

# Administering a Test to a Single Examinee

#### In this document

This document contains information used by site administrators and proctors to administer a WorkKeys Internet Version test to a single examinee.

### When to use this document

Use this document when an examinee wants to take one or more WorkKeys Internet Version tests.

#### **Process overview**

The following table shows the process for administering a WorkKeys Internet Version test.

Stage	Description
1	Create an account for the examinee (if necessary) and add test registrations.
2	Authorize a test.
3	Launch the test.
4	Generate an Instant Score Report.

## Procedure: Creating an Account and Adding Test Registrations

Follow the steps below to create an account for an examinee. If the examinee already has a valid account in the system, locate the account and then proceed to Step 8.

*Note*: You may create an account prior to an examinee's test day.

1. **On the administrator's computer**, log in to the Validus VTC (Virtual Test Center) 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>

	Test Center		ACT
P	lease enter your Log	in information	
	User ID:		
	Password:		
		Login	
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e.g., https://vtc.act.org/123456789



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

	tual Test Center			<b>ACT</b> <sup>®</sup>		
	WorkKeys WorkKeys IV Train	ning Site		LOGOUT		
Home	Welcome to VTC Console					
My Account	This is a training site. DO NOT use this site to	o set up real tests.				
User Management 🛛 🗲	566617744 is your Realm ID					
User Batch Load	Soor maans your realmine.					
Account Management				List All Realms		
Group Management	Select Name	Description		Realm ID		
Profile Management	Please add favorite realm(s) by lis	ting All Realms				
Barcode Management	VALIDUS @ Admin Version: 2.0.1.660					
Reports Portal	© 2011 by ACT, Inc. All rights reserved.	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.				
Reports						
References						

3. On the right side of the page, click the **Create** button.

	tual Test Cente	r					ACT
	WorkKeys	WorkKeys IV Trainir	ng Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management User Batch Load	Last Name:			First Name:			
Group Management	Status:	Show All			Search		
Profile Management Barcode Management	Use "%" for wild c	ard searches.				$\sim$	
Reports Portal						More actions	Create
Reports	Select First Nam	e	Last Name		User ID	Sta	atus
References	Please s	earch for a name					
	VALIDUS ® Admin © 2011 by ACT, Inc.	Version: 2.0.1.669 All rights reserved.					



- 4. A "Create User" page will appear. You need to enter the following, at a minimum:
  - a. First Name
    - This needs to be the examinee's actual first name, which may not necessarily be the name he or she goes by.
    - Keep in mind that when the examinee arrives to take the test, he/she will need to present a photo ID. The name on the account needs to match the name on the photo ID. Slight variations are allowed, such as "Dave" instead of "David."
    - If an examinee earns a National Career Readiness Certificate (NCRC), the name printed on the certificate will be the same as the name listed in the account.
    - This is one of the 5 match criteria used for the NCRC. It's critical that the same first name (or a variation) be used on all WorkKeys tests.
  - b. Last Name
    - As with the first name, the name on the account needs to match the name on the photo ID.
    - If an examinee earns an NCRC, the name printed on the certificate will be the same as the name listed in the account.
    - This is one of the 5 match criteria used for the NCRC.
  - c. Examinee ID
    - This should be a series of numbers unique to the examinee. A suggestion would be a student ID number or an employee ID number.
    - Do NOT use the examinee's driver's license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
    - The number can include a maximum of 11 digits.
    - The Examinee ID is one of the 5 match criteria used for the NCRC, so it's important that the same Examinee ID be used on all Internet Version and paper-and-pencil assessments.

#### We also highly recommend that you enter the following information:

- d. Date of Birth
  - The birth month is one of the 5 match criteria used for the NCRC.
  - The birth day is also one of the 5 match criteria.
- e. User ID
  - You can click the **Generate ID** button or create a User ID unique to the examinee.
  - We suggest creating a User ID that is easy to remember, such as the examinee's last name and first initial of the first name followed by a number.
  - A User ID can be a combination of letters and/or numbers.
  - Do NOT use an examinee's driver's license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
  - It must be at least 3 characters long.
  - Once a User ID has been entered into the system, it cannot be changed or duplicated. This applies to the entire Validus system, not just your site's realm.



