

Removing an Examinee from a Group

In this document

This document contains information used by site administrators to remove an examinee from a group for WorkKeys Internet Version testing.

When to use this document

Use this document when you want to remove an examinee's account from a group. For example, if you are authorizing a test for a group of examinees, you will need to remove the names of any examinees that are absent.

Overview

There are two methods for removing an examinee from a group. One method is to find the examinee's account and then remove his/her name from the desired group(s). The other method is to find the group and then remove the examinee's name from that group.

Note: If you want to remove multiple individuals from the same group, use Method 2.

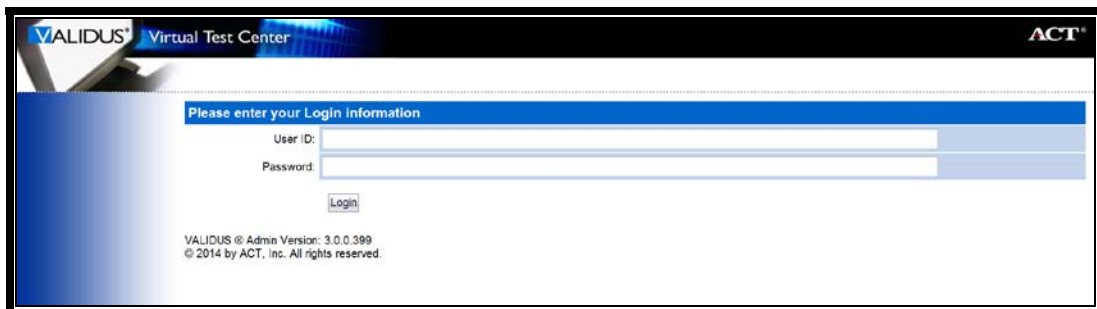
Procedure: Method 1 – Accessing an Examinee's Account; Removing the Examinee from a Group

Follow the steps below to find an examinee's account and remove his/her name from a group.

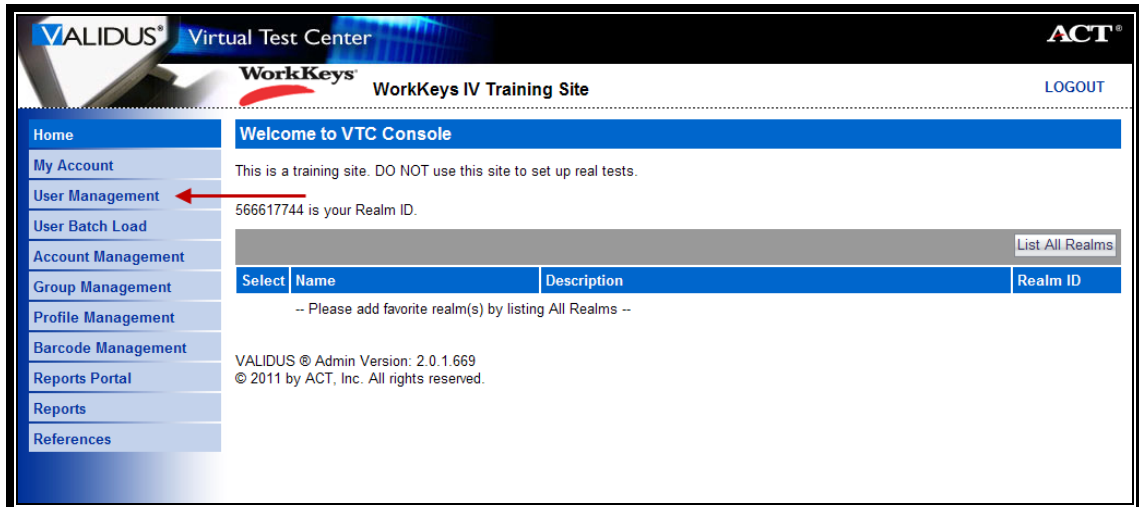
1. On the administrator's computer, log in to the Validus VTC (Virtual Test Center) system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password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

