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.
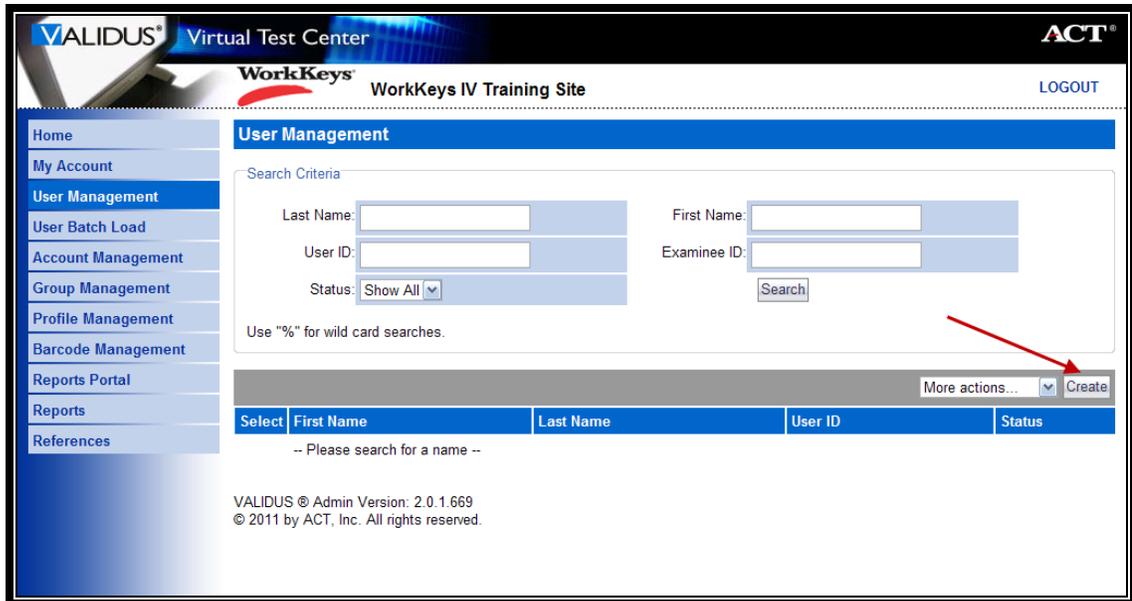
    https://vtc.act.org/<your site's realm number>   e.g., https://vtc.act.org/123456789
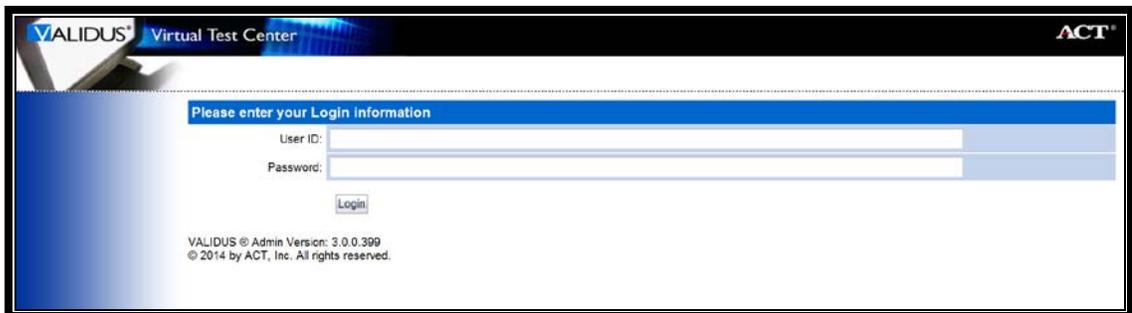
2.   On the left side of the page, click on **User Management**.
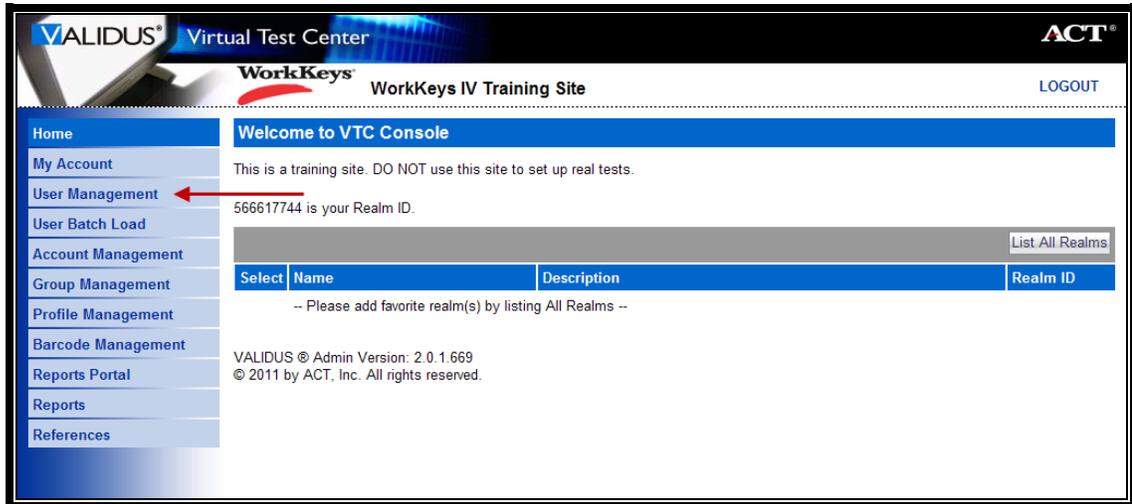
3.   On the right side of the page, click the **Create** button.

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.

