

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

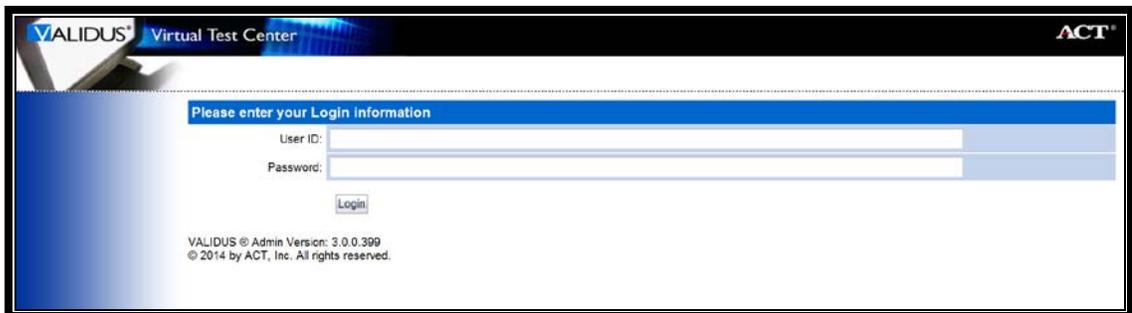
Follow the steps below to create an account for an examinee. If the examinee already has a valid account in the system, locate the account and then proceed to Step 8.

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

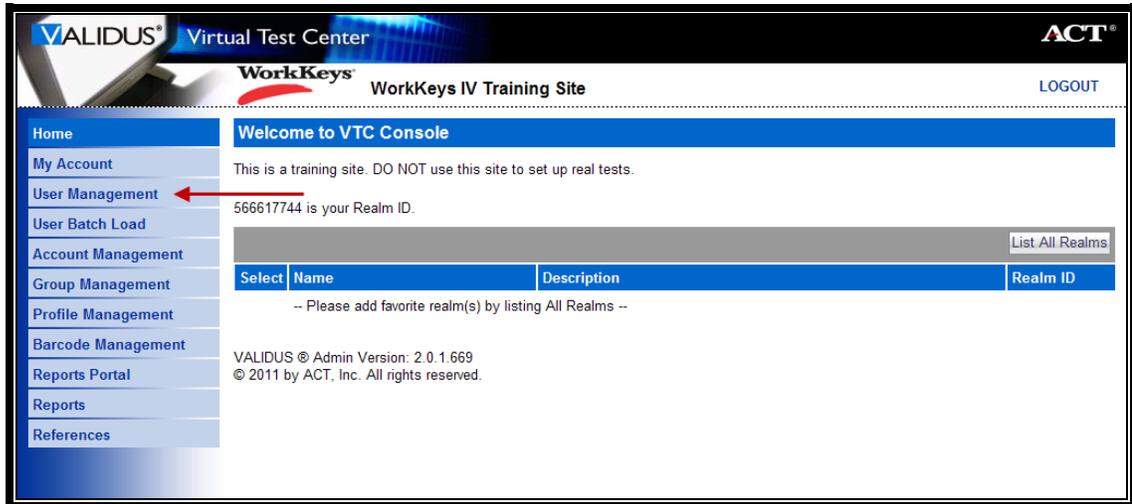
1. **On the administrator’s computer**, log in to the Validus VTC (Virtual Test Center) system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

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

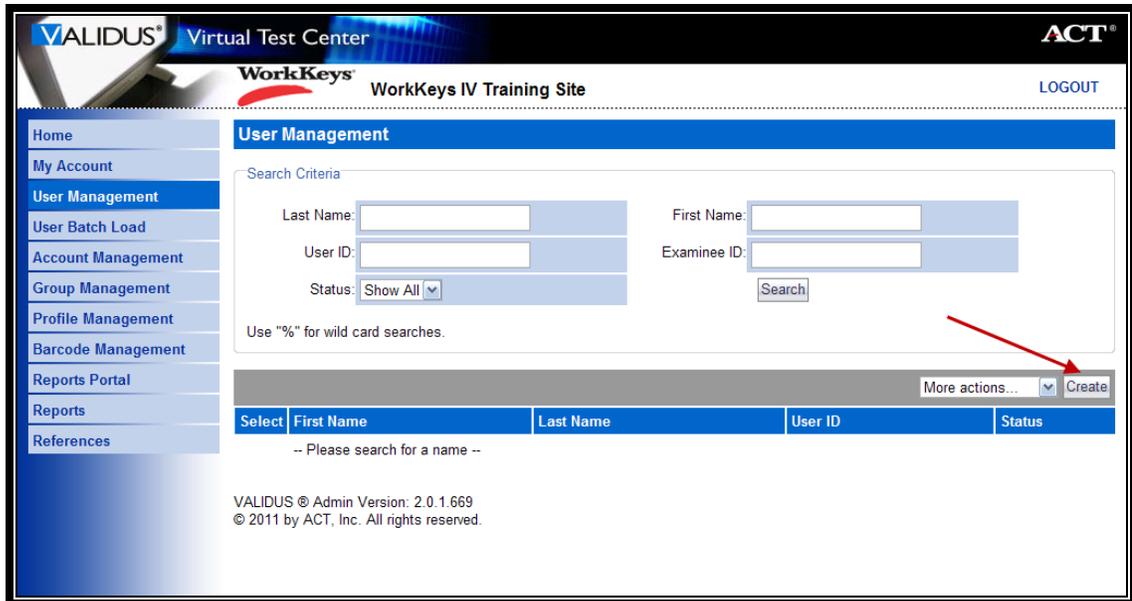
e.g., <https://vtc.act.org/123456789>



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



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



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.

The screenshot shows the 'Create User' form in the WorkKeys IV Training Site. The form is divided into several sections:

- Login Information:** Includes fields for User ID (with a 'Generate ID' button), Password, and Confirm Password. Red arrows point to the Password and Confirm Password fields.
- Security:** Includes a dropdown for Question and an Answer field.
- Personal Information:** Includes fields for First Name (with an asterisk), Middle Name, Last Name (with an asterisk), Date of Birth (with a date format MM/dd/yyyy), and Examinee ID (with an asterisk). Red arrows point to the First Name, Last Name, Date of Birth, and Examinee ID fields.
- Permanent Mailing Address:** Includes fields for Address1, Address2, City, State/Province (dropdown), ZIP Code, and Email.

The left sidebar contains navigation links: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References.

- 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**

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- The “Roles” page appears. Click in the box next to “Examinee” so that a check mark appears in the box.

