

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**.

	ACT [®]						
	WorkKeys	LOGOUT					
Home	Welcome to VTC Co	Welcome to VTC Console					
My Account	This is a training site. DO N	This is a training site. DO NOT use this site to set up real tests.					
User Management 🛛 🗲	566617744 is your Realm If	666647744 is your Dealm ID					
User Batch Load	Sooo Triffit is your recaim to						
Account Management			List All Realms				
Group Management	Select Name	Description	Realm ID				
Profile Management	Please add favo	rite realm(s) by listing All Realms					
Barcode Management	VALIDUS @ Admin Version	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.					
Reports Portal	© 2011 by ACT, Inc. All right						
Reports							
References							



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.)

	tual Test Center	Constant of the second s					ACT
	WorkKeys'	/orkKeys IV Trai	ning Site				LOGOUT
Home	User Management	t					
My Account	Search Criteria						
User Management	Last Name: Due	ck		First Name:	Donald		
Account Management	User ID:			Examinee ID:			
Group Management	Status: She	ow All 💌			Search		
Profile Management	Use "%" for wild card	searches.					
Barcode Management							
Reports Portal						More actions	Create
Reports	Select First Name		Last Name		User ID	St	atus
References	Please sear	ch for a name					
	VALIDUS ® Admin Vers © 2011 by ACT, Inc. All	sion: 2.0.1.669 rights reserved.					

4. Click the **Search** button.

	rtual Test Cente	r				ACT
	WorkKeys	WorkKeys IV Tr	aining Site			LOGOUT
Home	User Managem	ent				
My Account	Search Criteria					
User Management						
User Batch Load	Last Name:	Duck		First Name:	Donald	
Account Management	User ID:			Examinee ID:		
Group Management	Status:	Show All			Search ┥	
Profile Management	Lies "9/ " fee wild a					
Barcode Management	Use % for wild ca	ard searches.				
Reports Portal						More actions 😵 Create
Reports	Select First Name	e	Last Name		User ID	Status
References	Please s	earch for a name				
	VALIDUS ® Admin V © 2011 by ACT, Inc.	√ersion: 2.0.1.669 All rights reserved.				



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.

	ual Test Center			ACT [®]
	WorkKeys WorkKeys IV Traini	ing Site		LOGOUT
Home	User Management			
My Account	Search Criteria			
User Management				
User Batch Load	Last Name: Duck	First Name: Don	ald	
Account Management	User ID:	Examinee ID:		
Group Management	Status: Show All	Se	arch	
Profile Management	Line "0/" for wild cord correlate			
Barcode Management	Use 76 for wird card searches.			
Reports Portal	Select and Edit Delete		More actio	ns 🔽 Create
Reports	Select First Name	Last Name	User ID	Status
References	Donald	Duck	DuckD1114	Enabled
	O Donald	Duck	WBH-DonaldD1112-KP	Enabled
	F VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	First Previous Page 1 of 1 Next	Last	

6. Click the **Edit** button.

	tual Test Center			ACT
	WorkKeys' WorkKeys	IV Training Site		LOGOUT
Home	User Management			
My Account	Search Criteria			
User Management User Batch Load	Last Name: Duck	First Name	Donald	
Account Management	User ID:	Examinee ID):	
Group Management	Status: Show All		Search	
Profile Management Barcode Management	Use "%" for wild card searches.			
Reports Portal	Select and Edit Delete		More	actions 💌 Create
Reports	Select First Name	Last Name	User ID	Status
References	Donald	Duck	DuckD1114	Enabled
	O Donald	Duck	WBH-DonaldD1112-KP	Enabled
	VALIDUS © Admin Version: 2.0.1.6 © 2011 by ACT, Inc. All rights reser	First Previous Page 1 of 1	Next Last	



7. Click on the **Registration** tab.

	tual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: DuckD1114	
My Account	User Security Roles Registration Group	
User Management	Personal Information	
User Batch Load	* First Name:? Donald	
Account Management	Middle Name:	
Group Management	* Last Name 2 Duck	
Profile Management		
Barcode Management	Date of Birth: MM/dd/yyyy	
Reports Portal	* Examinee ID:? 2468	
Reports	Permanent Mailing Address	
References	Address1:	
	Address2:	
	City:	
	State/Province:	
	ZIP Code:	
	Email:	