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

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

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.
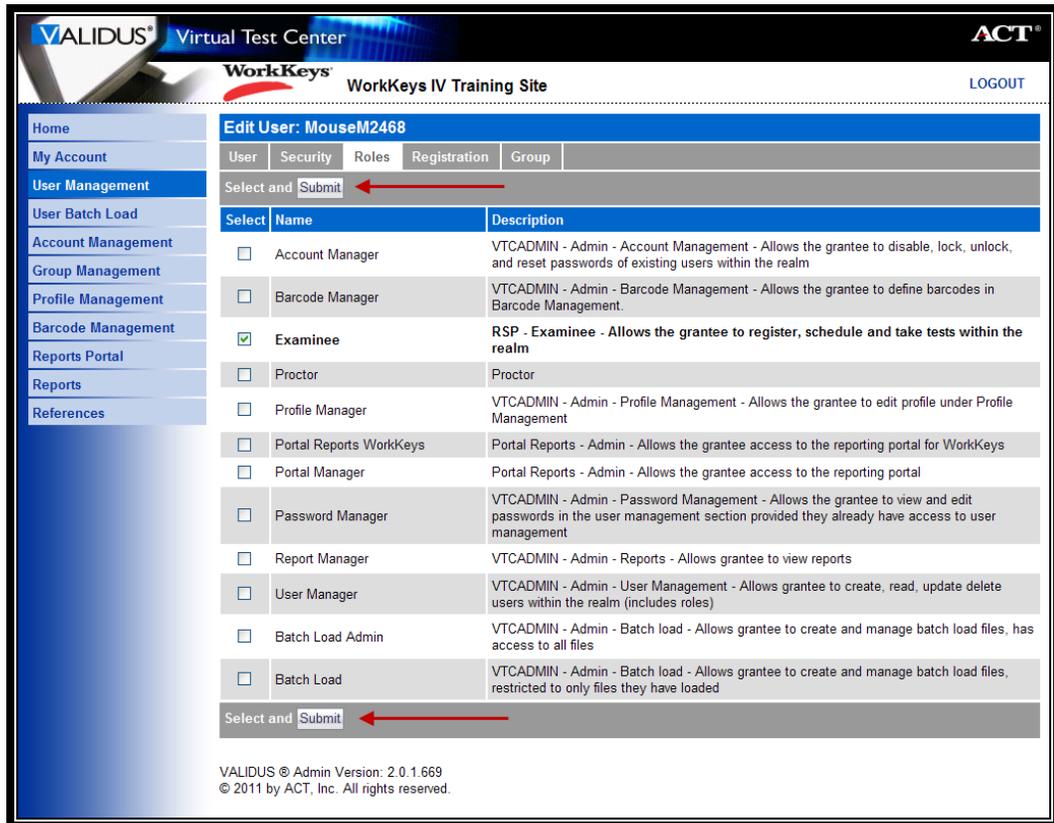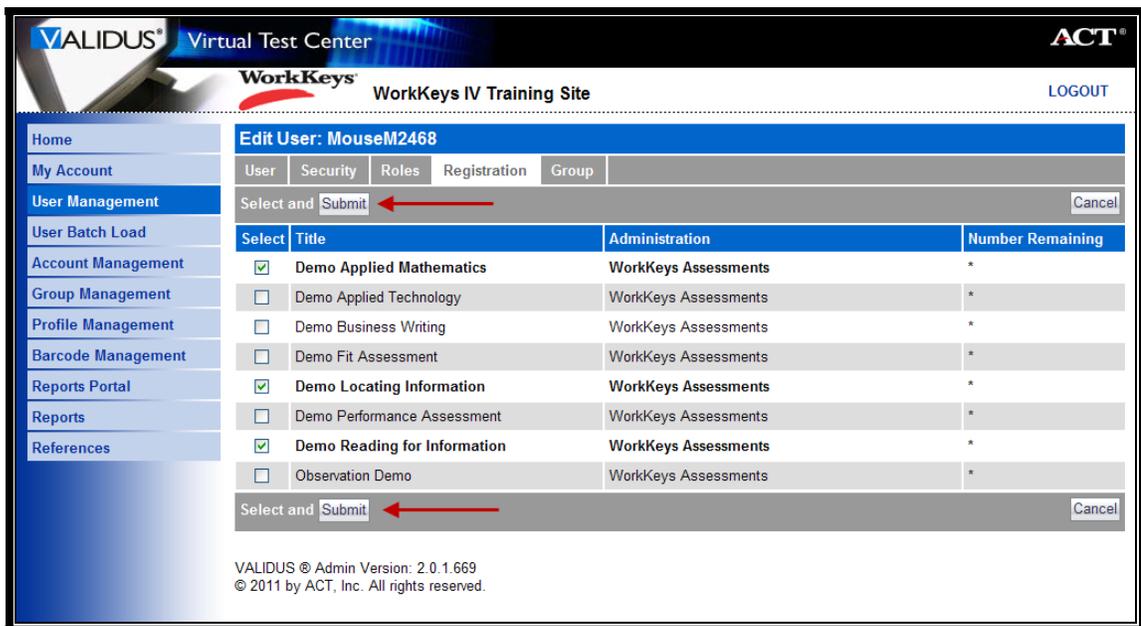