VALIDUS Virtual Test Center **ACT**

WorkKeys WorkKeys IV Training Site **LOGOUT**

Home My Account **User Management** User Batch Load Account Management Group Management Profile Management Barcode Management Reports Portal Reports References

Edit User: MouseM2468

User Security **Roles** Registration Group

Select and **Submit**

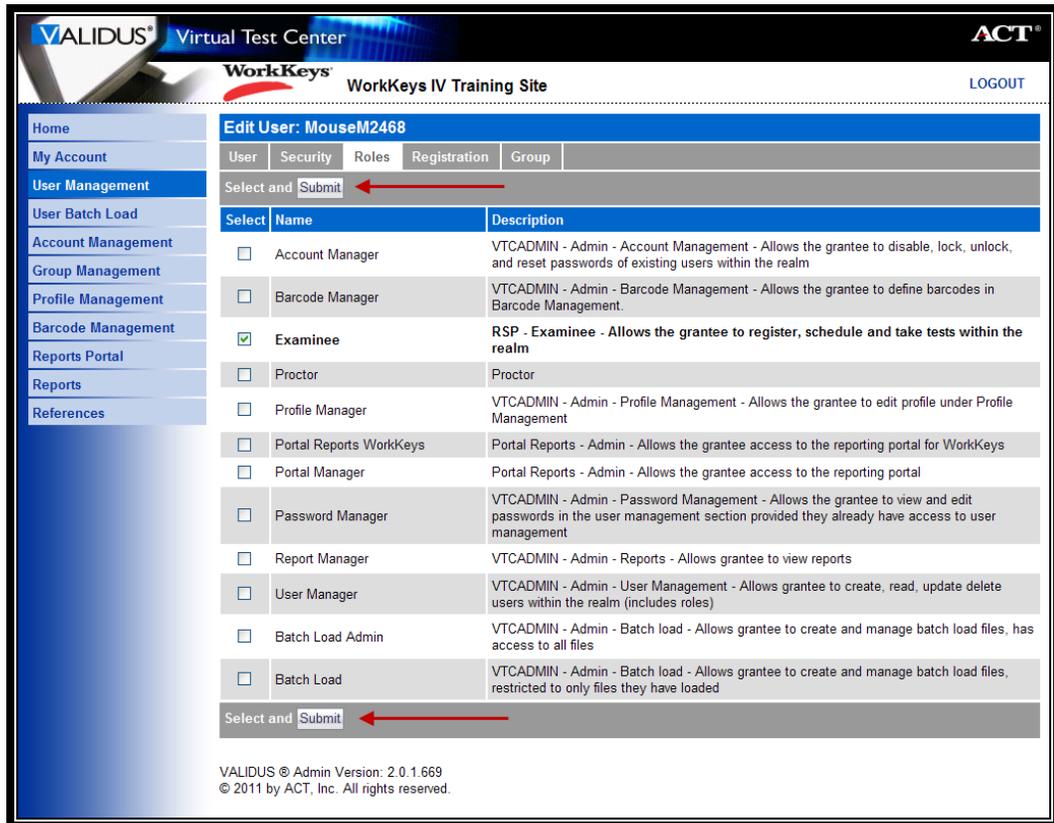
| Select | Name | Description |
|-------------------------------------|-------------------------|--|
| <input type="checkbox"/> | Account Manager | VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm |
| <input type="checkbox"/> | Barcode Manager | VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management. |
| <input checked="" type="checkbox"/> | Examinee | RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm |
| <input type="checkbox"/> | Proctor | Proctor |
| <input type="checkbox"/> | Profile Manager | VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management |
| <input type="checkbox"/> | Portal Reports WorkKeys | Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys |
| <input type="checkbox"/> | Portal Manager | Portal Reports - Admin - Allows the grantee access to the reporting portal |
| <input type="checkbox"/> | Password Manager | VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management |
| <input type="checkbox"/> | Report Manager | VTCADMIN - Admin - Reports - Allows grantee to view reports |
| <input type="checkbox"/> | User Manager | VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles) |
| <input type="checkbox"/> | Batch Load Admin | VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files |
| <input type="checkbox"/> | Batch Load | VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded |

Select and **Submit**

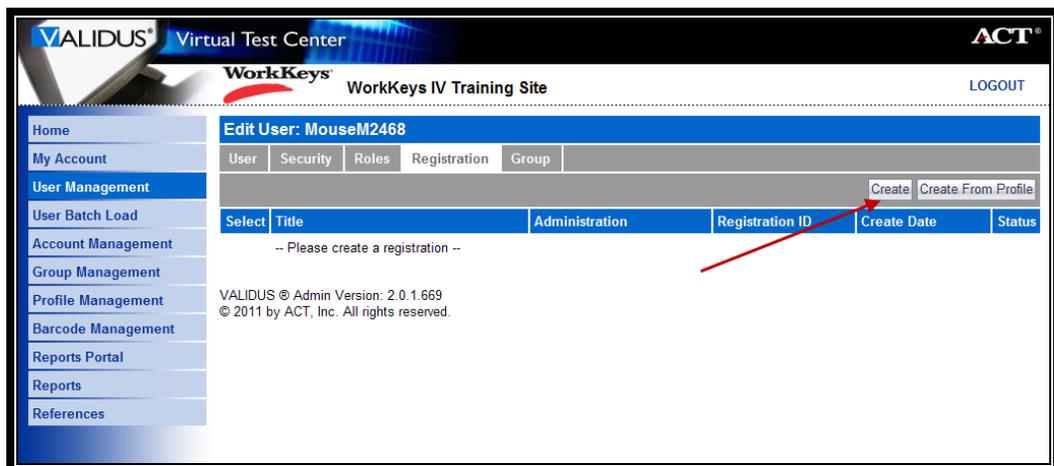
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 © 2011 by ACT, Inc. All rights reserved.

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

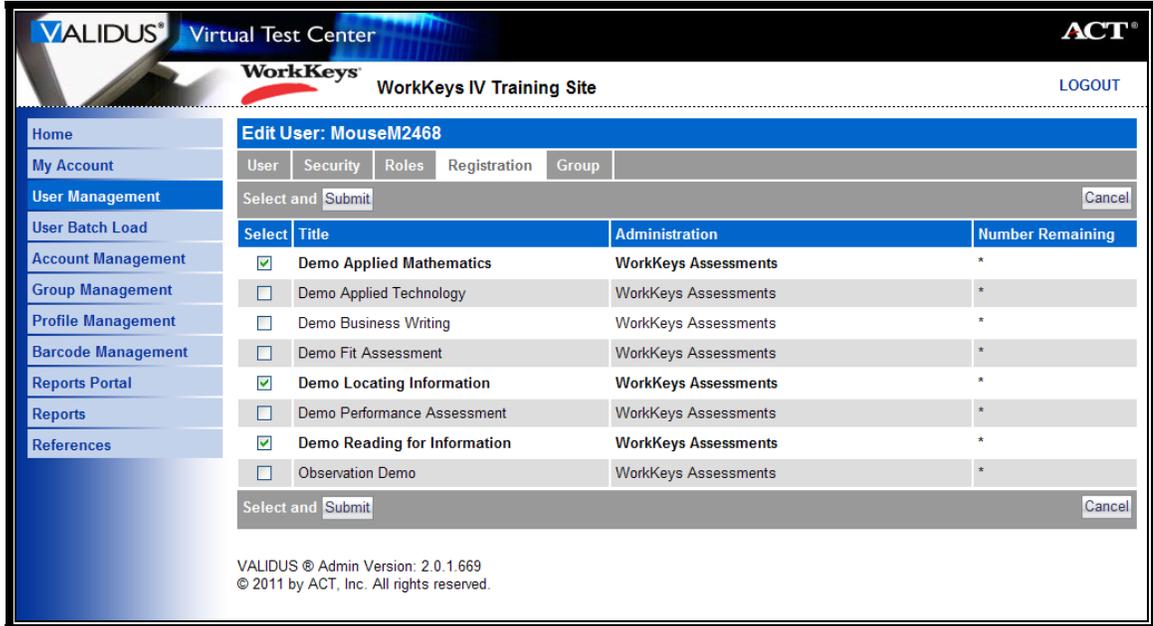
IMPORTANT: If you do not click the **Submit** button, the examinee role will not become activated and the examinee will not be able to log in to test. An error message will appear when the examinee tries to log in to the testing site.



