

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



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

VALIDUS Virtual Test Center					
	WorkKeys IV Training Site	LOGOUT			
Home	Welcome to VTC Console				
My Account	This is a training site. DO NOT use this site to set up real tests.				
User Management 🛛 🗲	566617744 is your Posts ID				
User Batch Load	5000 17 44 is your realin ib.				
Account Management		List All Realms			
Group Management	Select Name Description	Realm ID			
Profile Management	Please add favorite realm(s) by listing All Realms				
Barcode Management	VALIDUS @ Admin Varging: 2.0.1.660				
Reports Portal	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.				
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.)

	ual Test Cente	Constant of the				AC	II ^e
	WorkKeys	WorkKeys IV	Training Site			LOGOU	т
Home	User Managem	ent					
My Account	Search Criteria						
User Management				-			
User Batch Load	Last Name:	Mouse		First Name:	Mickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All			Search		
Profile Management	Lice "%" for wild or	ard eearchee					
Barcode Management		aru searches.					
Reports Portal						More actions 🔽 Crea	ate
Reports	Select First Name	3 6	Last Name		User ID	Status	
References	Please s	earch for a name -			2017-001 1000-		
	VALIDUS ® Admin \ © 2011 by ACT, Inc.	/ersion: 2.0.1.669 All rights reserved					



4. Click the **Search** button.

	ual Test Cente	C a ward a let 1				ACT
	WorkKeys	WorkKeys IV	Training Site			LOGOUT
Home	User Managem	ent				
My Account	Search Criteria					
User Management					Contractor of the second se	
User Batch Load	Last Name:	Mouse		First Name:	Mickey	
Account Management	User ID:			Examinee ID:		
Group Management	Status:	Show All			Search	
Profile Management	Lico "%" for wild o	ard coarchoo				
Barcode Management	USE /6 IOI WIIL C	alu sealches.				
Reports Portal						More actions 🔽 Create
Reports	Select First Name	5	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.

	tual Test Cente	r			ACT®
	WorkKeys	WorkKeys IV Training Sit	e		LOGOUT
Home	User Managem	ent			
My Account	Search Criteria				1
User Management User Batch Load	Last Name:	Mouse	First Name:	Mickey	
Account Management	User ID:		Examinee ID:		
Group Management	Status:	Show All		Search	
Profile Management	Lice "%" for wild a	ard coarabaa			
Barcode Management	USE 76 IOI WILL C	alu sealches.			
Reports Portal	Select and Edit	Delete			More actions 💌 Create
Reports	Select First Nam	e Last	lame	User ID	Status
References	Mickey	Mous	e	MouseM2468	Enabled
	O Mickey	Mous	e	MouseM93012	Enabled
	Mickey	Mous	e	MouseMickey	Enabled
	VALIDUS ® Admin © 2011 by ACT, Inc	First Version: 2.0.1.669 All rights reserved.	Previous Page 1 of 1	lext Last	



6. Click the **Edit** button.

VALIDUS [®] Virt	ual Test Cente	17			ACT [®]
	WorkKeys	WorkKeys IV Training Site			LOGOUT
Home	User Managem	nent			
My Account	Search Criteria				1
User Management	Leat Name		First Name: 14		
User Batch Load	Last Mame.	Mouse	First Name. Mic	key	
Account Management	User ID:		Examinee ID:		
Group Management	Status:	Show All	Se	arch	
Profile Management	Lise "%" for wild c	ard searches			
Barcode Management	Cae vo loi wild c	and searches.			
Reports Portal	Select and Edit	Delete		1	More actions 💌 Create
Reports	Select First Nam	e Last Name		User ID	Status
References	Mickey	Mouse		MouseM2468	Enabled
	O Mickey	Mouse		MouseM93012	Enabled
	O Mickey	Mouse		MouseMickey	Enabled
	VALIDUS © Admin © 2011 by ACT, Inc	First Previous Version: 2.0.1.669 . All rights reserved.	Page 1 of 1 Next	Last	

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

	tual Test Center		ACT
	WorkKeys	Keys IV Training Site	LOGOUT
Home	Edit User: MouseM24	168	
My Account	User Security Role	s Registration Group	
User Management	Personal Information		
User Batch Load	* First Name:?	Mickey	
Account Management	Middle Name:		
Group Management	* Last Name ?	Mausa	
Profile Management	Edder Hamo.		
Barcode Management	Date of Birth:	MM/dd/yyyy	
Reports Portal	* Examinee ID:?	1357	
Reports	Permanent Mailing Addre	255	
References	Address1:		
	Address2:		
	City:		
	State/Province:	M	
	ZIP Code:		
	Email:		



