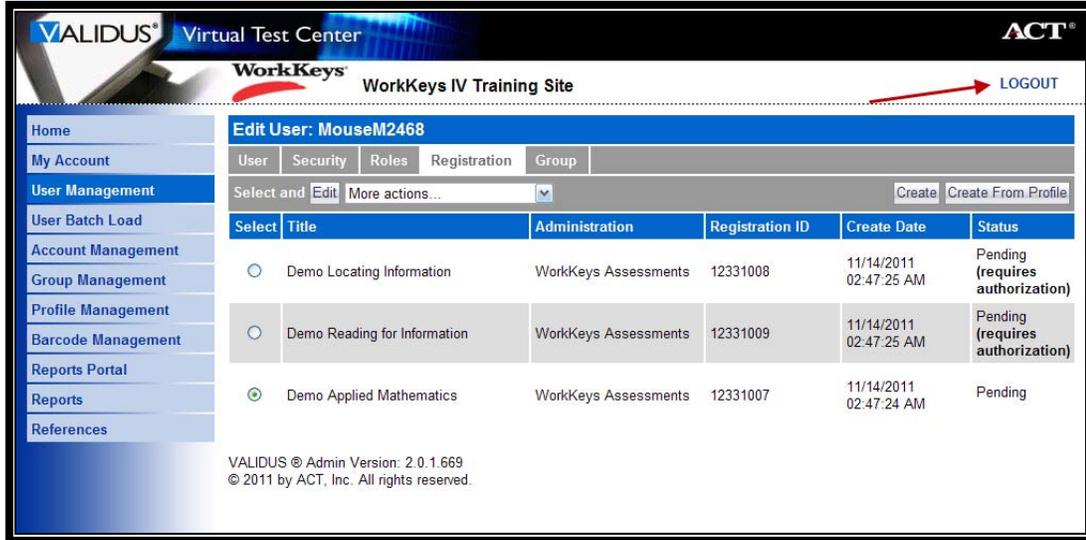
- Click the radio button to the left of the test that was interrupted.



- Click the “down arrow” next to “More actions. . .” and select “Authorize.”



- Before you go to the testing workstation to have the examinee re-launch the test, click **Logout** at the top right-hand side of the page.

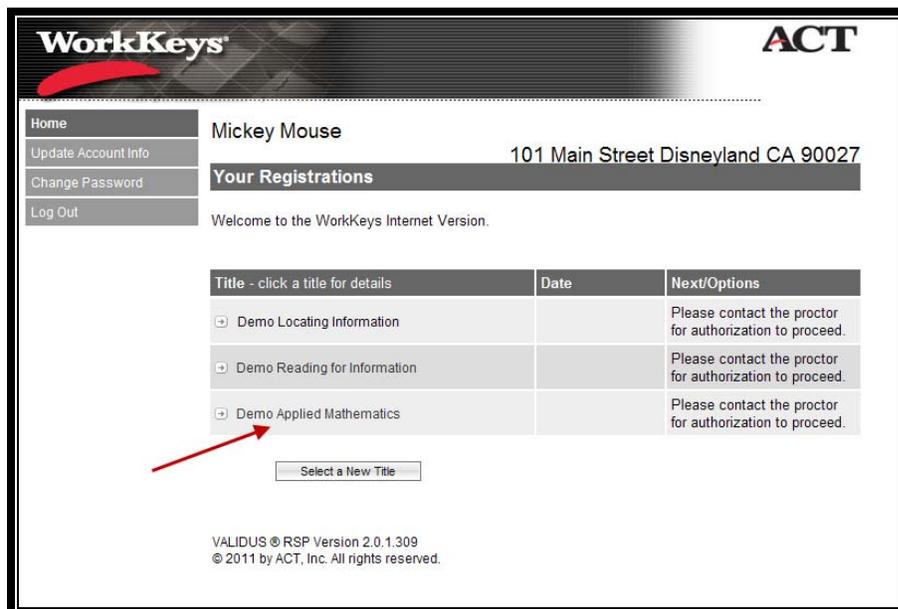


Procedure: Re-launching the test through RSP

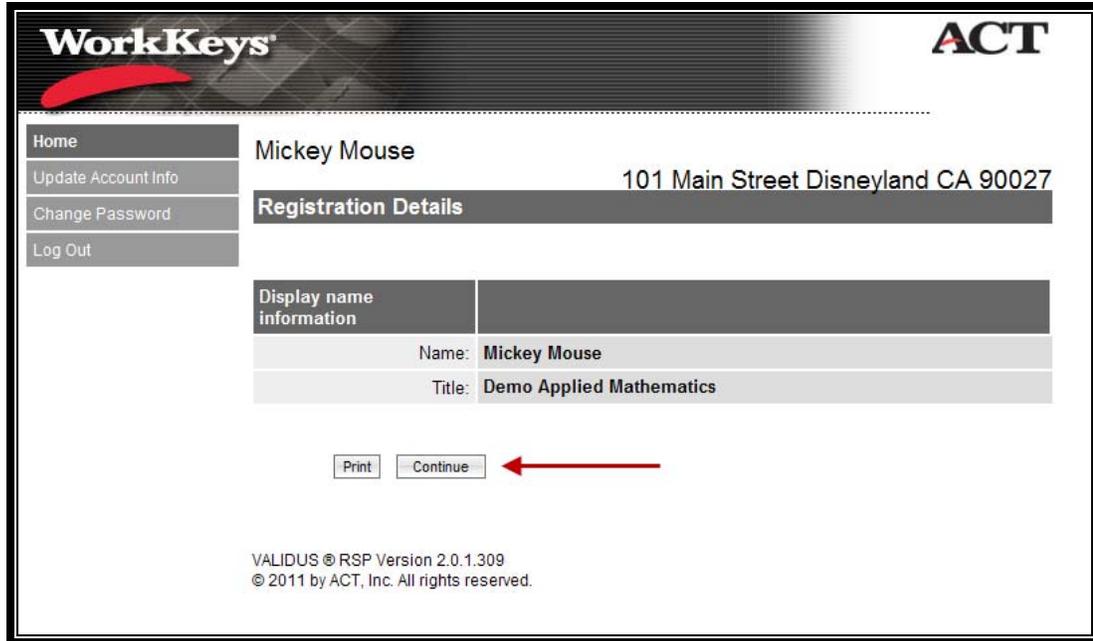
Follow the steps below to launch a test that has been interrupted.

- At the testing workstation, after you have authorized the test, instruct the examinee to refresh the test launch screen by clicking on the title of the exam that was interrupted.

Another way to refresh the page is to press the **F5** key; you should then skip to Step 3.



2. On the next screen, instruct the examinee to click on the **Continue** button.



3. Instruct the examinee to click the **Relaunch** button in the “Next/Options” column.