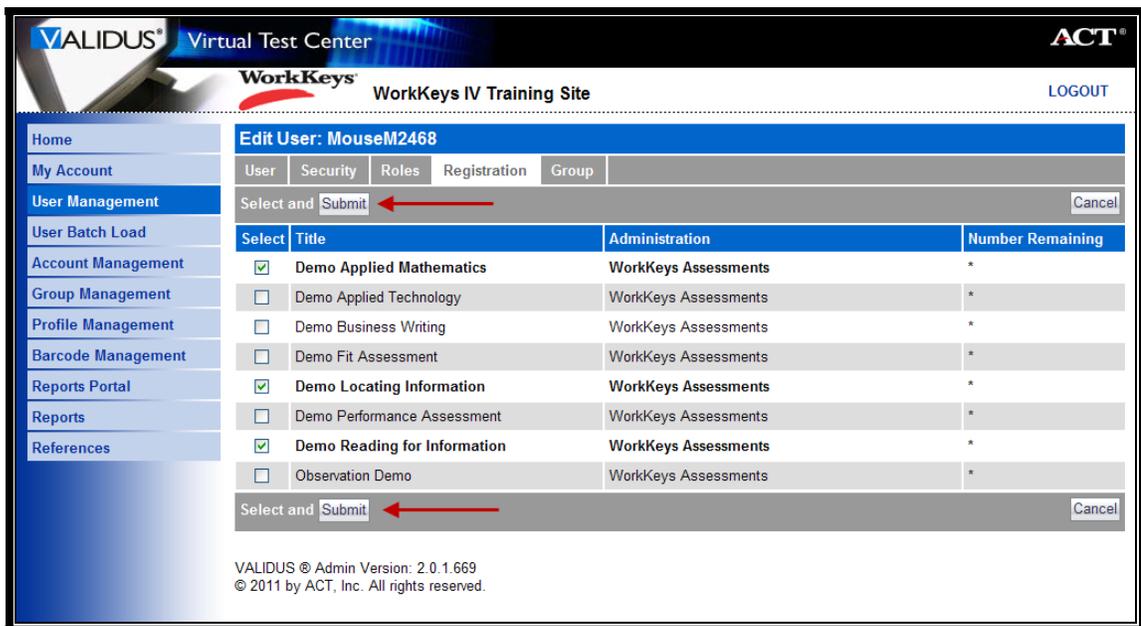
- The “Registration” page appears. Click the **Create** button on the right side of the page.



- 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.



- Click the **Submit** button.



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.

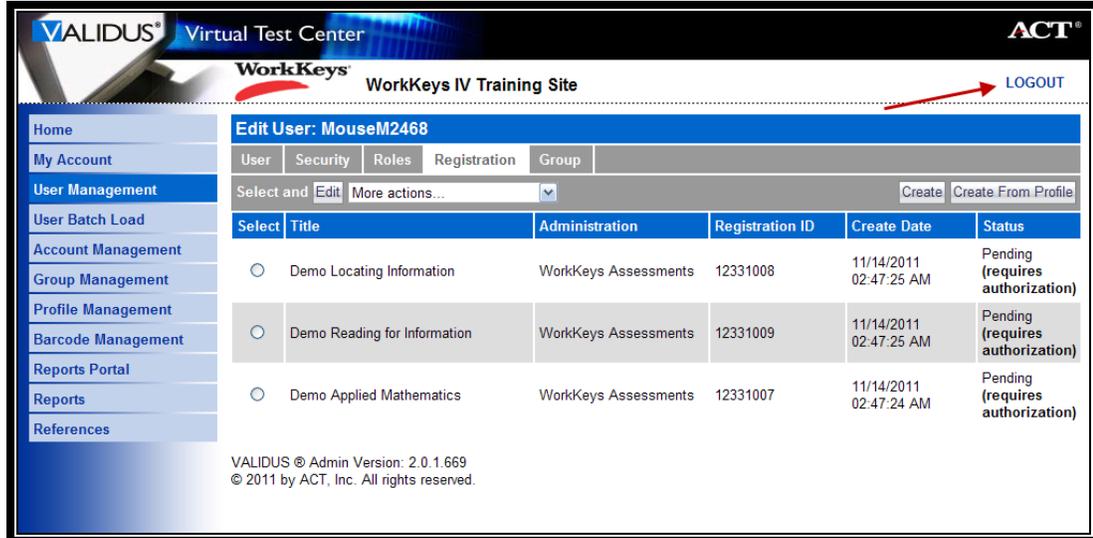
Note: You will need to complete a Financial Profile for each test registration.

The screenshot shows the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page title is "Edit User: MouseM2468". The "Registrant Information" section shows "Title: Applied Mathematics" and "Administration: WorkKeys Assessments". The "Finance" section has a required field "* Financial Profile:?" with a dropdown menu set to "WorkKeys - Government". Below the dropdown is the text "* = Required". There are "Submit" and "Cancel" buttons. The footer includes "VALIDUS © Admin Version: 2.0.1.669" and "© 2011 by ACT, Inc. All rights reserved." A navigation menu on the left includes Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References.

12. Click the **Submit** button.

This screenshot is identical to the previous one, but with a red arrow pointing to the "Submit" button in the "Finance" section. The "Financial Profile" dropdown remains set to "WorkKeys - Government".

- 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.