- f. Password (and Confirm Password)
  - The system can generate a password for the examinee, but we recommend that you create one. The examinee can change it if he/she desires.
  - The password can be a combination of letters and/or numbers.
  - The password is case sensitive.
  - The password must be between 6 and 30 characters long.

You can fill in more information if you'd like, but it's not required. The examinee will need to review and complete any information prior to launching the test.

	tual Test Center		<b>ACT</b> <sup>®</sup>
	WorkKeys' Work	Keys IV Training Site	LOGOUT
Home	Create User		
My Account	Login Information		
User Management	User ID:		Generate ID
User Batch Load	Password:		
Account Management			
Group Management	Socurity		
Profile Management	Question:		
Barcode Management	Question.		
Reports Portal	Answer:		
Reports	Personal Information		
References	First Name:?		
	Middle Name:		
	Date of Birth:	MM/dd/yyyy	
	* Examinee ID:?		
	Permanent Mailing Addre	255	
	Address1:		
	Address2:		
	City:		
	State/Province:	V	
	ZIP Code:		
	Email:		



5. Click the **Submit** button at the bottom of the page.

Are you currently in school?:	×
If you are in school, why are you attending school?:	×
County of Residence 5 digit FIPS code (Enter numbers only, click HERE to look up your county FIPS code):?	
Current Status:? * = Required	Submit Cancel
VALIDUS © Admin Version © 2012 by ACT, Inc. All rigi	: 2.0.1.694 Its reserved.

6. The "Roles" page appears. Click in the box next to "Examinee" so that a check mark appears in the box.

	ual Tes	t Center				ACT
	Worl	Keys WorkKeys	s IV Train	ing Site		LOGOUT
Home	Edit U	ser: MouseM2468				
My Account	User	Security Roles R	legistration	Group		
User Management	Select	and Submit				
User Batch Load	Select	Name		Description		
Account Management		Account Manager		VTCADMIN and reset pa	Admin - Account Management - Allows the grantee to disable, lock sswords of existing users within the realm	, unlock,
Profile Management		Barcode Manager		VTCADMIN Barcode Ma	Admin - Barcode Management - Allows the grantee to define barco nagement.	des in
Barcode Management	<b>V</b>	Examinee		RSP - Exan realm	inee - Allows the grantee to register, schedule and take tests	within the
Reports		Proctor		Proctor		
References		Profile Manager		VTCADMIN Managemen	Admin - Profile Management - Allows the grantee to edit profile und t	er Profile
	Portal Reports WorkKeys		Portal Repor	ts - Admin - Allows the grantee access to the reporting portal for Wo	orkKeys	
		Portal Manager		Portal Repor	ts - Admin - Allows the grantee access to the reporting portal	
		Password Manager		VTCADMIN passwords in managemen	<ul> <li>Admin - Password Management - Allows the grantee to view and en the user management section provided they already have access t t</li> </ul>	dit o user
		Report Manager		VTCADMIN	Admin - Reports - Allows grantee to view reports	
		User Manager		VTCADMIN users within	- Admin - User Management - Allows grantee to create, read, update the realm (includes roles)	delete
		Batch Load Admin		VTCADMIN access to al	Admin - Batch load - Allows grantee to create and manage batch lo I files	ad files, has
		Batch Load		VTCADMIN restricted to	Admin - Batch load - Allows grantee to create and manage batch lo only files they have loaded	ad files,
	Select	and Submit				
	VALIDUS © 2011 b	S ® Admin Version: 2.0.1. by ACT, Inc. All rights rese	.669 erved.			



7. Click the **Submit** button at the top or bottom of the page.

**IMPORTANT**: If you do not click the **Submit** button, the examinee role will not become activated and the examinee will not be able to log in to test. An error message will appear when the examinee tries to log in to the testing site.