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

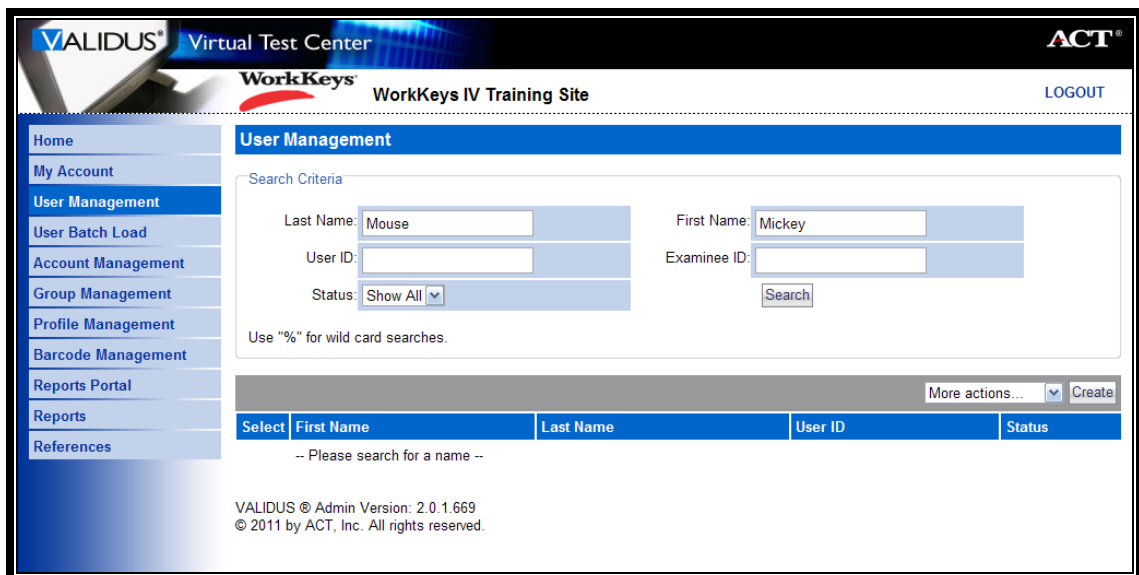
e.g., <https://vtc.act.org/123456789>



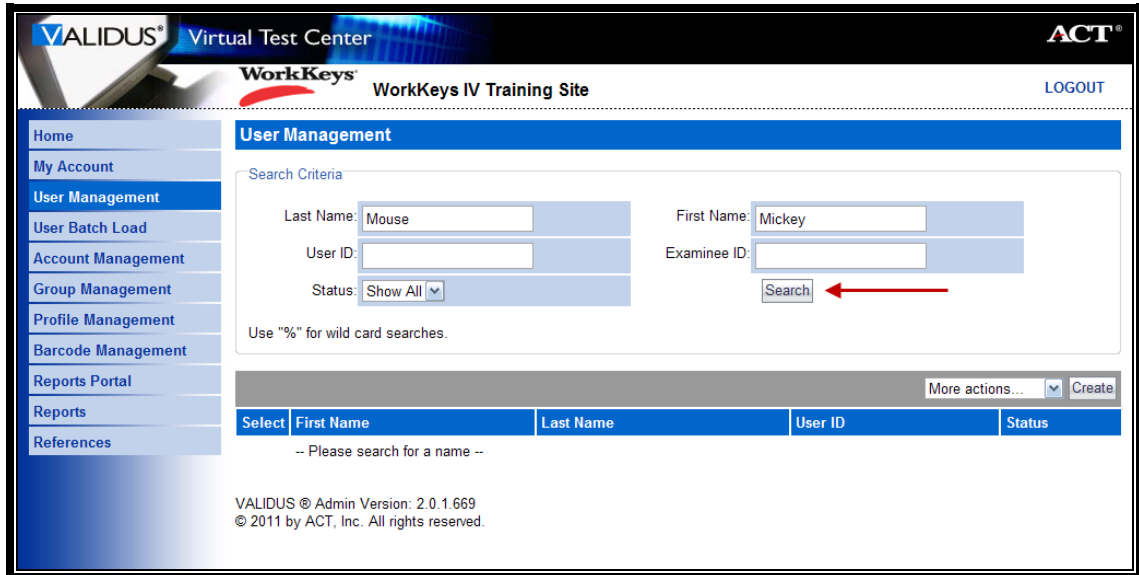
- On the left side of the page, click on **User Management**.