8. The "Registration" page appears. Click the **Create** button on the right side of the page.
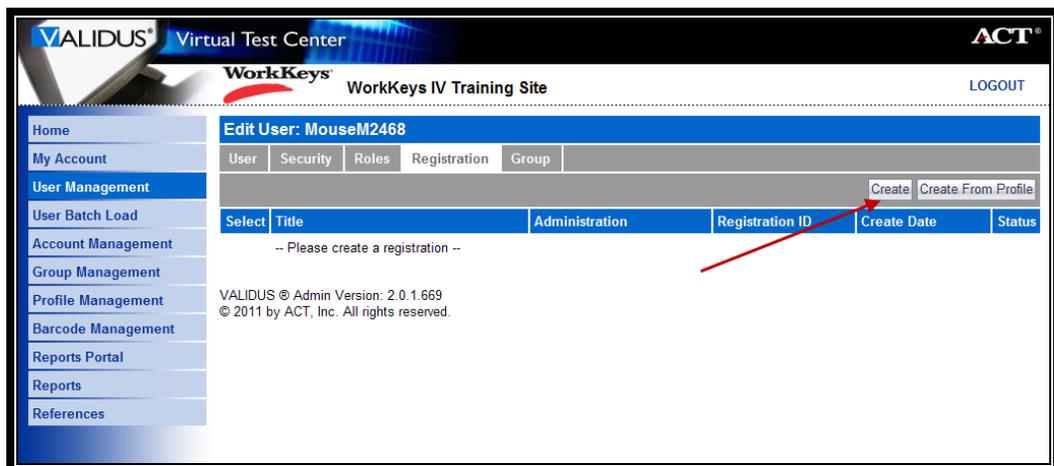
9. In the "Select" column, click on the box next to the title of the test for which you want to register the examinee. A check mark will appear in the box. You can select more than one test.
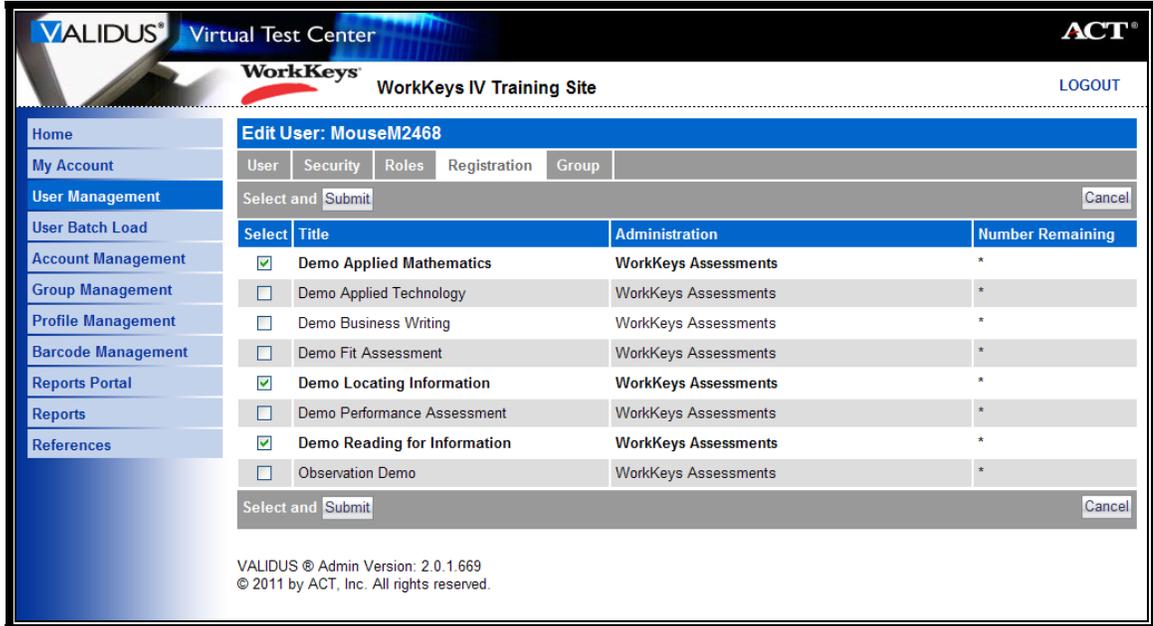
10. Click the **Submit** button.

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.

12. Click the **Submit** button.

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.
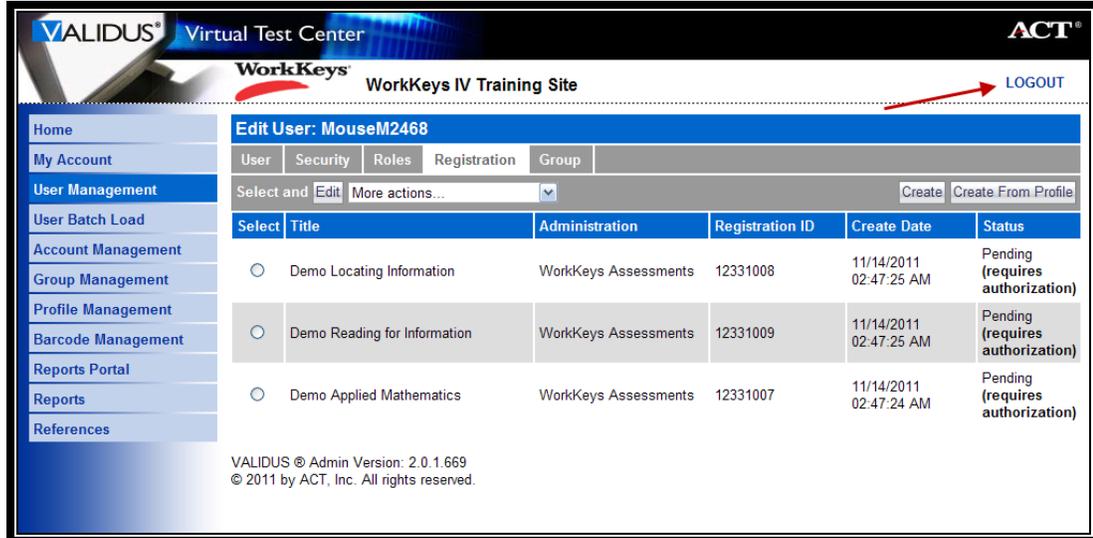

