

## Setting Extended Time

### In this document

This document contains information used by site administrators to set extended time for a WorkKeys Internet Version test.

### When to use this document

Use this document when an examinee is allowed an accommodation for extended time for a WorkKeys Internet Version test.

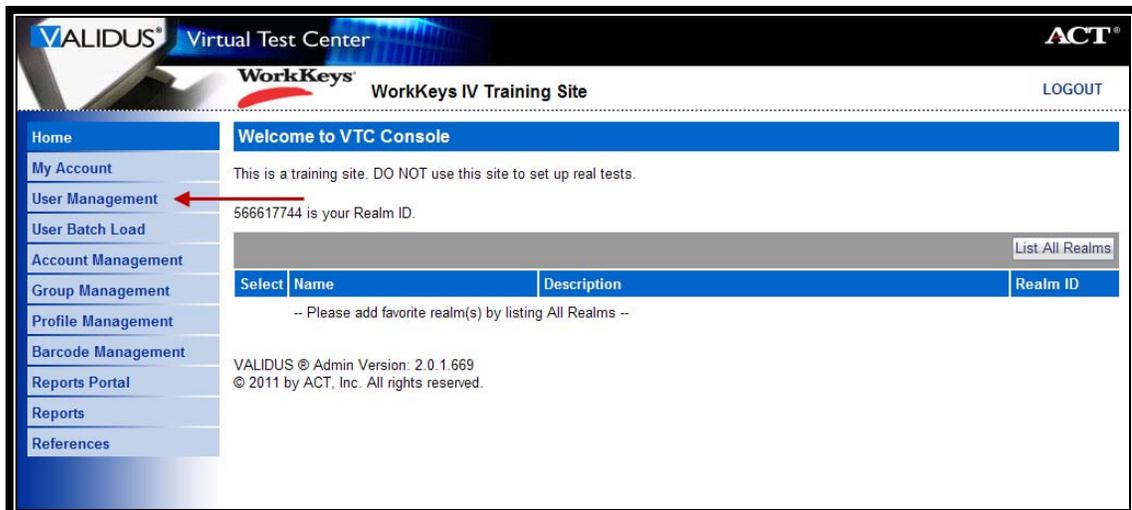
### Procedure: Setting Extended Time

Follow the steps below to set extended time for an examinee taking a WorkKeys Internet Version test.

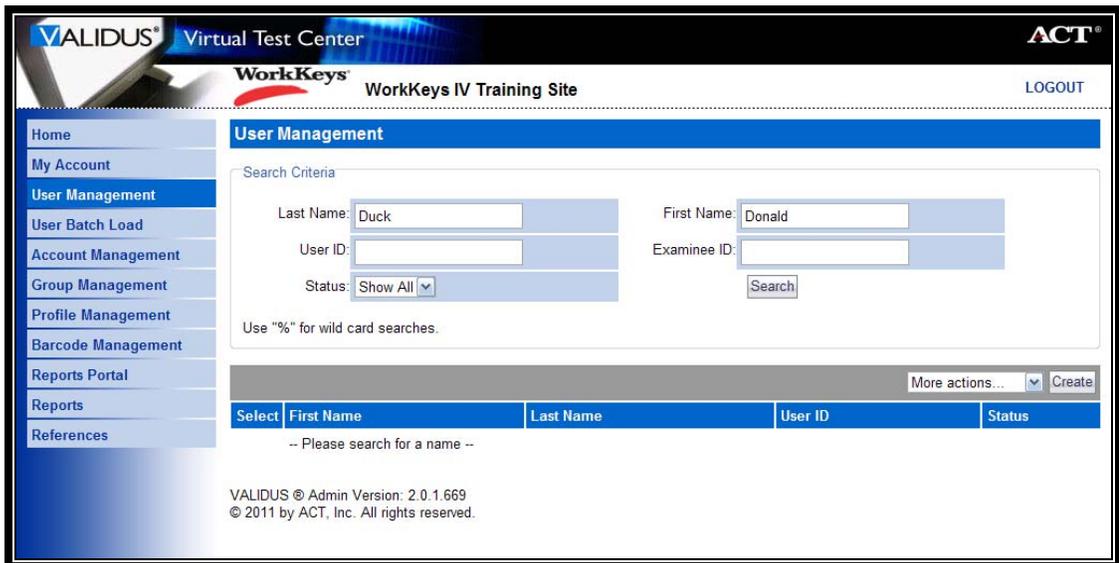
1. Log in to the Validus system with your User ID and password. The URL will look something like this:

<https://vtc.act.org/<your site's realm number>>

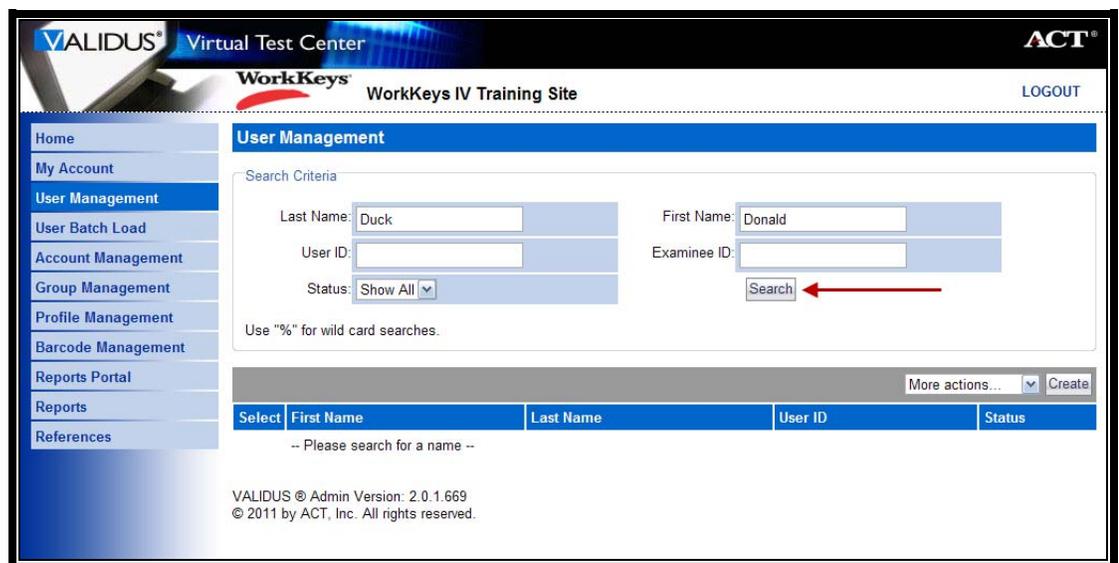
2. On the left side of the page, click on **User Management**.



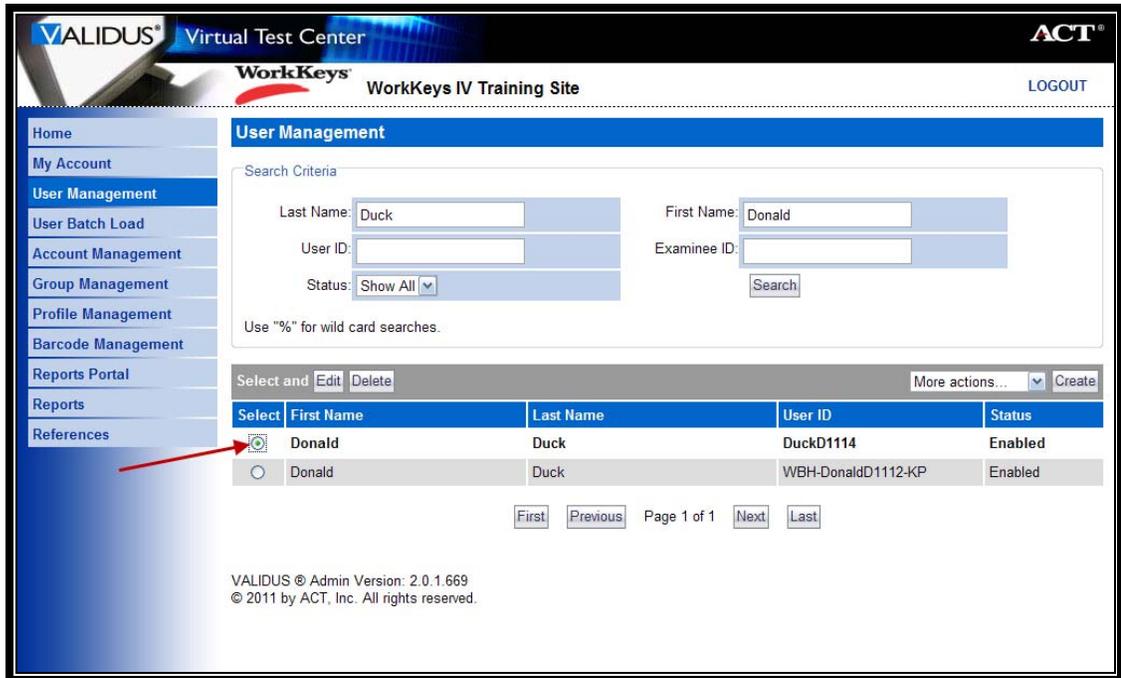
3. Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)