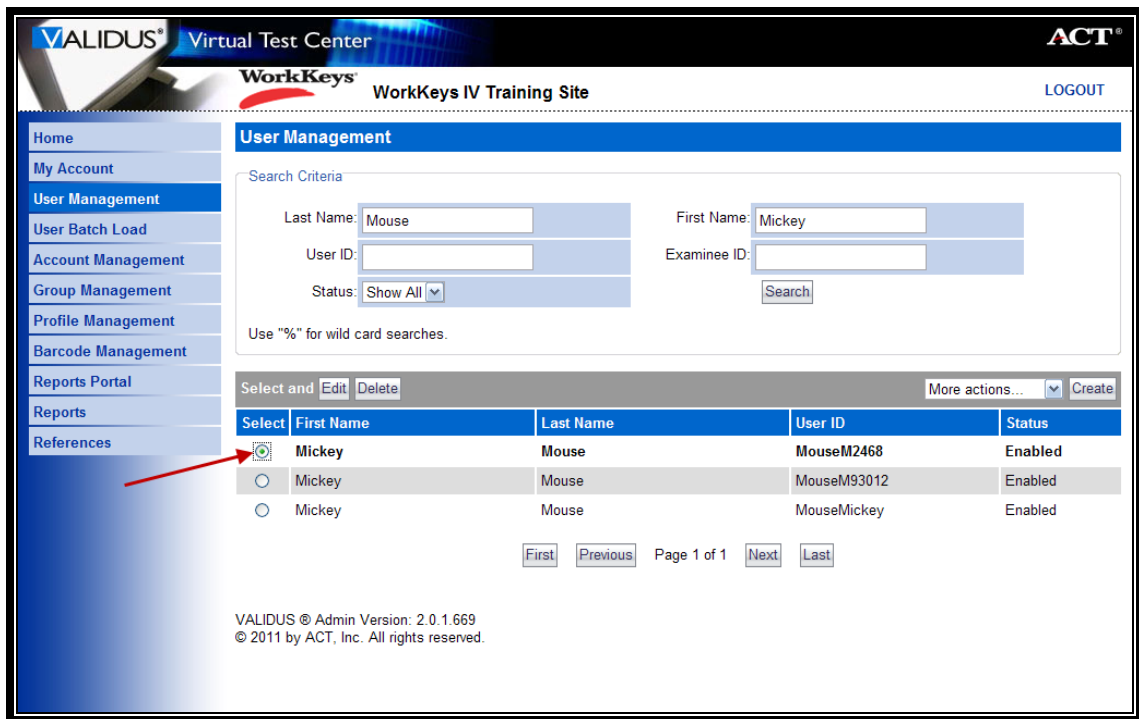
- Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)



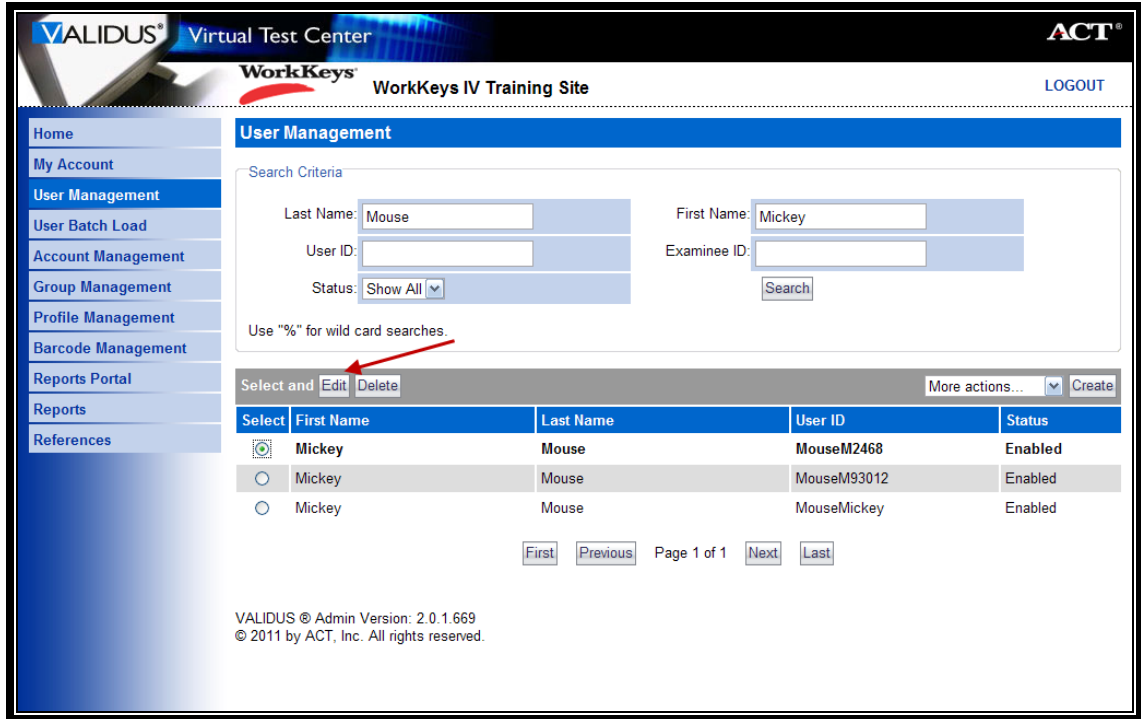
4. Click the **Search** button.