8. The "Registration" page appears. Click the **Create** button on the right side of the page.

	tual Test Center			ACT
	WorkKeys WorkKeys IV Tra	aining Site		LOGOUT
Home	Edit User: MouseM2468			
My Account	User Security Roles Registrati	on Group		
User Management				Create Create From Profile
User Batch Load	Select Title	Administration	Registration ID	Create Date Status
Account Management	Please create a registration			
Group Management				
Profile Management	VALIDUS ® Admin Version: 2.0.1.669 © 2011 by ACT. Inc. All rights reserved.			
Barcode Management				
Reports Portal				
Reports				
References				



9. In the "Select" column, click on the box next to the title of the test for which you want to register the examinee. A check mark will appear in the box. You can select more than one test.

	tual Tes	st Center					<b>ACT</b> <sup>®</sup>
	Wor	kKeys	WorkK	eys IV Traini	ng Site		 LOGOUT
Home	Edit U	Jser: Mous	eM246	В			
My Account	User	Security	Roles	Registration	Group		
User Management	Select	and Submit					Cancel
User Batch Load	Select	Title				Administration	Number Remaining
Account Management		Demo App	lied Math	ematics		WorkKeys Assessments	×
Group Management		Demo Appli	ed Techno	ology		WorkKeys Assessments	*
Profile Management		Demo Busir	ness Writi	ng		WorkKeys Assessments	*
Barcode Management		Demo Fit A	ssessmer	nt		WorkKeys Assessments	*
Reports Portal	✓	Demo Loca	ating Info	rmation		WorkKeys Assessments	*
Reports		Demo Perfo	rmance A	ssessment		WorkKeys Assessments	*
References		Demo Rea	ding for I	nformation		WorkKeys Assessments	*
		Observation	Demo			WorkKeys Assessments	*
	Select	and <mark>Submit</mark>					Cancel
	VALIDU © 2011	IS ® Admin V by ACT, Inc.	ersion: 2. All rights	0.1.669 reserved.			

10. Click the **Submit** button.

	tual Tes	t Center		ACT®
	Worl	KKeys WorkKeys IV Training	Site	LOGOUT
Home	Edit U	lser: MouseM2468		
My Account	User	Security Roles Registration	Group	
User Management	Select	and Submit 🗲		Cancel
User Batch Load	Select	Title	Administration	Number Remaining
Account Management	<b>V</b>	Demo Applied Mathematics	WorkKeys Assessments	*
Group Management		Demo Applied Technology	WorkKeys Assessments	•
Profile Management		Demo Business Writing	WorkKeys Assessments	*
Barcode Management		Demo Fit Assessment	WorkKeys Assessments	*
Reports Portal	✓	Demo Locating Information	WorkKeys Assessments	*
Reports		Demo Performance Assessment	WorkKeys Assessments	*
References	✓	Demo Reading for Information	WorkKeys Assessments	*
		Observation Demo	WorkKeys Assessments	*
	Select	and Submit		Cancel
	VALIDUS © 2011 b	S ® Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.		



- 11. In the drop-down box next to "Financial Profile," choose the type that applies to this test registration. You may see "WorkKeys Education," WorkKeys Employer," and/or "WorkKeys Government," or "WorkKeys Business."
  - If testing is paid by another entity, such as a State Contract, you may see that option listed.
  - Your selection determines what price your site will be billed for this test and where the bills will be sent.

Note: You will need to complete a Financial Profile for each test registration.

	ual Test Center	<b>ACT</b> <sup>®</sup>
	WorkKeys WorkKeys IV Training Site	LOGOUT
	Edit User: MouseM2468	
Home	Registrant Information	
My Account	Title: Applied Mathematics	
User Management		
User Batch Load	Administration: workkeys Assessments	
Account Management	Finance	
Croup Management	* Financial Profile:? WorkKeys - Government 💌	
Group Management	* = Required	
Profile Management	Submit Cancel	
Barcode Management		
Reports Portal	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	
Reports		
References		