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

	VALIDUS Virtual Test Center ACT					
	Worl	WorkKeys IV Trainin	ig Site			LOGOUT
Home	Edit U	lser: MouseM2468				
My Account	User	Security Roles Registration	Group			
User Management	Select	and Edit More actions			Create	Create From Profile
User Batch Load	Select	Title	Administration	Registration ID	Create Date	Status
Account Management	_				11/14/2011	Pending
Group Management	0	Demo Locating Information	WorkKeys Assessments	12331008	02:47:25 AM	(requires authorization)
Profile Management Barcode Management	0	Demo Reading for Information	WorkKeys Assessments	12331009	11/14/2011 02:47:25 AM	Pending (requires
Reports Portal Reports	•	Demo Applied Mathematics	WorkKeys Assessments	12331007	11/14/2011 02:47:24 AM	In-Progress (requires authorization)
Keterences	VALIDUS © 2011 b	S ℗ Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.				

9. Click the "down arrow" next to "More actions. . ." and select "Authorize."

	ual Tes	t Cente	er				ACT
	Worl	kKeys	WorkKeys IV Training	Site			LOGOUT
Home	Edit U	ser: Mo	useM2468				
My Account	User	Security	Roles Registration G	roup			
User Management	Select	and <mark>Edit</mark>	More actions			Create Cr	eate From Profile
User Batch Load	Select	Title	More actions Authorize	ministration	Registration ID	Create Date	Status
Account Management			Instant Report			11/14/2011	Pending
Group Management	0	Demo Loo	History	orkKeys Assessments	12331008	02:47:25 AM	(requires authorization)
Profile Management	~					11/14/2011	Pending
Barcode Management	0	Demo Re	Unauthorize Update Status	orkKeys Assessments	12331009	02:47:25 AM	(requires authorization)
Reports Portal			Disable Session			11/14/2011	In-Progress
Reports	۲	Demo Ap	Delete	orkKeys Assessments	12331007	02:47:24 AM	(requires authorization)
References							-
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10. 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.

	tual Tes	st Center				ACT [®]
	Wor	KKeys WorkKeys IV Trainir	ng Site			
Home	Edit L	Jser: MouseM2468				
My Account	User	Security Roles Registration	Group			
User Management	Select	and Edit More actions	×		Create	Create From Profile
User Batch Load	Select	Title	Administration	Registration ID	Create Date	Status
Account Management Group Management	0	Demo Locating Information	WorkKeys Assessments	12331008	11/14/2011 02:47:25 AM	Pending (requires authorization)
Profile Management Barcode Management	0	Demo Reading for Information	WorkKeys Assessments	12331009	11/14/2011 02:47:25 AM	Pending (requires authorization)
Reports Portal Reports	۲	Demo Applied Mathematics	WorkKeys Assessments	12331007	11/14/2011 02:47:24 AM	Pending
References	VALIDU © 2011	S ℗ Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.				

Procedure: Re-launching the test through RSP

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

1. 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.

WorkKe	ys:		ACT
Home Update Account Info Change Password	Mickey Mouse Your Registrations	101 Main Str	eet Disneyland CA 90027
Log Out	Welcome to the WorkKeys Internet Version.	Date	Next/Options
	Demo Locating Information		Please contact the proctor for authorization to proceed.
	Demo Reading for Information		Please contact the proctor for authorization to proceed.
	Demo Applied Mathematics		Please contact the proctor for authorization to proceed.
	Select a New Title VALIDUS © RSP Version 2.0.1.309 © 2011 by ACT, Inc. All rights reserved.		



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

WorkKey	75	ACT
Home Update Account Info Change Password Log Out	Mickey Mouse Registration Details	101 Main Street Disneyland CA 90027
	Display name information Name: Title:	Mickey Mouse Demo Applied Mathematics
	Print Continue	•
	VALIDUS ® RSP Version 2.0.1. © 2011 by ACT, Inc. All rights re	.309 eserved.

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

WorkKeys			ACT
Home Update Account Info Change Password Log Out	Mickey Mouse Your Registrations Welcome to the WorkKeys Internet Version.	101 Main Str	reet Disneyland CA 90027
	Title - click a title for details ⊕ Demo Locating Information	Date	Next/Options Please contact the proctor for authorization to proceed
	Demo Reading for Information Demo Applied Mathematics		Please contact the proceed. for authorization to proceed.
	Select a New Title	/	
	VALIDUS © RSP Version 2.0.1.309 © 2011 by ACT, Inc. All rights reserved.		