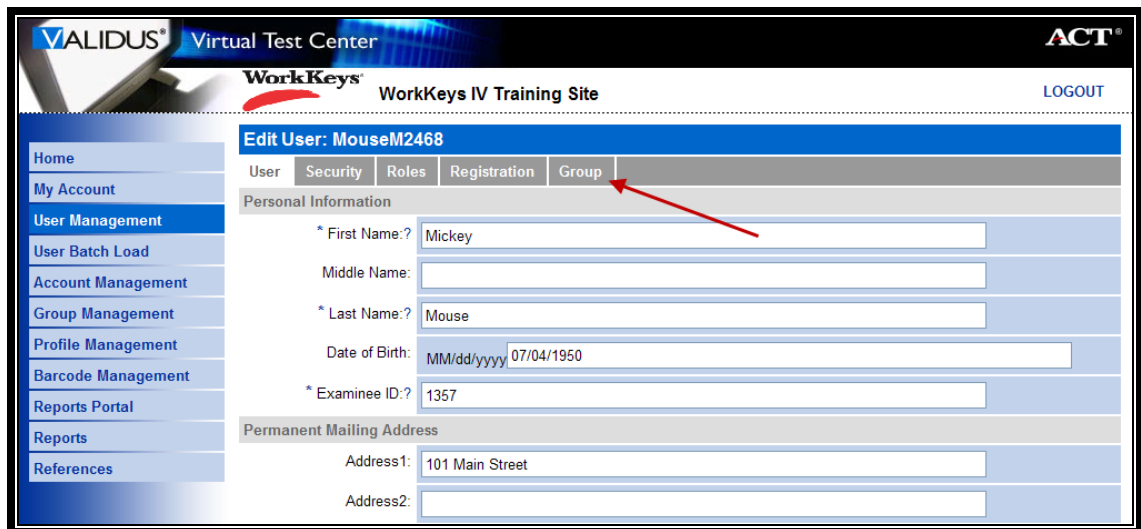
5. Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct account.



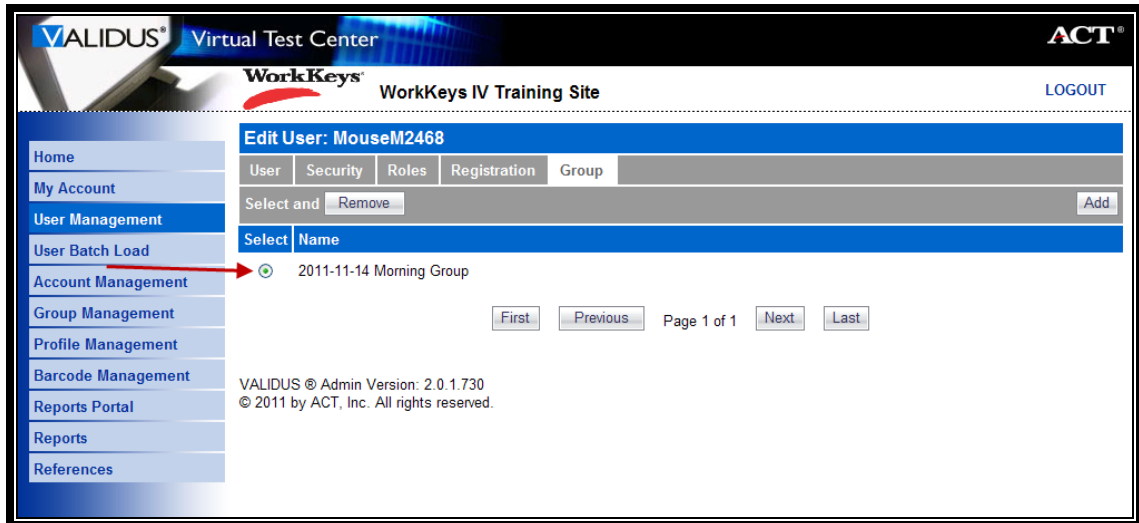
- Click the **Edit** button.