12. Click the **Submit** button.

	ual Test Center	<b>ACT</b> <sup>®</sup>
	WorkKeys WorkKeys IV Training Site	LOGOUT
Homo	Edit User: MouseM2468	
nome	Registrant Information	
My Account	Title: Applied Mathematics	
User Management		
User Batch Load	Administration: WorkKeys Assessments	
Account Management	Finance	
Group Management	* Financial Profile:? WorkKeys - Government	
Profile Management	= Required Submit Cancel	
Barcode Management		l
Reports Portal	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT. Inc. All rights reserved.	
Reports		
References		



13. If you are not ready to authorize the test, click **Logout** at the top right-hand side of the page. If you are ready to authorize the test, skip to Step 8 in the next section.

	tual Tes	t Center				<b>ACT</b> <sup>®</sup>
	Wor	KKeys WorkKeys IV Trainin	ng Site			LOGOUT
Home	Edit U	lser: MouseM2468				
My Account	User	Security Roles Registration	Group			
User Management	Select	and Edit More actions	<b>~</b>		Create Cr	eate 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	0	Demo Applied Mathematics	WorkKeys Assessments	12331007	11/14/2011 02:47:24 AM	Pending (requires authorization)
References	VALIDU © 2011 I	S ℗ Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.				

# **Procedure: Authorizing a Test**

Follow the steps below to authorize a WorkKeys Internet Version test.

**IMPORTANT:** Do not authorize a test until the examinee is at your site, under your direct supervision, ready to test. Also, if you authorize a test more than 30 minutes before an examinee is able to begin testing, the test will revert back to its original state and you will need to authorize the test again.

- 1. On the administrator's computer, log in to Validus VTC (if you haven't already done so).
- 2. Along the left side of the page, click on User Management.

	tual Test Center	<b>ACT</b> <sup>®</sup>
	WorkKeys 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 Realm ID	
User Batch Load	3000 1744 is your Realin ID.	1
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	VALIDUR & Admin Varging: 2.0.1.600	
Reports Portal	© 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	r					<b>ACT</b> <sup>®</sup>
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management			1				
User Batch Load	Last Name:	Mouse		First Name: Mid	ckey		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All		Se	earch		
Profile Management	Use "%" for wild c	ard searches					
Barcode Management		and searches.					
Reports Portal						More actions	✓ Create
Reports	Select First Name	e	Last Name		User ID	Sta	atus
References	Please s	earch for a name					
	VALIDUS ® Admin \ © 2011 by ACT, Inc.	Version: 2.0.1.669 All rights reserved.					

4. Click the **Search** button.

	ual Test Center						<b>ACT</b> <sup>®</sup>
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
Home	User Manageme	ent					
My Account	Search Criteria						
User Management	Last Names			Circl Manual			
User Batch Load	Last Name.	Mouse		First Name.	Mickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All 💌			Search		
Profile Management	Line "%" for wild on	rd coarchoo					
Barcode Management	Use % for wild ca	ilu searches.					
Reports Portal						More actions	Create
Reports	Select First Name	2	Last Name		User ID	Sta	tus
References	Please se	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 account.

	ual Test Cente	r					ACT
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
Home	User Managem	ient					
My Account	Search Criteria						
User Management			1				
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 c	ard coarchoo					
Barcode Management	Use // for wild c	aru searches.					
Reports Portal	Select and Edit	Delete				More actions	✓ Create
Reports	Select First Nam	e	Last Name		User ID	Statu	s
References	Mickey		Mouse		MouseM2468	Enab	led
	<ul> <li>Mickey</li> </ul>		Mouse		MouseM93012	Enabl	ed
	<ul> <li>Mickey</li> </ul>		Mouse		MouseMickey	Enabl	ed
	VALIDUS © Admin 1 © 2011 by ACT, Inc.	F Version: 2.0.1.669 . All rights reserved.	irst Previous	Page 1 of 1	lext Last		