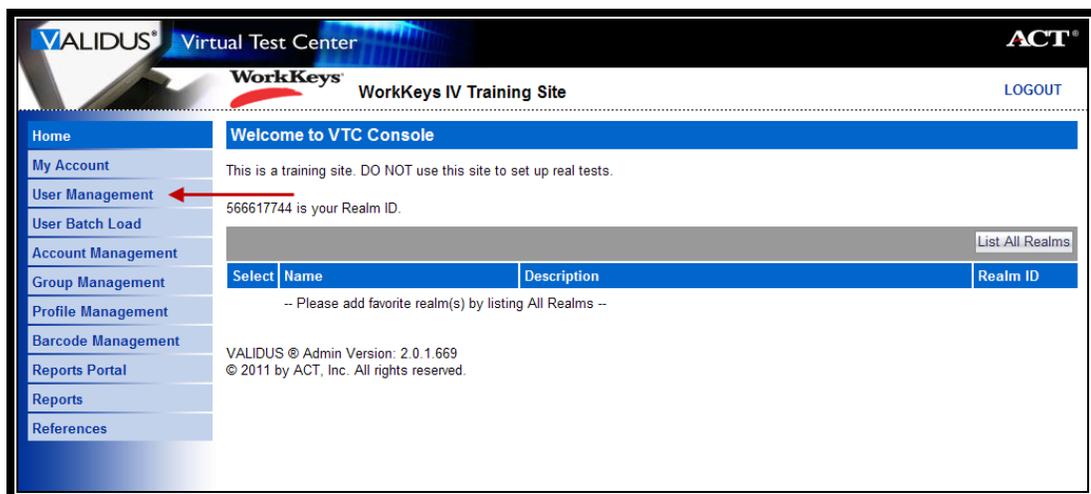


Procedure: Authorizing a Test

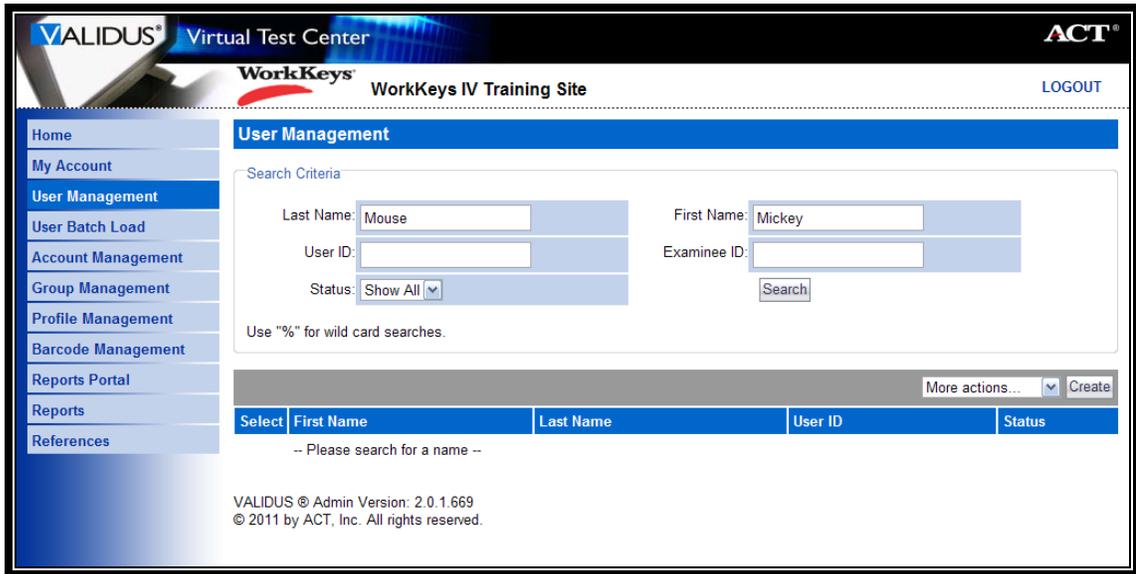
Follow the steps below to authorize a WorkKeys Internet Version test.

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.

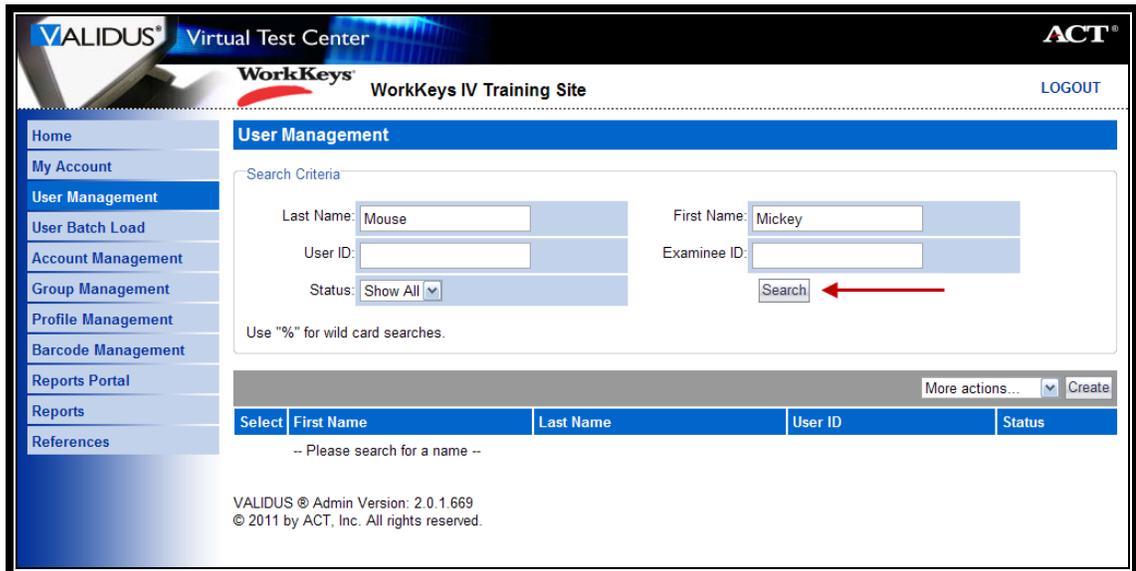
- On the administrator’s computer, log in to Validus VTC (if you haven’t already done so).
- Along the left side of the page, click on **User Management**.



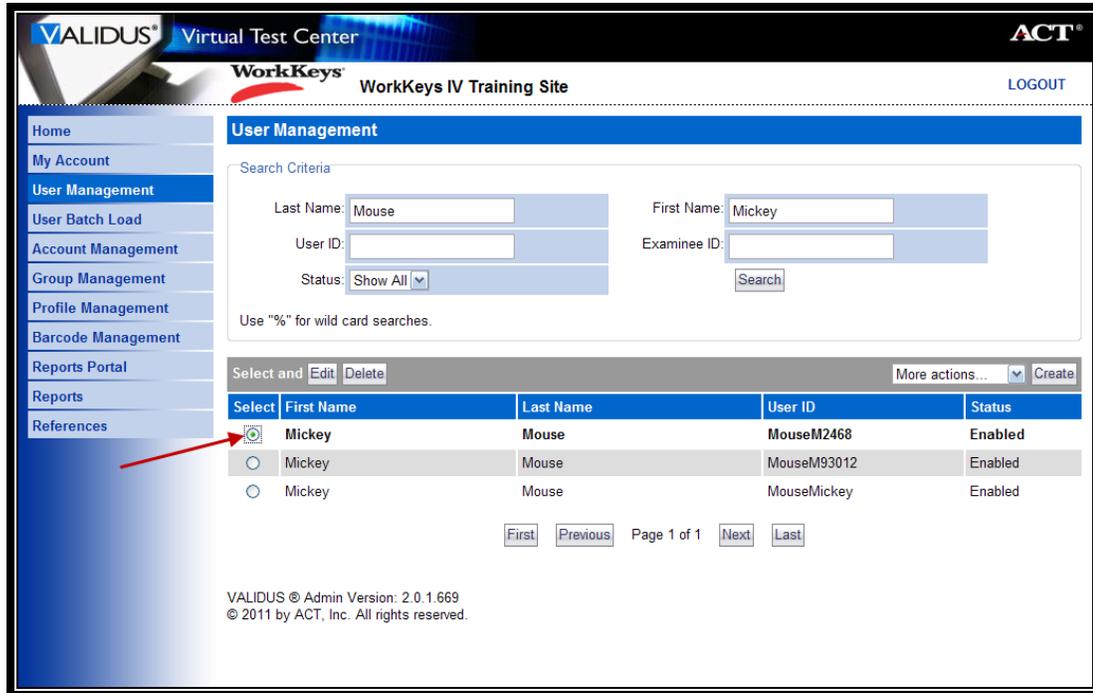
- Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)