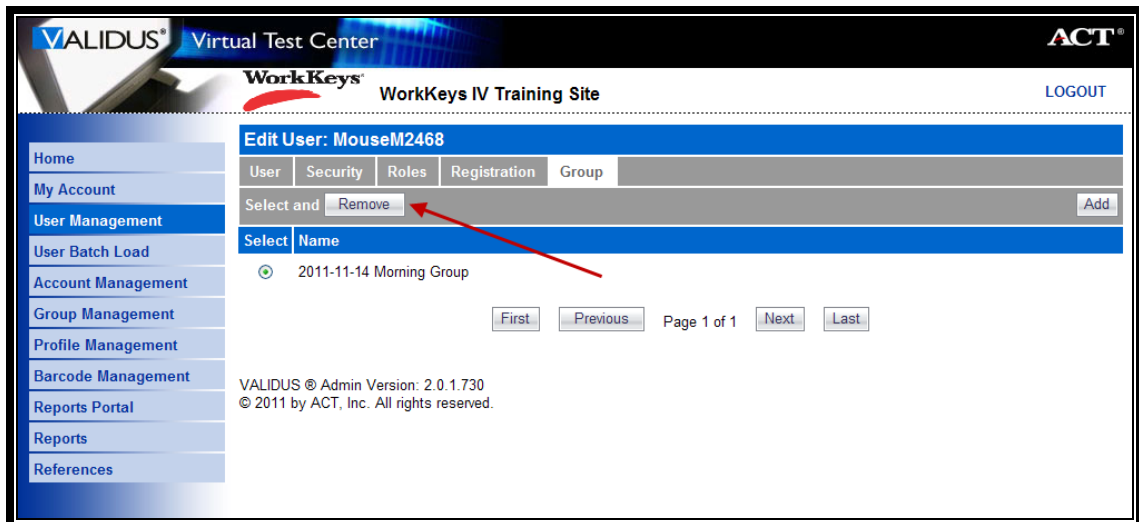
- Click on the “Group” tab at the top of the page.



- Click the radio button to the left of the group name. If there is more than one group name shown, make sure you select the correct group. (Multiple groups indicate that the examinee is a member of each group listed.)



- Click the **Remove** button.



The examinee has now been removed from this group.

Procedure: Method 2 – Accessing a Group; Removing an Examinee from the Group

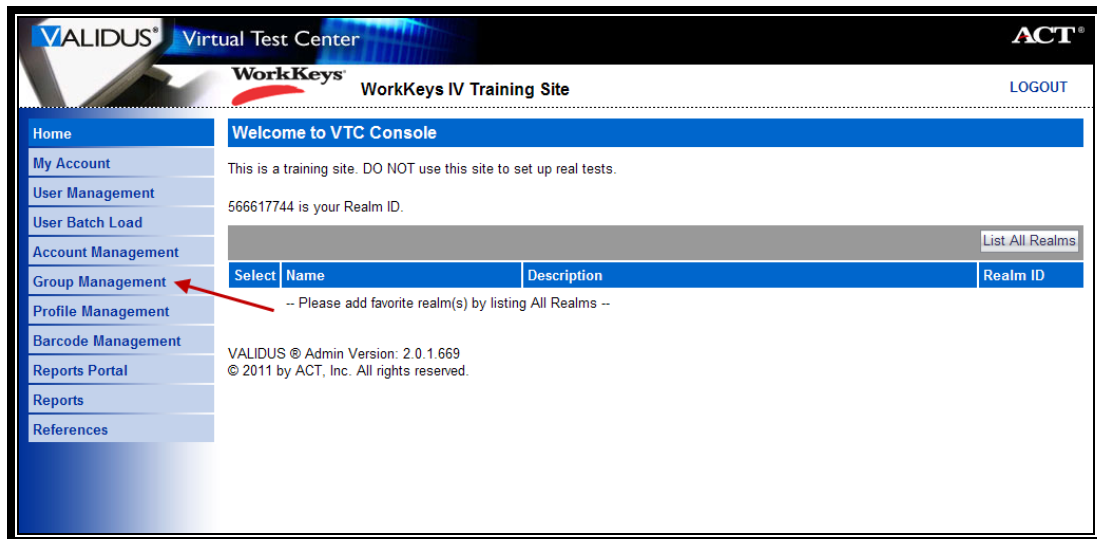
Follow the steps below to remove an examinee from a group by first finding the group, then removing the examinee's name from the group.