6. Click the **Edit** button.

VALIDUS" Virt	ual Test Cente	P. State of the second s			<b>ACT</b> <sup>®</sup>
	WorkKeys	WorkKeys IV Training Site			LOGOUT
Home	User Managem	ent			
My Account	Search Criteria				
User Management	1		Carl Name		
User Batch Load	Last Name:	Mouse	First Name:	Mickey	
Account Management	User ID:		Examinee ID:		
Group Management	Status:	Show All		Search	
Profile Management	Lise "%" for wild c	ard searches			
Barcode Management		and scarenes.			
Reports Portal	Select and Edit	Delete			More actions
Reports	Select First Name	e Last Name		User ID	Status
Reports References	Select First Name	e Last Name Mouse		User ID MouseM2468	Status Enabled
Reports References	Select First Name Mickey	e Last Name Mouse Mouse		User ID MouseM2468 MouseM93012	Status Enabled Enabled
Reports References	Select First Name Mickey Mickey Mickey	e Last Name Mouse Mouse Mouse		User ID MouseM2468 MouseM93012 MouseMickey	Status Enabled Enabled Enabled



7. Click on the "Registration" tab.

	ual Test Center		ACT
	WorkKeys' Work	Keys IV Training Site	LOGOUT
Home	Edit User: MouseM24	168	
My Account	User Security Roles	s Registration Group	
User Management	Personal Information		
User Batch Load	* First Name:?	Mickey	
Account Management	Middle Name:		
Group Management	* Last Name:2	Maura	
Profile Management	Last Name.	Nouse	
Barcode Management	Date of Birth:	MM/dd/yyyy	
Reports Portal	* Examinee ID:?	1357	
Reports	Permanent Mailing Addre	255	
References	Address1:		
	Address2:		
	City:		
	State/Province:	<b>v</b>	
	ZIP Code:		
	Email:		

8. Click the radio button to the left of the test you want to authorize. If there is more than one test listed, you may want to ask the examinee which test he or she would like to take first.

	ual Tes	st Center					ACT®
	Wor	kKeys WorkK	eys IV Traini	ng Site			LOGOUT
Home	Edit U	Jser: MouseM246	8				
My Account	User	Security Roles	Registration	Group			
User Management	Select	and Edit More action	ns	<b>~</b>		Create Cr	eate From Profile
User Batch Load	Select	Title		Administration	Registration ID	Create Date	Status
Account Management	0	Demo Locating Inforn	nation	WorkKeys Assessments	12331008	11/14/2011 02:47:25 AM	Pending (requires
Profile Management	_					02.41.23 AW	authorization)
Barcode Management	0	Demo Reading for Inf	ormation	WorkKeys Assessments	12331009	11/14/2011 02:47:25 AM	Pending (requires authorization)
Reports Portal Reports	•	Demo Applied Mathe	matics	WorkKeys Assessments	12331007	11/14/2011 02:47:24 AM	Pending (requires authorization)
References	VALIDU © 2011 I	S ® Admin Version: 2. by ACT, Inc. All rights	0.1.669 reserved.				



9. Next to "More actions . . .," click the "down arrow" and select "Authorize."

	ual Tes	st Cent	er				<b>ACT</b> <sup>®</sup>
	Worl	kKeys	WorkKeys IV Training	Site			LOGOUT
Home	Edit U	lser: Mo	useM2468				
My Account	User	Security	r Roles Registration G	iroup			
User Management	Select	and Edit	More actions	<u>~</u>		Create C	eate From Profile
User Batch Load	Select	Title	More actions Authorize	ministration	Registration ID	Create Date	Status
Account Management Group Management	0	Demo Lo	Instant Report K Ticket History	orkKeys Assessments	12331008	11/14/2011 02:47:25 AM	Pending (requires authorization)
Profile Management Barcode Management	0	Demo Re	Unauthorize Update Status	orkKeys Assessments	12331009	11/14/2011 02:47:25 AM	Pending (requires authorization)
Reports Portal Reports	۲	Demo Ap	Disable Session Delete	orkKeys Assessments	12331007	11/14/2011 02:47:24 AM	Pending (requires authorization)
References	VALIDUS © 2011 I	S ® Admin by ACT, In	n Version: 2.0.1.669 c. All rights reserved.				