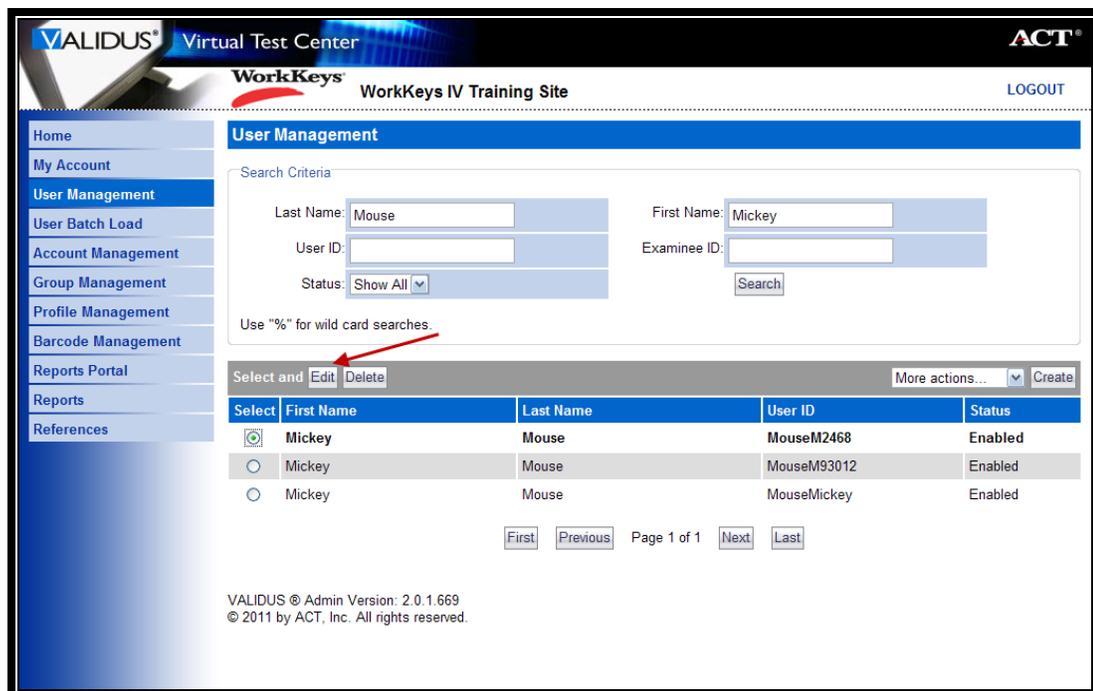
- Click the **Search** button.



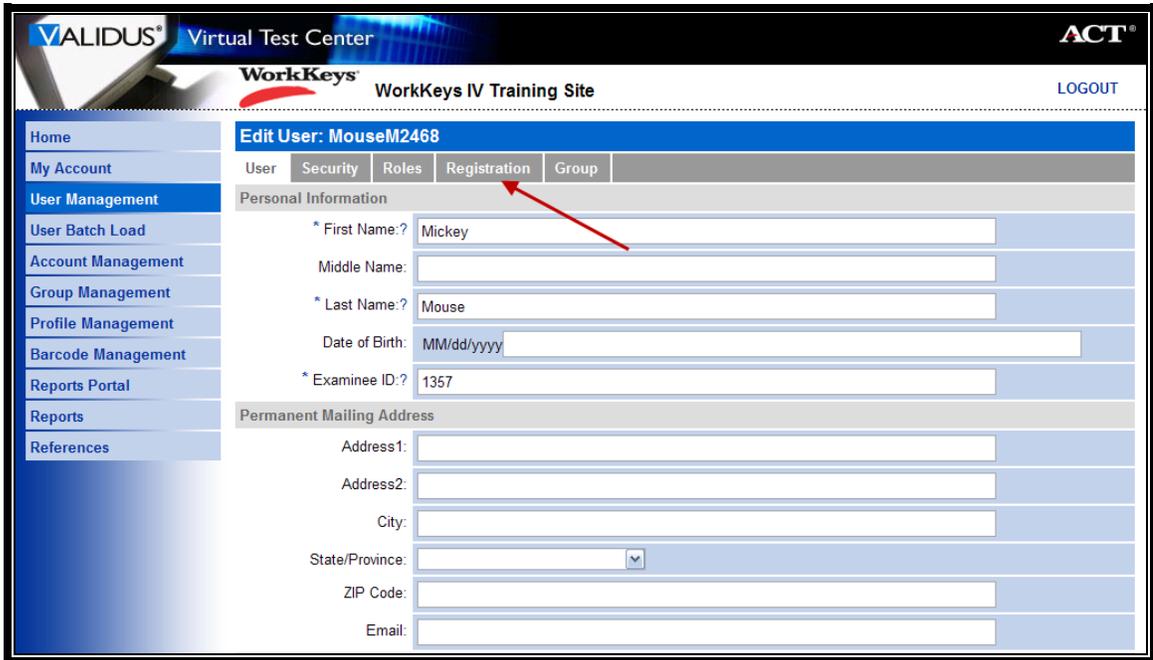
5. Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct account.



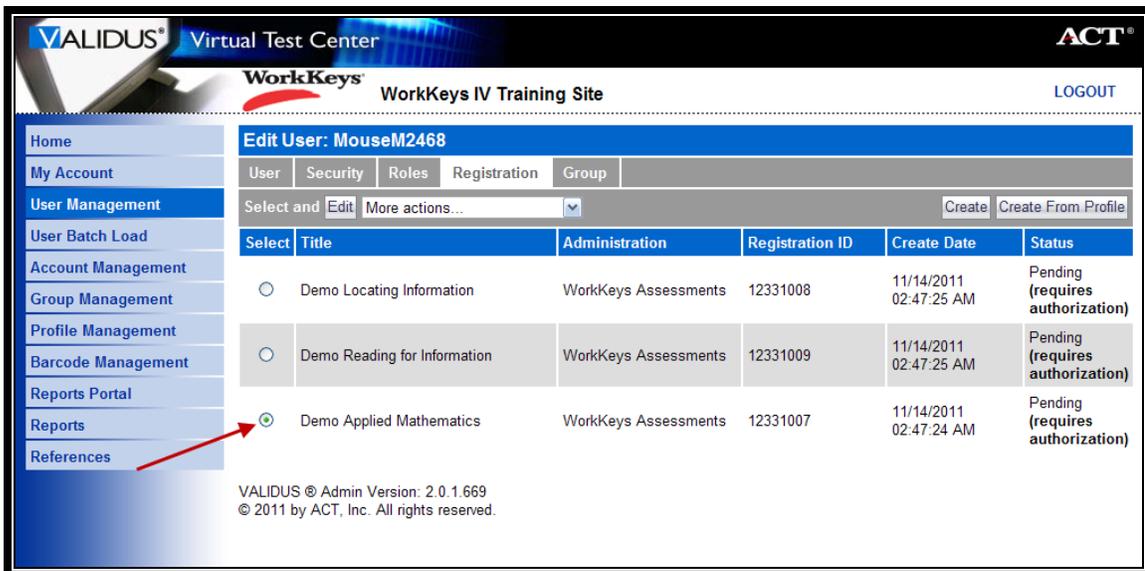
6. Click the **Edit** button.