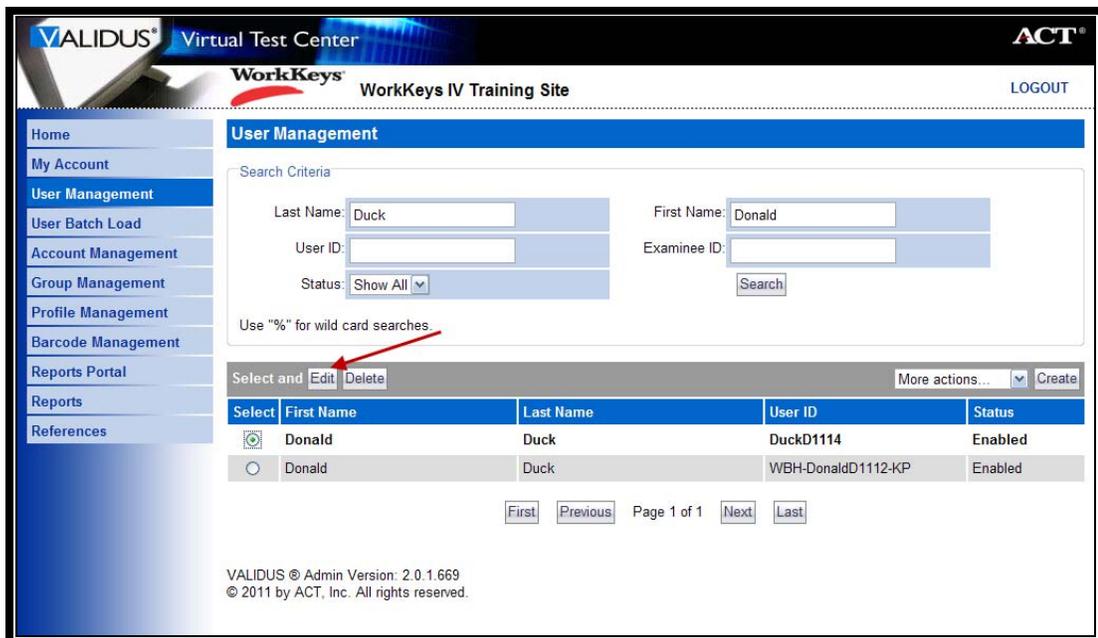
4. Click the **Search** button.



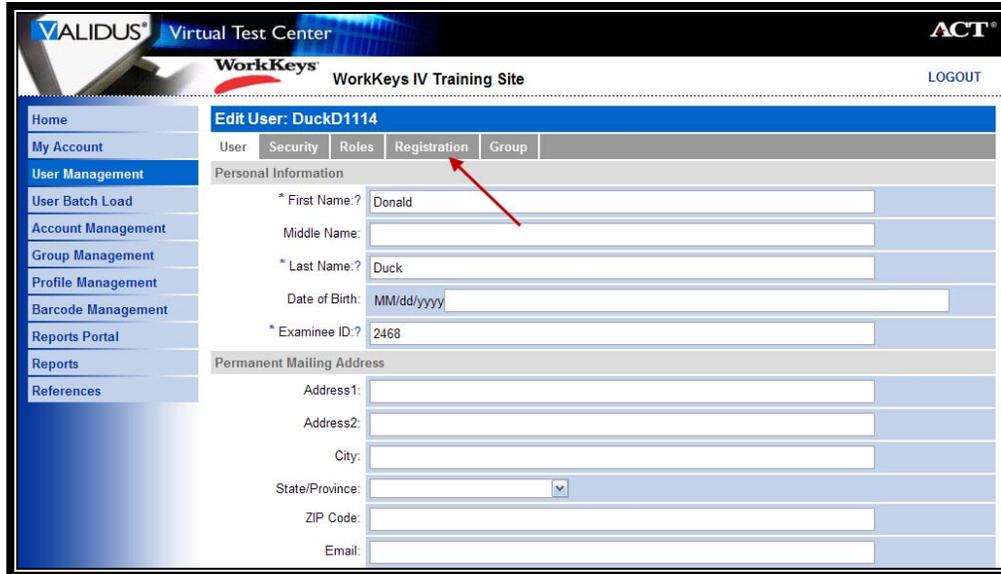
- 5. Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct record.