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

	tual Test C	Center				<b>ACT</b> <sup>®</sup>
	WorkK	WorkKeys IV Trainin	g Site			LOGOUT
Home	Edit User	r: MouseM2468				
My Account	User Se	ecurity Roles Registration	Group			
User Management	Select and	Edit More actions	<b>~</b>		Create Cre	ate From Profile
User Batch Load	Select Tit	le	Administration	Registration ID	Create Date	Status
Account Management Group Management	O De	mo Locating Information	WorkKeys Assessments	12331008	11/14/2011 02:47:25 AM	Pending (requires authorization)
Profile Management Barcode Management	O De	mo Reading for Information	WorkKeys Assessments	12331009	11/14/2011 02:47:25 AM	Pending (requires authorization)
Reports Portal Reports	<ul> <li>De</li> </ul>	mo Applied Mathematics	WorkKeys Assessments	12331007	11/14/2011 02:47:24 AM	Pending
References	VALIDUS ® © 2011 by A	Admin Version: 2.0.1.669 ACT, Inc. All rights reserved.				



### Procedure: Launching a Test

Follow the steps below to help an examinee launch a WorkKeys Internet Version test.

*Note:* The examinee must launch the test within 30 minutes of authorization. If he/she does not, you will need to authorize the test again.

- 1. Seat the examinee at the testing workstation.
- 2. On the testing workstation, access the testing URL.

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

e.g., https://rsp.act.org/123456789

3. Instruct the examinee to log in to the testing site (Validus RSP) with his or her User ID and password. (If the examinee does not remember his or her User ID and/or password, follow the instructions in the Quick Start Guide titled, "Looking Up a Password." Access Validus VTC on only the administrator's computer, never on the examinee's testing workstation.)

WorkKeys <sup>.</sup>		ACT
Create an accou Please Enter User ID: Please Enter Password:	Int or log in below: MouseM2468 	
VALIDUS ® RSP Version 2.0.1.309 © 2011 by ACT, Inc. All rights reserved.		

4. A page titled, "Update Your Account Information" will appear. **Please make sure that the name that appears at the top of the page is that of the examinee sitting at the computer.** Instruct the examinee to ensure the information is correct and to complete all required fields, as necessary.

Although an e-mail address is not a required field, please instruct the examinee to fill in this information. If he or she qualifies for an NCRC, important information will be sent to this e-mail address. If the examinee does NOT have an e-mail address, he or she will receive this information (attached to the certificate) in the mail at a later date.

Once the examinee has finished, he or she needs to click the **Save Changes** button at the bottom of the page.

**IMPORTANT**: It is CRITICAL that the information on this page is correct. If any of it is incorrect, record modifications may be necessary. This is time-consuming and frustrating for the examinee and the testing site. In addition, if a new certificate is required, the site will need to pay the cost of reprinting.



Update Your Account Information  * = required  Personal Information  * First Name: 2 Mode  * Last Name: 2 Mode  * Date of Bint: Moded/yyyy/0704/1950 Examines ID:2 137  Permanent Matting Address  * Address2  * Chry: Disneyland * State Province Calforma * ZP Code 90027 Email: Mckey Mouse@disney.com  Education  * What is the highest grade/ive/i of deucation * What is the highest grade/ive/i of deucation * Chry: Disneyland * Chrometer Completery * Address  * Address2 * Address2 * Chry: Disneyland * Chrometer Completery * Chro	Pri
	2#
Personal Information         * First Hame 2         Middle Name         * Last Name 2         * Date of Binth         Middesza         * Address 1         * Address 2         * Address 2         * Address 2         * Caty         * State Province         * Caty         * Caty         * State Province         * Caty         * ViDe to determan         * State Province         * Caty         * ViDate is the highest grade/livel of education for exearch purposes entry         * What is your highest grade/livel of education for exearch purposes entry         * Gender         * Made         * Backarian         Back/African American         Mark at lina         Back/African American         * Mark at lina         Back/African American         * Back/African American	
Personal Information  First Name 2  Mickey  Addie Name  Last Name 2  L	
Mdde Name     Iooze       * Last Name 2     Mouse       * Date of Bith     Mouddyyyy 07/04/1950       Examines ID 2     1367       Permanent Mailing Address     *       * Address 2	
Last Name 2     Mouse	-
Date of Bith: MMddiyyyy(07/04/1950 Examines ID:2 1357  Permonent Mailing Address      Address1 101 Main Street      Address2      Address1 101 Main Street      Address2      California      Californi      California      California      California      California	
Examines ID:2 1357  Permanent Malting Address  Address1 Address2 Address2 Address2 Caliborna City Disneyland City Caliborna City City Disneyland City City Disneyland City City City Disneyland City City City City City City City City	
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Select Language Preference	
If you do not select a language. The language developed halow will be extended by defe	hy default
n yww.ww.nw.aerect a ranguage, the ranguage displayed below will be selected by defail	uy uerault
Please Select Language English	