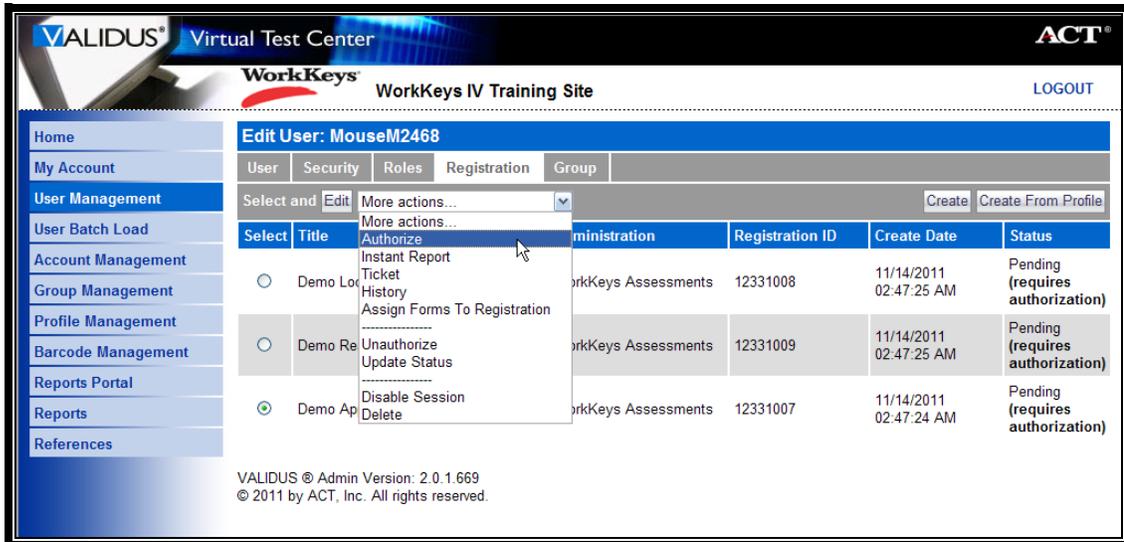
- Click on the “Registration” tab.



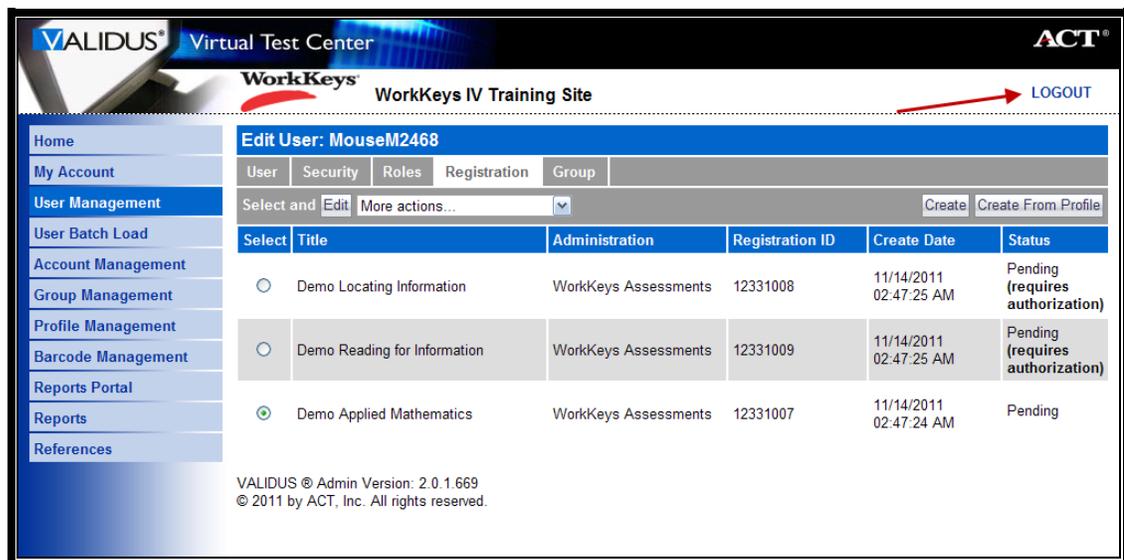
- Click the radio button to the left of the test you want to authorize. If there is more than one test listed, you may want to ask the examinee which test he or she would like to take first.



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



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.



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.)

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.

WorkKeys
ACT

Log Out Mickey Mouse

Update Your Account Information

* = required [Privacy Policy](#)

Personal Information

* First Name: Mickey

Middle Name:

* Last Name: Mouse

* Date of Birth: MM/dd/yyyy 07/04/1950

Examinee ID: 1357

Permanent Mailing Address

* Address1: 101 Main Street

Address2:

* City: Disneyland

* State/Province: California

* ZIP Code: 90027

Email: Mickey.Mouse@dsney.com

Education

* What is the highest grade/level of education completed?: Trade/Proprietary school

* What is your highest diploma/degree?: Trade/Proprietary school certification

Additional Information (for research purposes only)

* Gender: Male

* Indicate if you are of Hispanic or Latino background: No

* Indicate your race. Mark all that apply:

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

Prefer not to respond or none of these apply

* What language do you know best?: English

* What is your current employment status?: Employed full time

* What is your primary reason for taking this WorkKeys assessment?: As part of qualifying for a career readiness certificate

* For which employer are you taking this assessment, please respond with NA if not for an employer: NA

* Are you currently in school?: No

* If you are in school, why are you attending school?: Not in school

* County of Residence 5 digit FIPS code (Enter numbers only, click [FIPS](#) to look up your county FIPS code): 12345

* Current Status: Currently employed private or non-profit

Select Language Preference

If you do not select a language, the language displayed below will be selected by default