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>

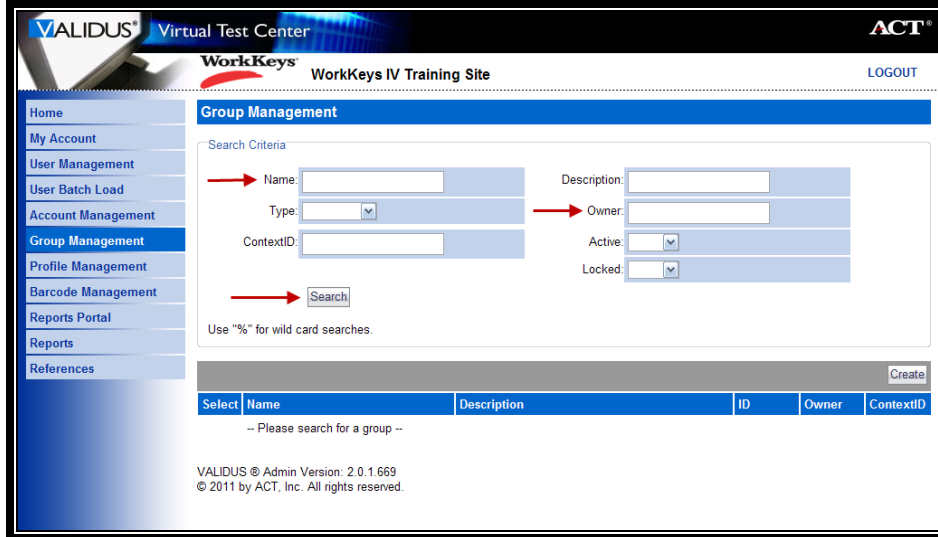


2. On the left side of the page, click on **Group Management**.

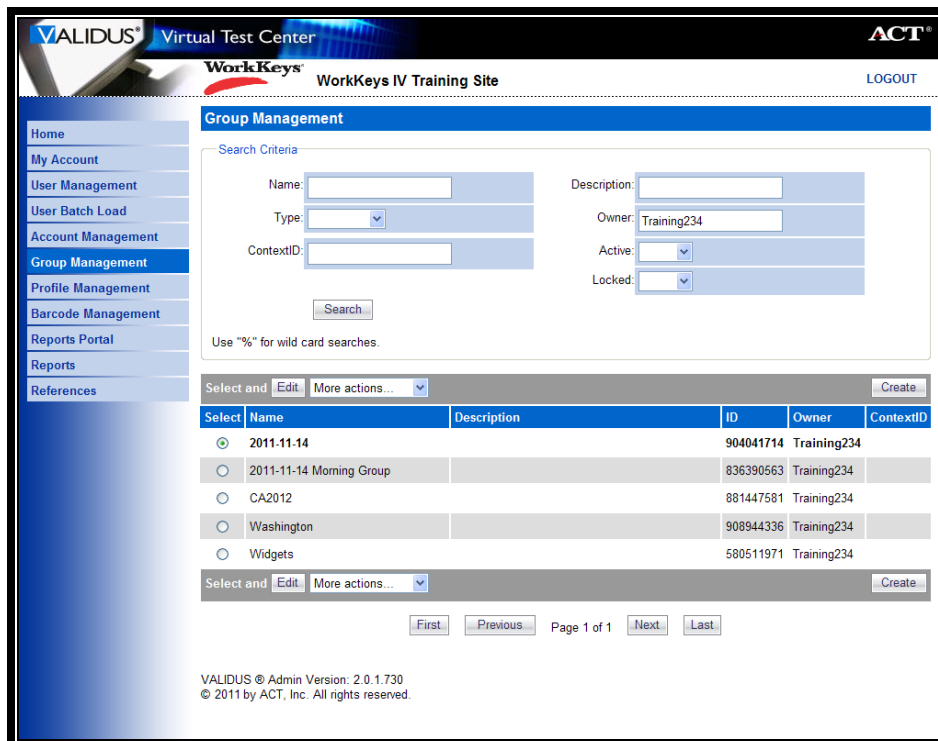


3. Type in the name of the group.

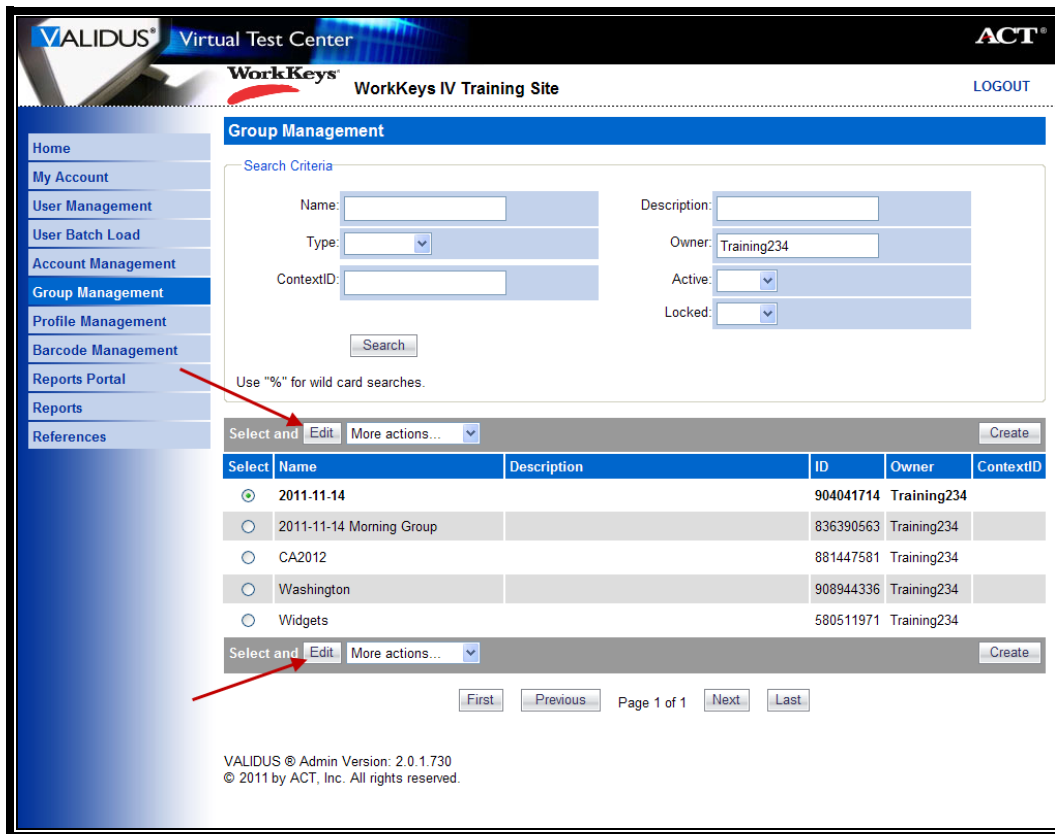
- If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and click the **Search** button. A list of all groups in this realm will appear.
- If you want to remove the examinee from a group that you created, type your User ID in the "Owner" block, then click the **Search** button. A list of groups that you created will appear.



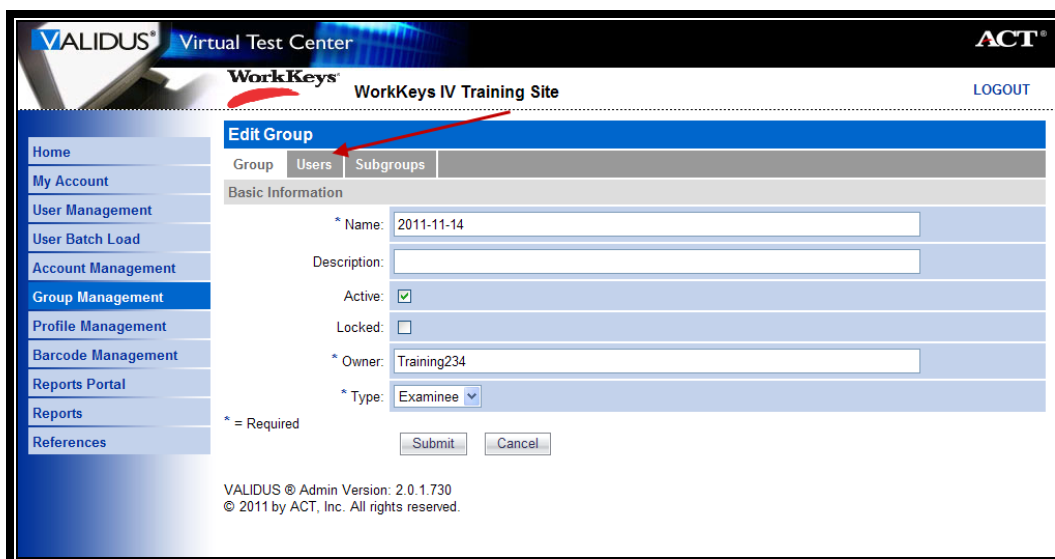
4. Click on the radio button to the left of the group name.