5. There will be a **Launch** button in the "Next/Options" column for any assessment that has been authorized. Instruct the examinee to click the **Launch** button when he or she is ready to start the test.

WorkKey	rs		ACT
Home Update Account Info Change Password Log Out	Mickey Mouse Your Registrations Welcome to the WorkKeys Internet Version.	101 Main Street	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 proctor for authorization to proceed.
	Select a New Title		
	VALIDUS © RSP Version 2.0.1.309 © 2011 by ACT, Inc. All rights reserved.		

# Procedure: Generating an Instant Score Report

Follow the steps below to generate an Instant Score Report for a WorkKeys Internet Version test.

- 1. On the administrator's computer, log in to Validus VTC.
- 2. Along the left side of the page, click on **User Management**.

	tual Test Center	<b>ACT</b> <sup>®</sup>
	WorkKeys 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 Realm ID	
User Batch Load	Soot n 44 is you 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 Varian: 2.0.4.600	
Reports Portal	© 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.)

VALIDUS Virtual Test Center							<b>ACT</b> <sup>®</sup>
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
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 Barcode Management	Use "%" for wild c	ard searches.					
Reports Portal						More actions.	💌 Create
Reports	Select First Name	e	Last Name		User ID	S	tatus
References	Please s	earch for a name					
	VALIDUS ® Admin V © 2011 by ACT, Inc.	Version: 2.0.1.669 All rights reserved.					

4. Click the **Search** button.

	ual Test Center						<b>ACT</b> <sup>®</sup>
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
Home	User Manageme	nt					
My Account	Search Criteria						
User Management			1	<b>F</b> N			
User Batch Load	Last Name: N	louse		First Name:	Mickey		
Account Management	User ID:			Examinee ID:			
Group Management	Status: S	Show All 💌			Search		
Profile Management	lise "%" for wild car	d searches					
Barcode Management		u searches.					
Reports Portal						More actions	Create
Reports	Select First Name		Last Name		User ID	Sta	itus
References	Please se	arch for a name					
	VALIDUS ® Admin Ve © 2011 by ACT, Inc. A	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 account.

	ual Test Center			
	WorkKeys WorkKeys IV Ti	raining Site		LOGOUT
Home	User Management			
My Account	Search Criteria			]
User Management				1
User Batch Load	Last Name: Mouse	First Name:	Vickey	
Account Management	User ID:	Examinee ID:		
Group Management	Status: Show All 💌		Search	
Profile Management	Lion "%" for wild pard pagrapha			
Barcode Management	Use % for which card searches.			
Reports Portal	Select and Edit Delete			More actions 💌 Create
Reports	Select First Name	Last Name	User ID	Status
References	Mickey	Mouse	MouseM2468	Enabled
	O Mickey	Mouse	MouseM93012	Enabled
	<ul> <li>Mickey</li> </ul>	Mouse	MouseMickey	Enabled
	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	First Previous Page 1 of 1 Ne	Last	