Procedure: Authorizing a Test

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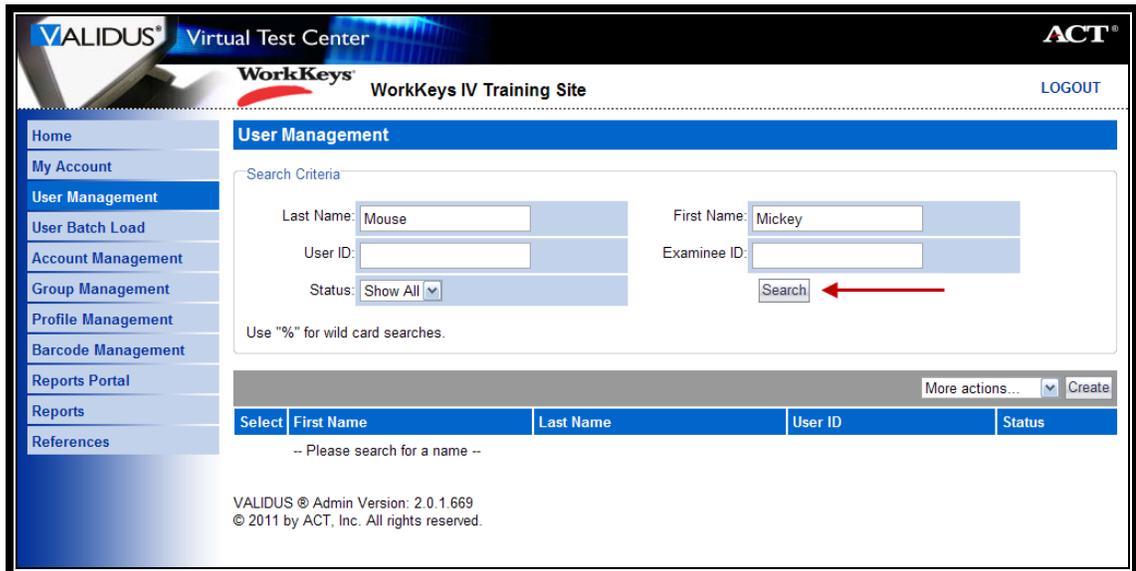
1. On the administrator's computer, log in to Validus VTC (if you haven't already done so).
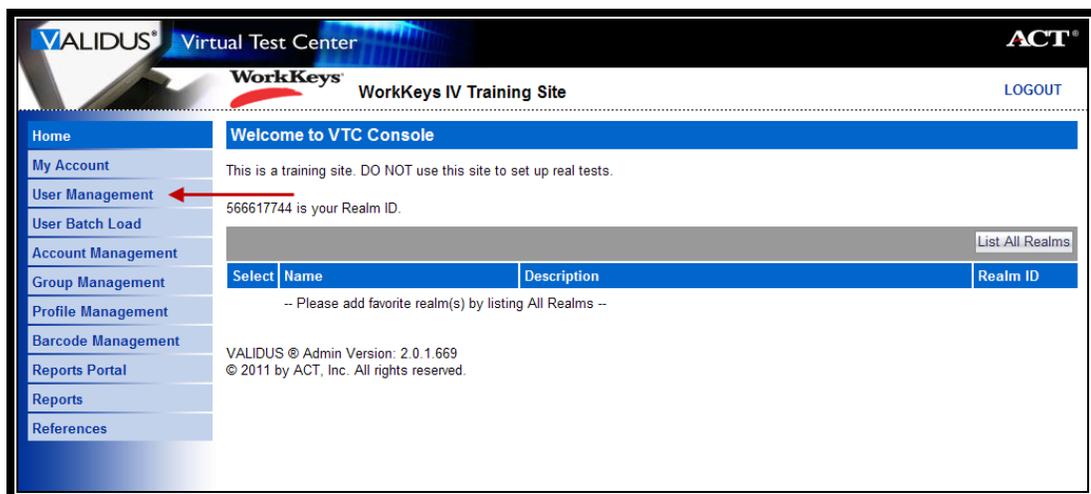
2. Along the left side of the page, click on **User Management**.