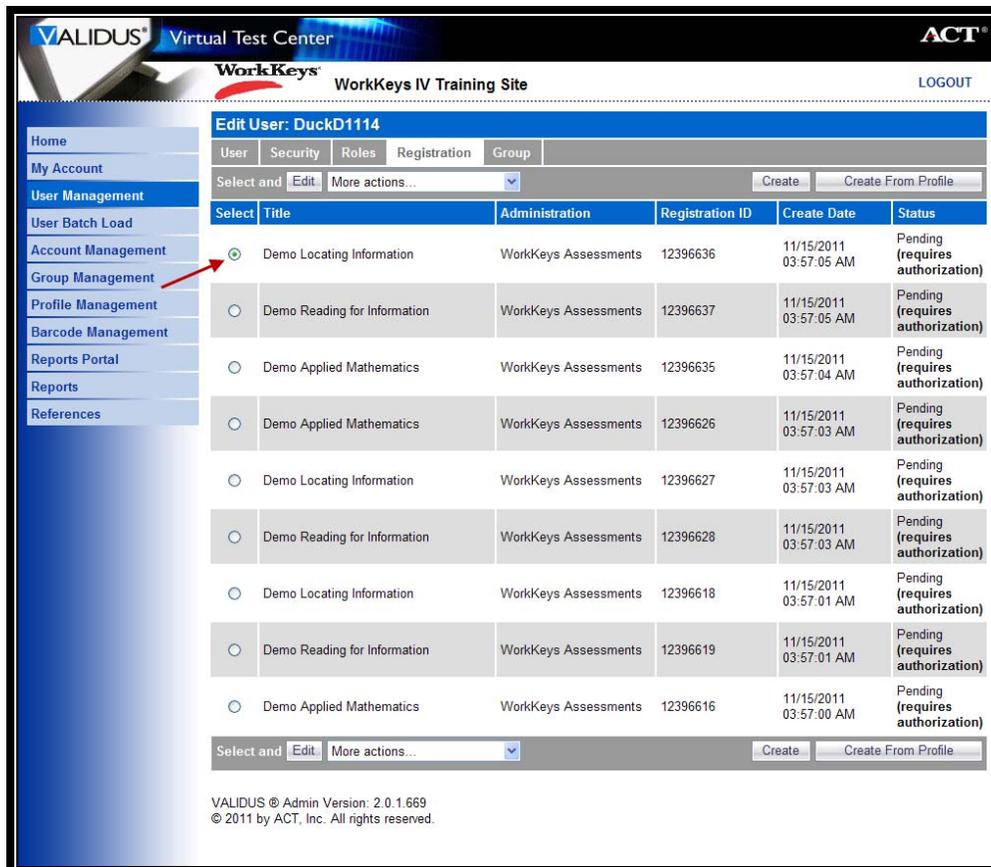
- 6. Click the **Edit** button.



- Click on the **Registration** tab.



- Click the radio button to the left of the assessment for which you want to set extended time.