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

	ual Te	st Center				ACT [®]		
	WorkKeys' WorkKeys IV Training Site L000							
	Edit	Jser: DuckD1114						
Home	User	Security Roles Registration	Group					
My Account	Select	and Edit More actions	~		Create Creat	e From Profile		
User Management	Select	Title	Administration	Registration ID	Create Date	Status		
User Batch Load Account Management	•	Demo Locating Information	WorkKeys Assessments	12396636	11/15/2011 03:57:05 AM	Pending (requires authorization)		
Profile Management Barcode Management	0	Demo Reading for Information	WorkKeys Assessments	12396637	11/15/2011 03:57:05 AM	Pending (requires authorization)		
Reports Portal Reports	0	Demo Applied Mathematics	WorkKeys Assessments	12396635	11/15/2011 03:57:04 AM	Pending (requires authorization)		
References	0	Demo Applied Mathematics	WorkKeys Assessments	12396626	11/15/2011 03:57:03 AM	Pending (requires authorization)		
	0	Demo Locating Information	WorkKeys Assessments	12396627	11/15/2011 03:57:03 AM	Pending (requires authorization)		
	0	Demo Reading for Information	WorkKeys Assessments	12396628	11/15/2011 03:57:03 AM	Pending (requires authorization)		
	0	Demo Locating Information	WorkKeys Assessments	12396618	11/15/2011 03:57:01 AM	Pending (requires authorization)		
	0	Demo Reading for Information	WorkKeys Assessments	12396619	11/15/2011 03:57:01 AM	Pending (requires authorization)		
	0	Demo Applied Mathematics	WorkKeys Assessments	12396616	11/15/2011 03:57:00 AM	Pending (requires authorization)		
	Select	t and Edit More actions	×		Create Creat	e From Profile		
	VALIDU © 2011	JS ® Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.						



9. Click the **Edit** button.

VALIDUS Virt	ual Te	st Center				ACT [®]
	Wor	WorkKeys IV Train	ning Site			LOGOUT
	Edit U	Jser: DuckD1114				
Home	User	Security Roles Registratio	n Group			
My Account	Select	and Edit More actions	v		Create Creat	e From Profile
User Management	Salaat	Title	Administration	Degistration ID	Create Date	Status
User Batch Load	Select	Title	Administration	Registration ID	Create Date	Banding
Account Management	۲	Demo Locating Information	WorkKeys Assessments	12396636	11/15/2011 03:57:05 AM	(requires authorization)
Profile Management Barcode Management	0	Demo Reading for Information	WorkKeys Assessments	12396637	11/15/2011 03:57:05 AM	Pending (requires authorization)
Reports Portal Reports	0	Demo Applied Mathematics	WorkKeys Assessments	12396635	11/15/2011 03:57:04 AM	Pending (requires authorization)
References	0	Demo Applied Mathematics	WorkKeys Assessments	12396626	11/15/2011 03:57:03 AM	Pending (requires authorization)
	0	Demo Locating Information	WorkKeys Assessments	12396627	11/15/2011 03:57:03 AM	Pending (requires authorization)
	0	Demo Reading for Information	WorkKeys Assessments	12396628	11/15/2011 03:57:03 AM	Pending (requires authorization)
	0	Demo Locating Information	WorkKeys Assessments	12396618	11/15/2011 03:57:01 AM	Pending (requires authorization)
	0	Demo Reading for Information	WorkKeys Assessments	12396619	11/15/2011 03:57:01 AM	Pending (requires authorization)
	0	Demo Applied Mathematics	WorkKeys Assessments	12396616	11/15/2011 03:57:00 AM	Pending (requires authorization)
	Select	and Edit. More actions	×		Create Creat	e From Profile
	VALIDU © 2011	S © Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.				

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

	tual Test Center	ACT
	WorkKeys WorkKeys IV Training Site	LOGOUT
	Edit User: DuckD1114	
Home	User Security Roles Registration Group	
My Account	Registrant Information	
User Management	Administration: WorkKeys Assessments	
User Batch Load	Title: Demo Locating Information	
Account Management		
Group Management	Starting Date:	MM/dd/yyyy
Profile Management	Ending Date:	MM/dd/yyyyy
Barcode Management	Locked:	
Reports Portal	Exposure Control:	
Reports	Registration Information	
References	Score Report:	
	Extended Time:	
	* = Required Standard Time x 1.5 Standard Time x 2.0	
	VALIDUS © Admin Version. B Hours 5 © 2011 by ACT, Inc. All rights reserved.	



11. Click the **Submit** button.

	tual Test Center		ACT®
	WorkKeys	Keys IV Training Site	LOGOUT
Home My Account User Management	Edit User: DuckD111 User Security Role Registrant Information Administration:	4 s Registration Group WorkKeys Assessments	
User Batch Load Account Management	Title: Starting Date:	Demo Locating Information	MM/dd/yyyy
Profile Management Barcode Management	Ending Date: Locked:		MM/dd/yyyy
Reports Portal Reports	Exposure Control: Registration Information	×	
References	Score Report: Extended Time:	Standard Time x 2.0 V	
	* = Required	Submit Cancel	
	VALIDUS © Admin Version: © 2011 by ACT, Inc. All righ	2.0.1.669 ts reserved.	