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.)
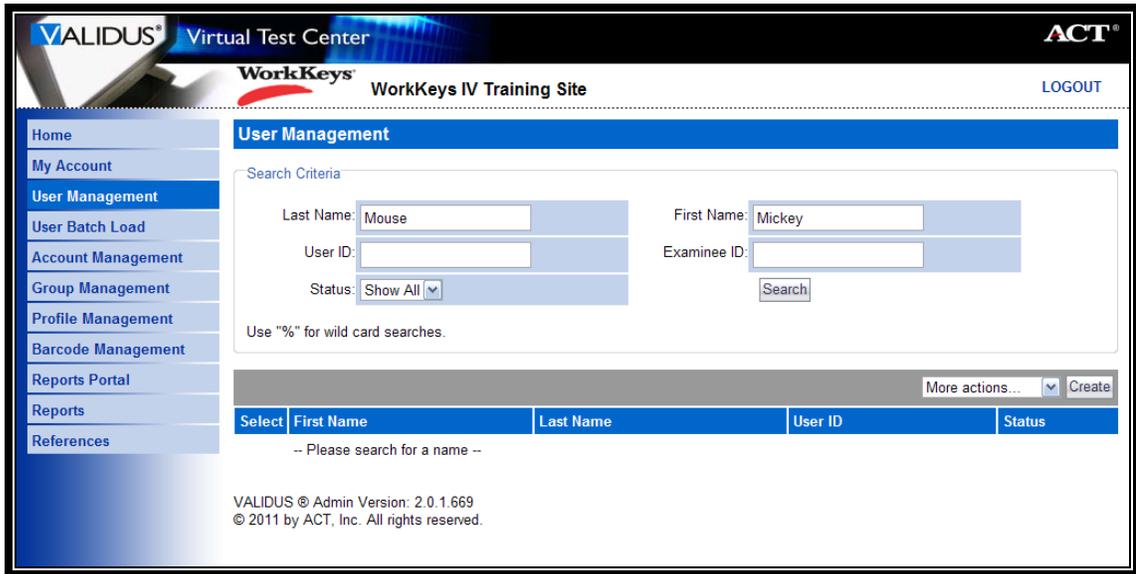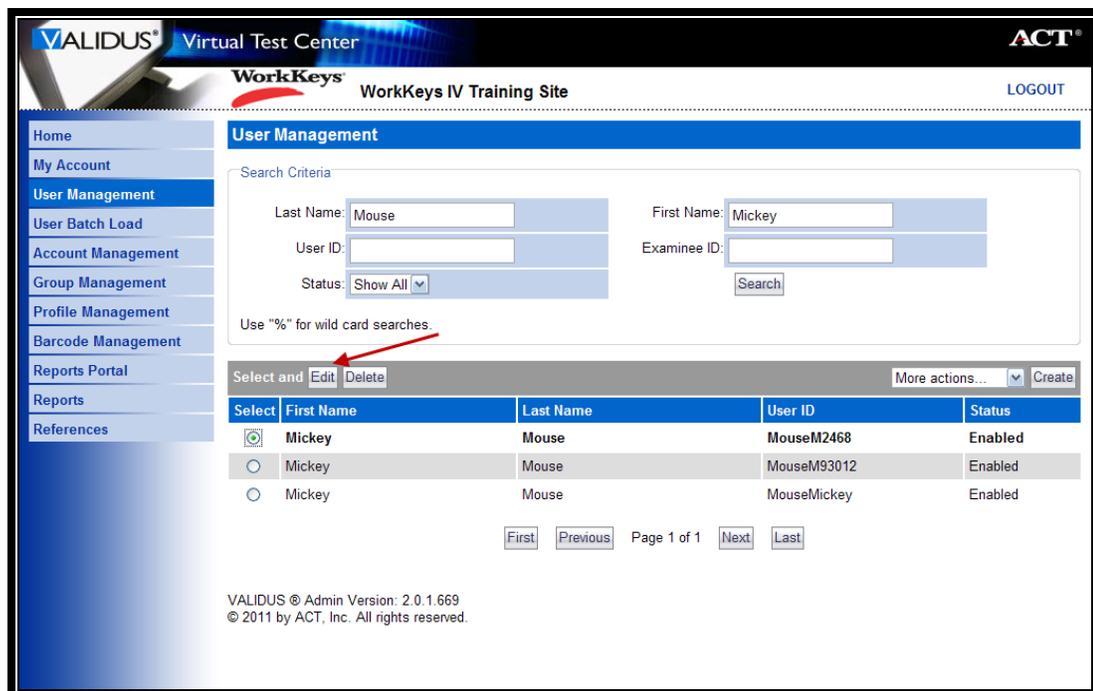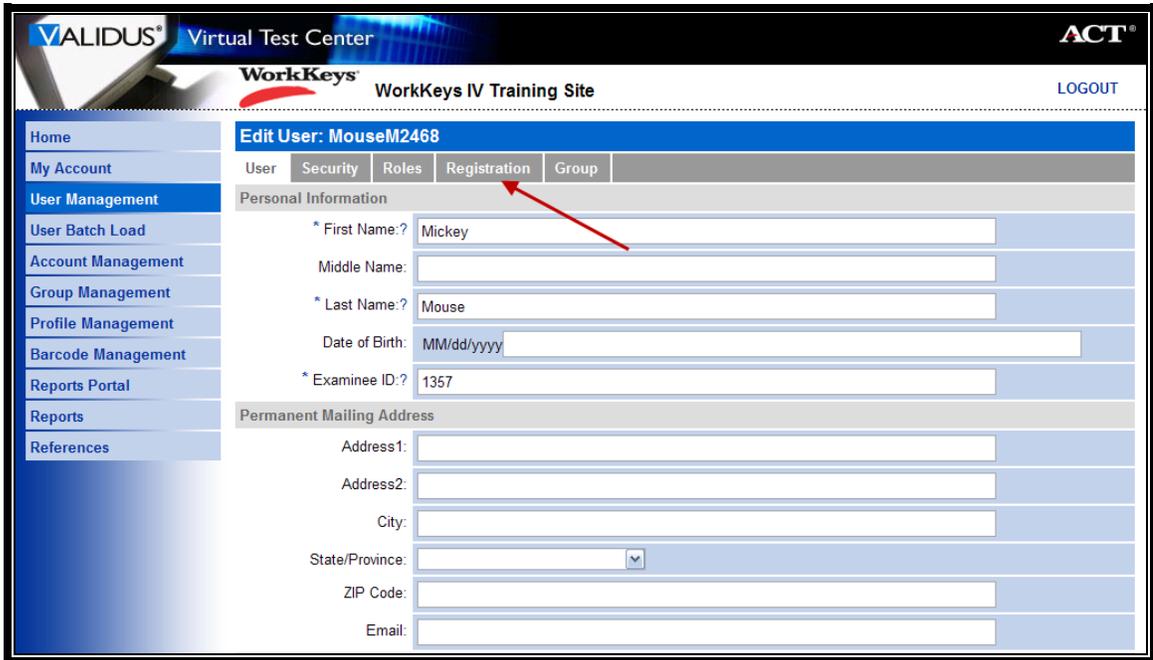