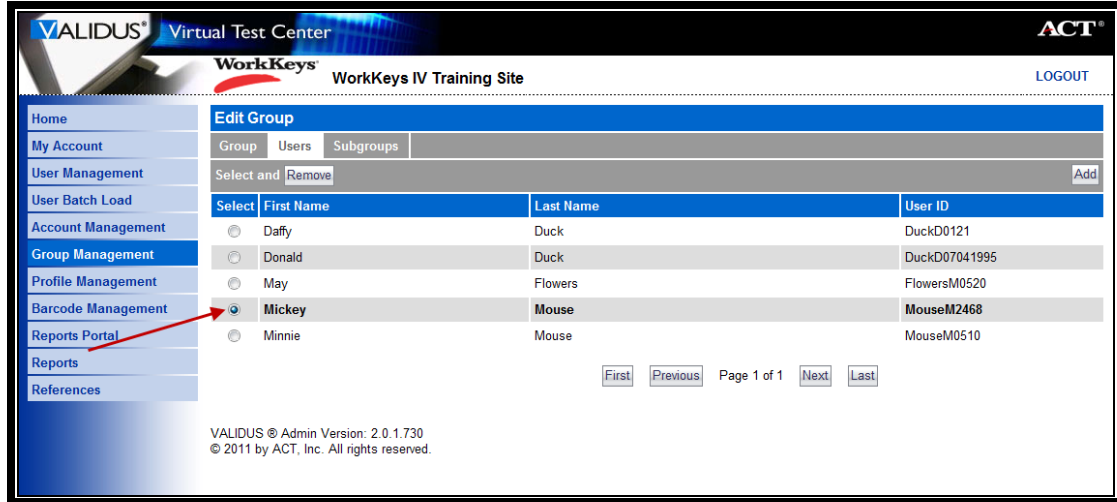
- Click the **Edit** button.



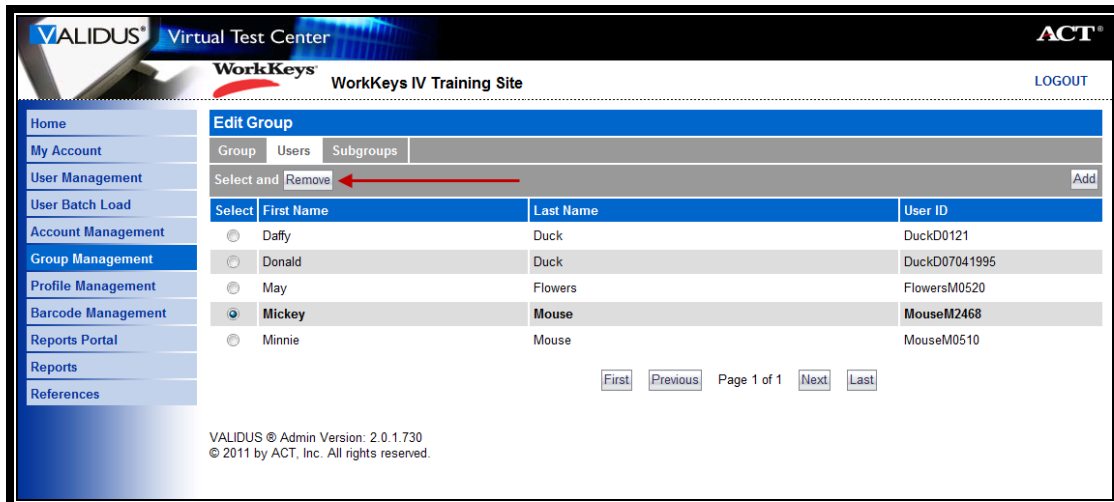
- On the “Edit Group” page that appears, click on the “Users” tab at the top of the page.



7. Click on the radio button to the left of the name of the examinee that you want to remove from the group.



8. Click the **Remove** button.



The examinee has now been removed from this group.