9. Click the **Edit** button.

**VALIDUS Virtual Test Center** **ACT**  
**WorkKeys IV Training Site** LOGOUT

**Edit User: DuckD1114**

User Security Roles Registration Group

Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Locating Information	WorkKeys Assessments	12396636	11/15/2011 03:57:05 AM	Pending (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	12396637	11/15/2011 03:57:05 AM	Pending (requires authorization)
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	12396635	11/15/2011 03:57:04 AM	Pending (requires authorization)
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	12396626	11/15/2011 03:57:03 AM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	12396627	11/15/2011 03:57:03 AM	Pending (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	12396628	11/15/2011 03:57:03 AM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	12396618	11/15/2011 03:57:01 AM	Pending (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	12396619	11/15/2011 03:57:01 AM	Pending (requires authorization)
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	12396616	11/15/2011 03:57:00 AM	Pending (requires authorization)

Select and Edit More actions... Create Create From Profile

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10. In the “Registration Information” section, click the down arrow next to “Extended Time.” Select the amount of time needed for the selected assessment.

**VALIDUS Virtual Test Center** **ACT**  
**WorkKeys IV Training Site** LOGOUT

**Edit User: DuckD1114**

User Security Roles Registration Group

Registrant Information

Administration: WorkKeys Assessments

Title: Demo Locating Information

Starting Date: MM/dd/yyyy

Ending Date: MM/dd/yyyy

Locked:

Exposure Control: [Dropdown]

Registration Information

Score Report: [Dropdown]

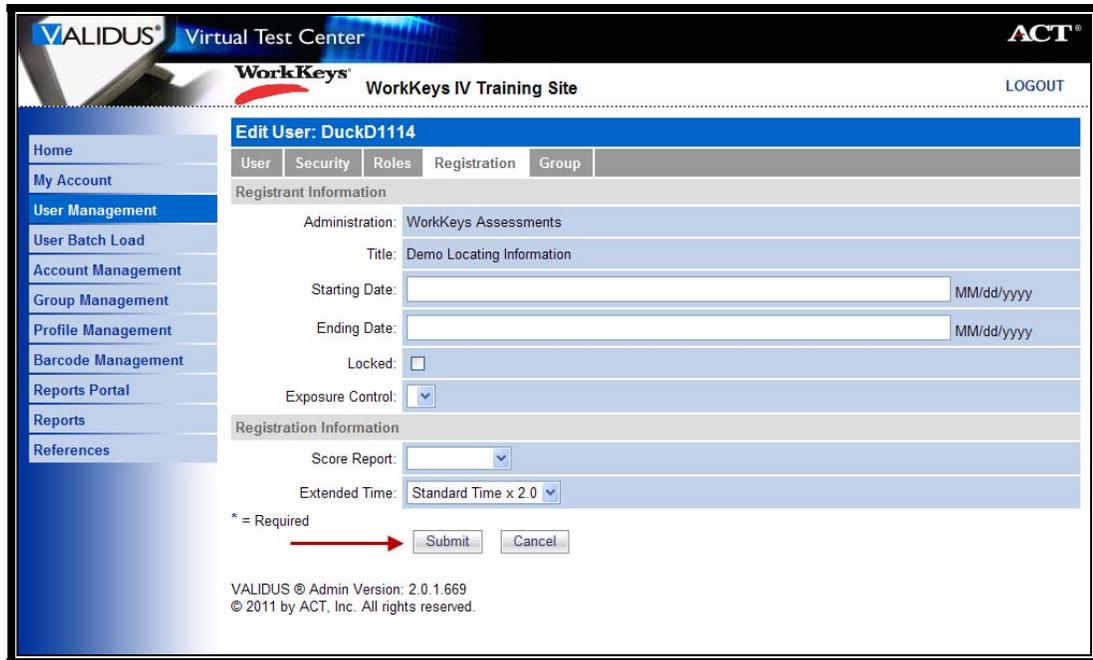
Extended Time: [Dropdown]

\* = Required

Standard Time  
Standard Time x 1.5  
Standard Time x 2.0  
3 Hours

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11. Click the **Submit** button.



The screenshot shows the 'Edit User: DuckD1114' page in the VALIDUS Virtual Test Center. The page has a navigation menu on the left with options like Home, My Account, User Management, and Reports. The main content area is divided into tabs: User, Security, Roles, Registration, and Group. The 'Registration' tab is active, showing fields for Registrant Information (Administration, Title, Starting Date, Ending Date, Locked, Exposure Control) and Registration Information (Score Report, Extended Time). A red arrow points to the 'Submit' button at the bottom of the form. The footer contains the text: 'VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.'