4. Click the **Search** button.

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 account.
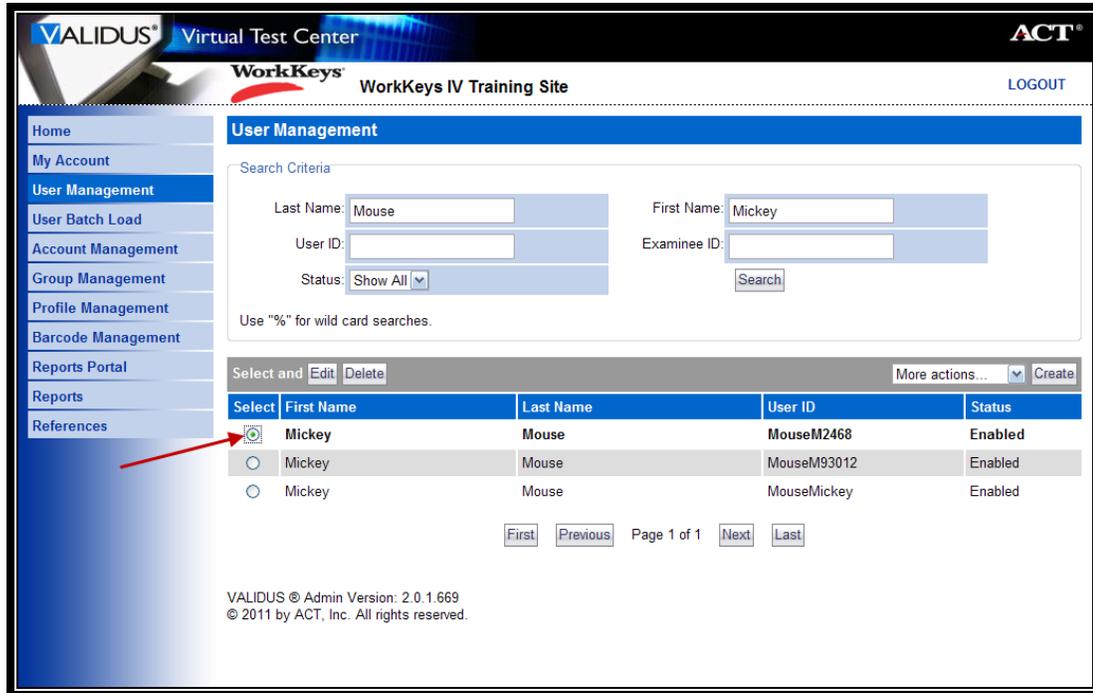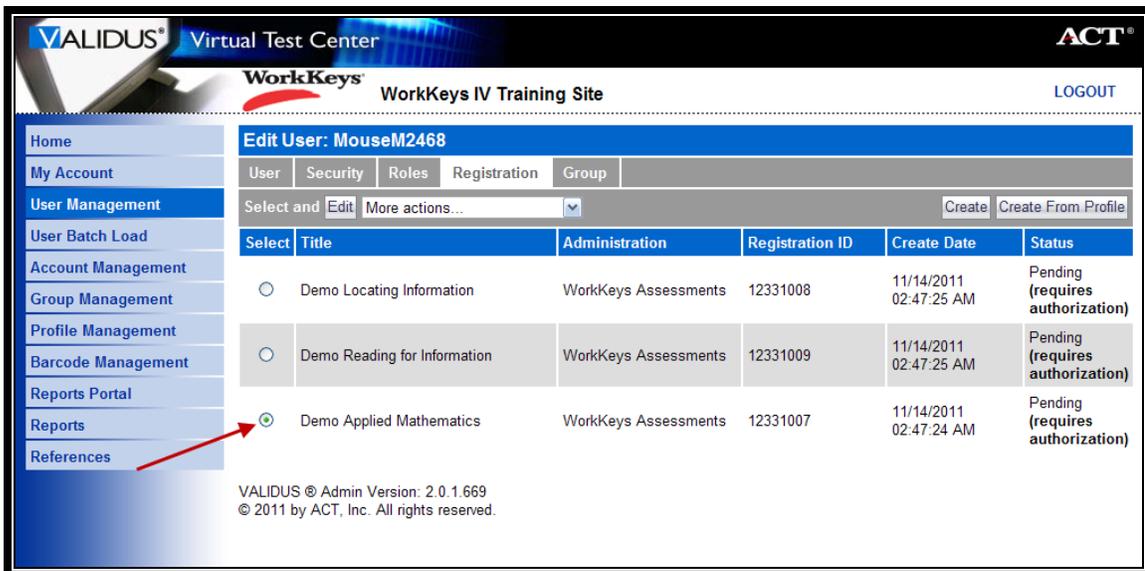