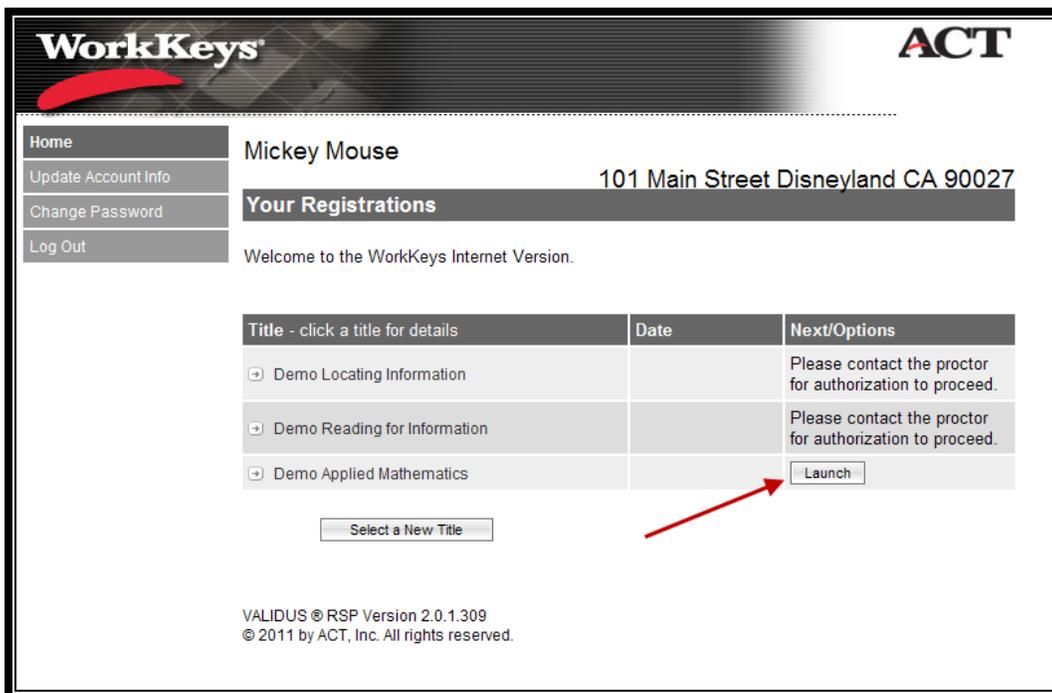
Language Information Please Select Language

Please Select Language: English

→ Save Changes

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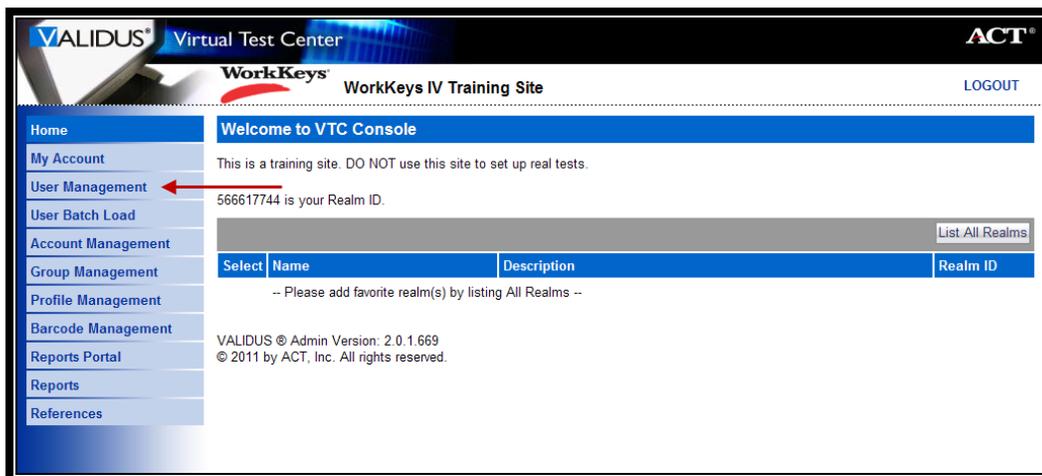
- There will be a **Launch** button in the “Next/Options” column for any assessment that has been authorized. Instruct the examinee to click the **Launch** button when he or she is ready to start the test.



Procedure: Generating an Instant Score Report

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

- On the administrator’s computer, log in to Validus VTC.
- Along 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.)

The screenshot shows the 'User Management' interface in the VALIDUS Virtual Test Center. The search criteria are as follows:

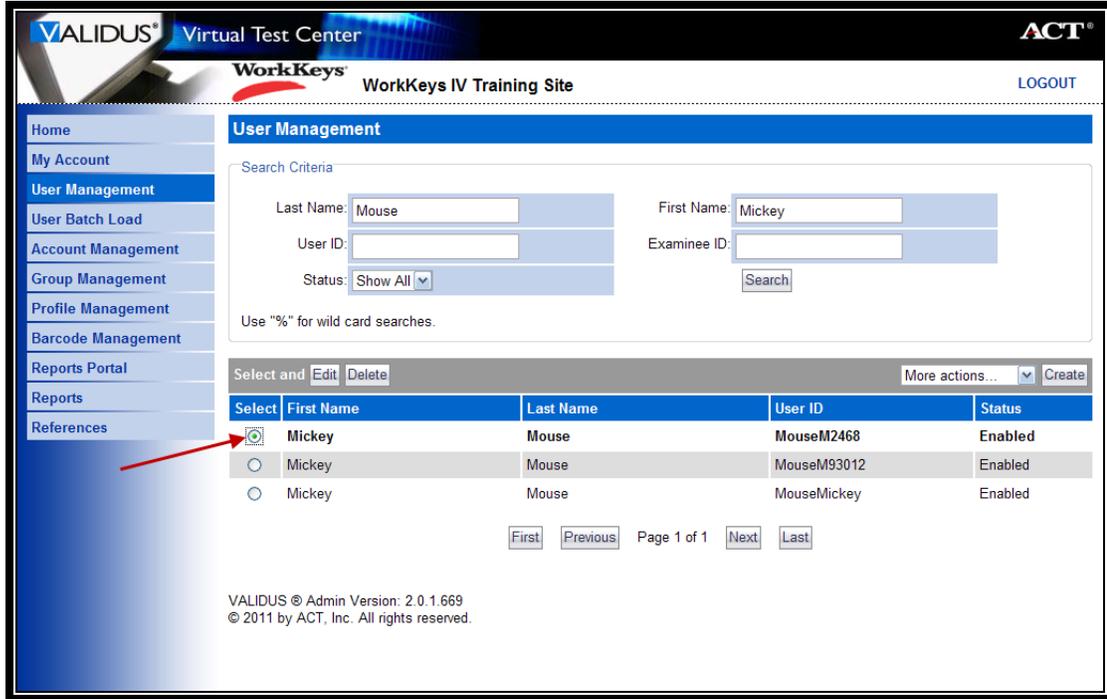
| | | | |
|------------|----------|--------------|--------|
| Last Name: | Mouse | First Name: | Mickey |
| User ID: | | Examinee ID: | |
| Status: | Show All | Search | |

Below the search criteria, there is a table with the following headers: Select, First Name, Last Name, User ID, and Status. The table content is currently empty, showing only the text '-- Please search for a name --'. At the bottom of the page, the text reads: 'VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.'