6. Click the **Edit** button.

	ual Test Cente	r			ACT®
	WorkKeys	WorkKeys IV Training Site			LOGOUT
Home	User Managem	ent			
My Account	Search Criteria				
User Management	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 soarchos			
Barcode Management	Use % for wild c.	ard searches.			
Reports Portal	Select and Edit	Delete			More actions 🔽 Create
Reports	Select First Name	e Last Name		User ID	Status
References	Mickey	Mouse		MouseM2468	Enabled
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	VALIDUS ® Admin \ © 2011 by ACT, Inc.	First Previou: Version: 2.0.1.669 All rights reserved.	s Page 1 of 1 🖪	ext Last	



7. Click on the "Registration" tab.

	tual Test Center	ACT <sup>®</sup>
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: MouseM2468	
My Account	User Security Roles Registration Group	
User Management	Personal Information	
User Batch Load	* First Name:? Mickey	
Account Management	Middle Name:	
Group Management	* Last Name 2 Mauro	
Profile Management	Last Haine. I Muuse	
Barcode Management	Date of Birth: MM/dd/yyyy	
Reports Portal	* Examinee ID:? 1357	
Reports	Permanent Mailing Address	
References	Address1:	
	Address2:	
	City:	
	State/Province:	
	ZIP Code:	
	Email:	

8. Click the radio button to the left of any completed assessment to generate an Instant Score Report for that assessment.

	Virtual Test Center						
	Wor	WorkKeys	s IV Training Site	9			LOGOUT
	Edit l	User: MouseM2468					
Home	User	Security Roles R	egistration Grou	р			
My Account	Select	and Edit More actions	*		C	reate Create	From Profile
User Management							
User Batch Load	Select	litle	Adr	ninistration	Registration ID	Create Date	Status
Account Management	<b>e</b>	Demo Applied Mathematic	ics Wo	kKeys Assessments	12331007	11/14/2011 02:47:24 AM	Completed
Group Management						11/14/2011	Pending
Profile Management	0	Demo Reading for Informa	ation VVo	kKeys Assessments	12331009	02:47:25 AM	(requires authorization)
Barcode Management						11/14/2011	Pending
Reports Portal	0	Demo Locating Information	in Woi	rkKeys Assessments	12331008	02:47:25 AM	(requires authorization)
Reports							
References	VALIDU	JS ® Admin Version: 2.0.1.0	669				
	© 2011	by ACT, Inc. All rights rese	erved.				



- 9. Next to "More actions...," click the "down arrow" and select "Instant Report." A new screen titled "Instant Report" appears.
  - For the Foundational Skills assessments, you will see two links: Level Report and Scale Report.
  - For the Soft Skills assessments, you will see two links: **Employer Report** and **Examinee Report**.

VALIDUS Virtual Test Center							<b>ACT</b> <sup>®</sup>		
	Wor	kKeys	WorkKe	eys IV Trainin	g Sil	e			LOGOUT
-	Edit U	Jser: Mou	seM2468	3					
Home	User	Security	Roles	Registration		up			
My Account	Select	and Edit	More actio	ons	~		C	reate Create	From Profile
User Management	C - 1 4	T141-	More actio	ns				Caracter Data	Charters
User Batch Load	Select	Titte	Authorize	port N		ninistration	Registration ID		Status
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Barcode Management			Update Sta	atus -				11/14/2011	Pending
Reports Portal	0	Demo Loca	Disable Se	ession		rkKeys Assessments	12331008	02:47:25 AM	(requires authorization)
Reports			Delete			]			
References	VALIDU	S ® Admin V	Version: 2.0	0.1.669					
	© 2011	by ACT, Inc.	. All rights r	eserved.					

10. Click on either the **Level Report** link or the **Examinee Report** link to view the report with Adobe Reader.

*Note:* In the WorkKeys IV Training Site, only the **Level Report** link appears for Foundational Skills reports. No reports are available for the Soft Skills assessments.

🔗 VALIDUS 🐵 : Virtual Test Center Console: WorkKeys IV Training Site: User Manag	ement 🔳 🗖 🗙
https://testadministration.org/vtcadmin/userInstantReport.do?event=go&regID=12331007	💙 🔒 ACT Inc. [US]
Instant Report	
Level Report	
Close	
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11. Print the report, and give it to the examinee.