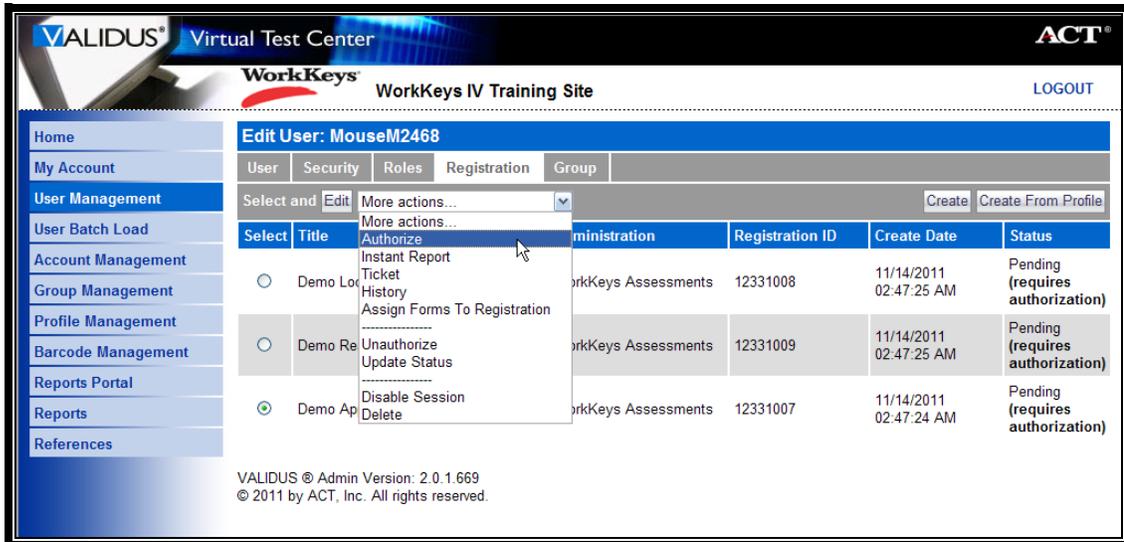6. Click the **Edit** button.

7. Click on the "Registration" tab.

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.

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.
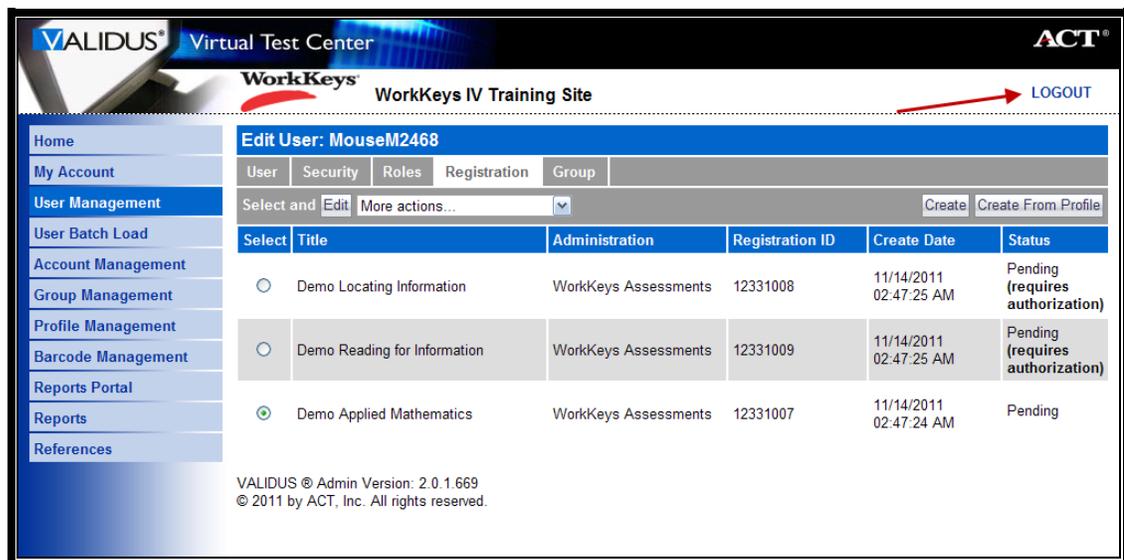
Procedure: Launching a Test