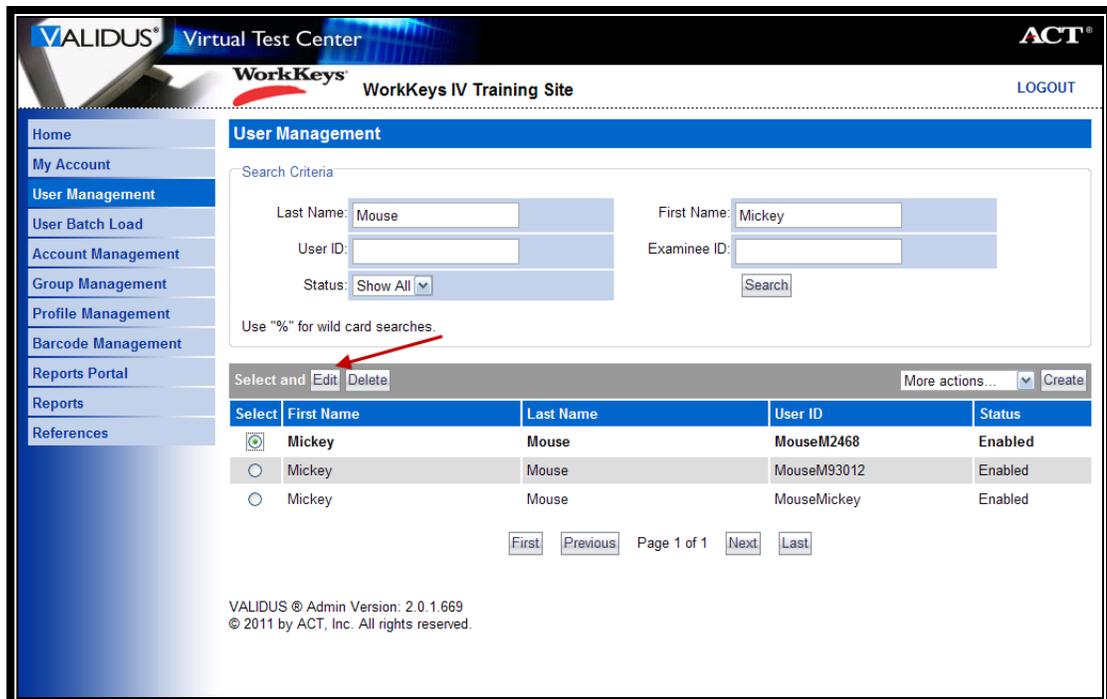
4. Click the **Search** button.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Search' button in the search criteria section.

- 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.



- Click the **Edit** button.



- Click on the “Registration” tab.

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

Edit User: MouseM2468

User Security Roles **Registration** Group

Personal Information

* First Name:? Mickey
 Middle Name:
 * Last Name:? Mouse
 Date of Birth: MM/dd/yyyy
 * Examinee ID:? 1357

Permanent Mailing Address

Address1:
 Address2:
 City:
 State/Province:
 ZIP Code:
 Email:

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

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

Edit User: MouseM2468

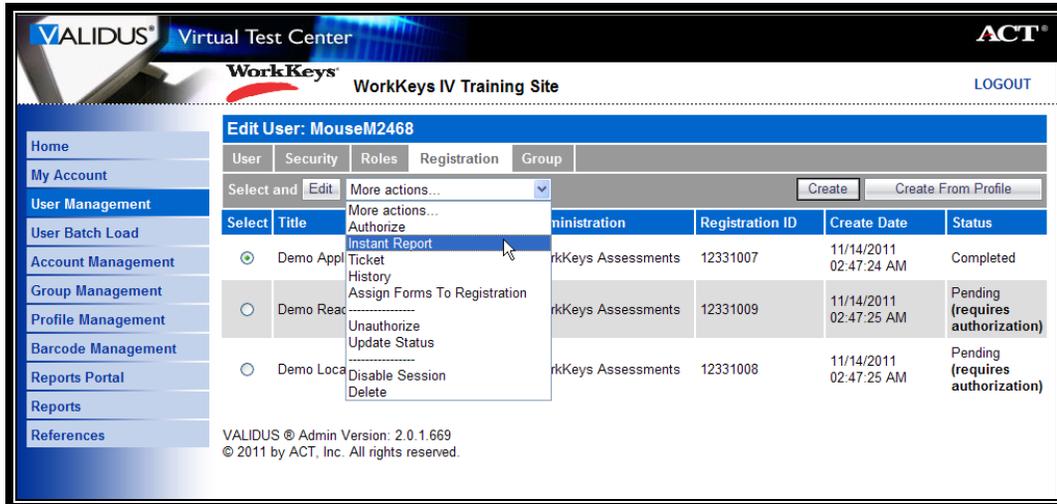
User Security Roles Registration Group

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

| Select | Title | Administration | Registration ID | Create Date | Status |
|----------------------------------|------------------------------|----------------------|-----------------|------------------------|----------------------------------|
| <input checked="" type="radio"/> | Demo Applied Mathematics | WorkKeys Assessments | 12331007 | 11/14/2011 02:47:24 AM | Completed |
| <input type="radio"/> | Demo Reading for Information | WorkKeys Assessments | 12331009 | 11/14/2011 02:47:25 AM | Pending (requires authorization) |
| <input type="radio"/> | Demo Locating Information | WorkKeys Assessments | 12331008 | 11/14/2011 02:47:25 AM | Pending (requires authorization) |

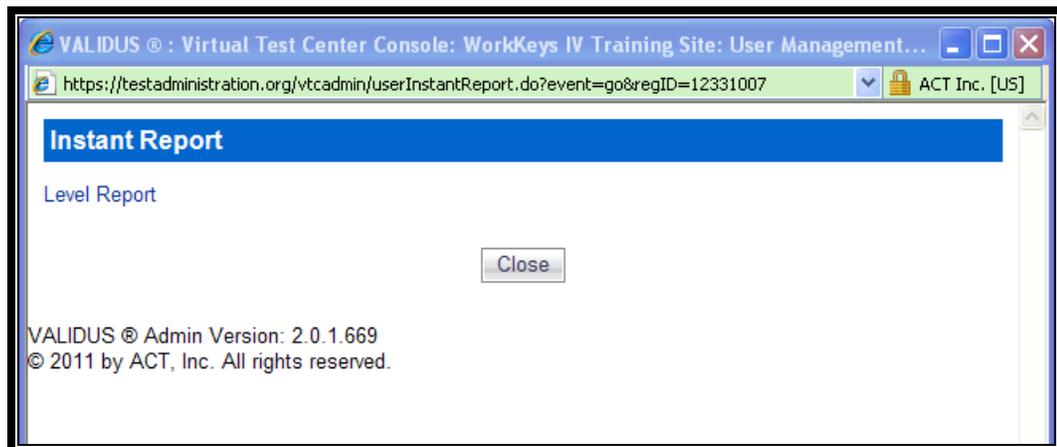
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9. Next to “More actions...,” click the “down arrow” and select “Instant Report.” A new screen titled “Instant Report” appears.
 - For the Foundational Skills assessments, you will see two links: **Level Report** and **Scale Report**.
 - For the Soft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



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.*



11. Print the report, and give it to the examinee.