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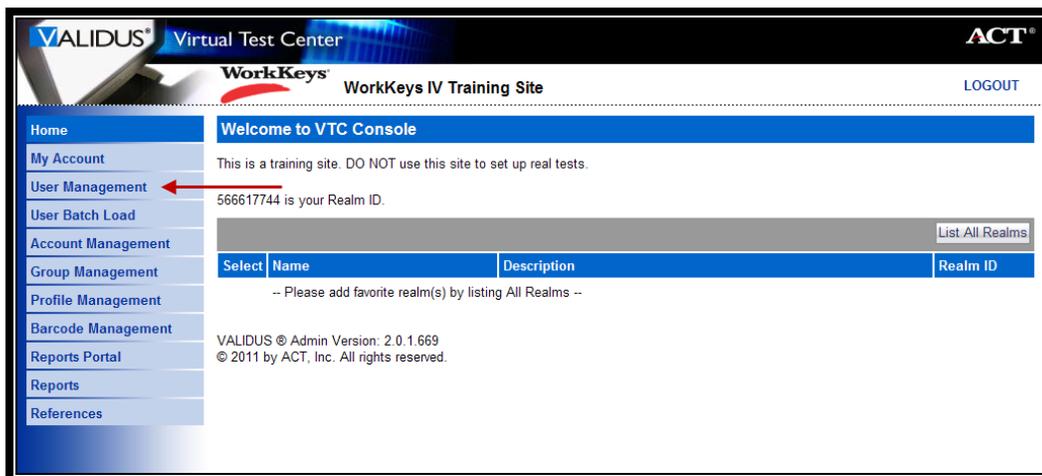
5. There will be a **Launch** button in the "Next/Options" column for any assessment that has been authorized. Instruct the examinee to click the **Launch** button when he or she is ready to start the test.
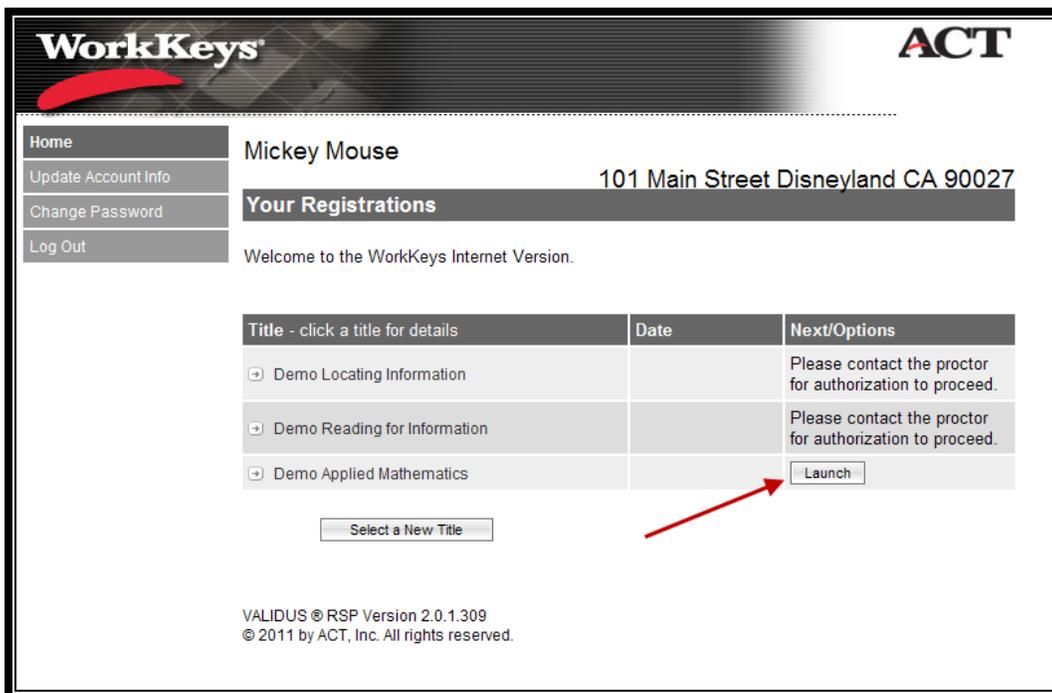
Procedure: Generating an Instant Score Report

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**.

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.

7. Click on the "Registration" tab.

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

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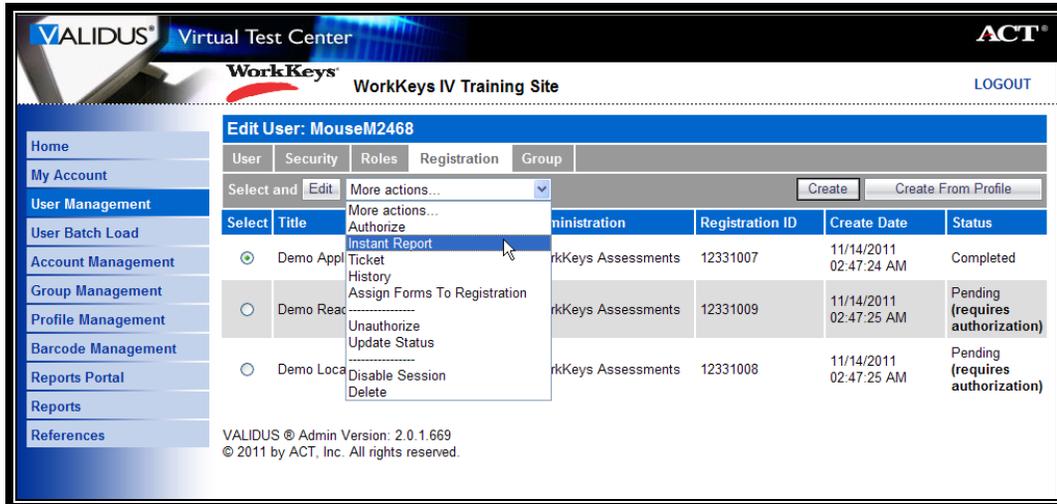
10. Click on either the **Level Report** link or the **Examinee Report** link to view the report with Adobe Reader.

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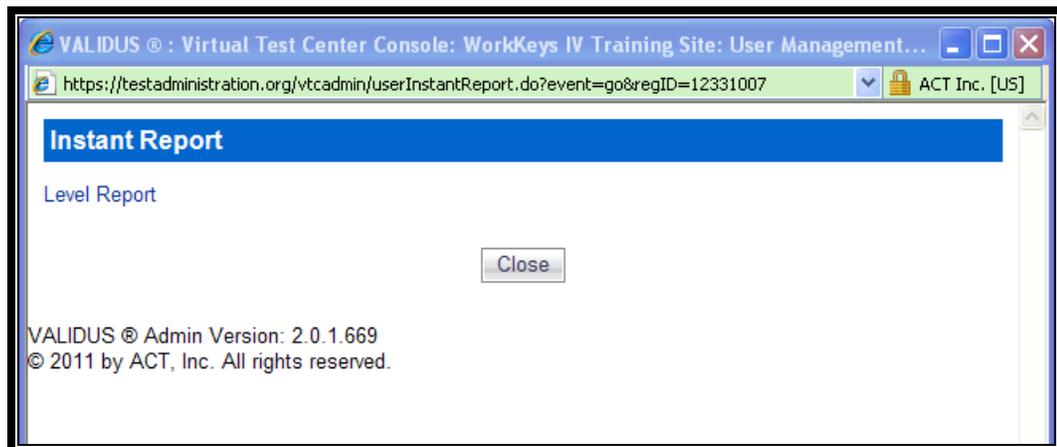
11. Print the report, and give it to the examinee.