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# Training for New Test Coordinators and Proctors

## ACT WorkKeys Test Administration Training for Online Testing

*Version 2015.01.29*

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## Training Objectives

- Provide an overview of the training program
- Explain test coordinator responsibilities
- Discuss high-stakes testing
- Describe the benefits of ACT WorkKeys tests
- Explain testing accommodations
- Discuss irregularities and the irregularity report
- Demonstrate ACT WorkKeys online test administration
- Provide resources

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## Training Program Overview

- Today's webinar is an introduction
- Follow the training program on the Administrator Training website
- Complete the "Test Site Staff WorkKeys Manual Verification" Form
- ACT WorkKeys Customer Service: 800.WORKKEY (800.967.5539) or [workkeys@act.org](mailto:workkeys@act.org)

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## Test Coordinator Responsibilities

- Set up separate accounts for all proctors and any additional test coordinator(s)
- Ensure all testing staff complete the training program and submit the “Test Site Staff WorkKeys Manual Verification” Form
- Set up accounts for examinees; add test registrations
- Notify ACT WorkKeys Customer Service of any contact information changes: 800.WORKKEY (800.967.5539) or [workkeys@act.org](mailto:workkeys@act.org)

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## High-Stakes Testing

- ACT WorkKeys tests are high-stakes
- Tests can be used to get a job, keep a job, or earn a promotion
- Integrity of the system is critical

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## High-Stakes Testing (continued)

- Authorization is necessary to launch the tests
- Constant human monitoring is required
- Discussion of test items is not allowed
- Avoid the consequences of poor test security
  - Fairness
  - Expense

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# ACT WorkKeys Benefits

- Employment
  - Get a job, keep a job, get a promotion
  - Address skills gap; determine training needs
  - Match skills to job
  - Reduce turnover
- Education
  - Career exploration (search jobs by skills):  
[profiles.keytrain.com/profile\\_search/](https://profiles.keytrain.com/profile_search/)
  - Entrance to/exit from community/technical college programs
  - College credit (ACE and the NCRC):
    - [www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=800047](http://www2.acenet.edu/credit/?fuseaction=browse.getOrganizationDetail&FICE=800047)
    - [www2.acenet.edu/CREDITCollegeNetwork/Default.aspx?r=s](http://www2.acenet.edu/CREDITCollegeNetwork/Default.aspx?r=s)

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## Testing Accommodations

- ACT WorkKeys online testing allows extended time
- Test coordinator sets extended time
- Documentation: Keep on file for one year
- “WorkKeys Internet Version Report of Accommodated Assessments”
  - Test coordinator and examinee need to complete this form
  - Located in the *ACT WorkKeys Internet Version Test Administration and User Guide* and on the ACT WorkKeys Reference Center website
  - Fax to ACT; information at the bottom of the form

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# Irregularities

- Individual
  - Examinee illness
  - Irrational behavior
  - Prohibited behavior
- Group
  - Inclement weather
  - Power failure
  - Emergency evacuations
  - Distractions or disturbances
  - Call 800.WORKKEY (800.967.5539)
- The online ACT WorkKeys Testing Irregularity Report can be found on the ACT WorkKeys Reference Center website

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# ACT WorkKeys Online Testing

- Registration
- Authorization
- Launch
- Instant Score Report Generation

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## Adding Test Registrations

- Test coordinators add test registrations to an examinee's account in Validus VTC (Virtual Test Center)
  - Individual registration
  - Batch load registration
- We'll cover individual registration

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## Authorizing an Assessment

- After adding test registrations to an account, you can authorize a test
- Authorization must occur before an examinee can take a test
- This prevents the examinee from accessing the test from another location
- Do not authorize a test until the examinee is at your site, under your direct supervision, ready to test

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## Launching a New Assessment

- Instruct examinees to log in to the RSP site with their User ID and Password

**IMPORTANT:** Please note that examinees log in to a different site than test coordinators and proctors; examinees are never to have access to the Validus VTC site

- After the test is authorized, the examinee will need to launch it
- Examinees must launch their test within 30 minutes of authorization
- If a test isn't launched within this timeframe, the proctor will need to authorize it again

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## Launching an Interrupted Assessment

- If a test is interrupted, the examinee has 1 hour to launch it again
- If the test is not launched within 1 hour, the examinee will need to start over with a new test
  - Add a new test registration to the existing account
  - Do NOT create a new account

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## Generating an Instant Score Report

- After testing, print an Instant Score Report
- Give the printout to the examinee before he or she leaves
- Safeguard the report appropriately; it contains personally identifiable information (PII)

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## Collecting Certified Work Ready Communities Demographic Data

- Before launching the test, examinees must provide demographic information
- Of particular importance are the County of Residence and Current Status
- This information is used to help participating counties become ACT Certified Work Ready Communities (CWRC)
- It is very important for the integrity of the CWRC initiative that this information be provided by **ONLY** the examinee
- For more information about the CWRC initiative, please visit [www.workreadycommunities.org](http://www.workreadycommunities.org)

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## County of Residence Question

- Examinees must select their county of residence
- County of residence: Where examinees maintain their permanent home
- Temporary residence situations may include:
  - College students in on- or off-campus housing
  - Active duty military personnel
  - Seasonal workers
  - Inmates
  - Homeless

Examinees must choose the county of permanent residence

## Current Status Question

- Examinees need to select the current status that best matches their current condition, from their perspective

Currently employed private or non-profit  
Currently employed local, state or federal government  
Currently unemployed  
Current college (technical, community or four-year) student or recent (12 months) graduate  
Current adult education participant or recent (12 months) GED completer  
Current or recent (12 months) active duty military  
Current high school junior, senior or recent (12 months) graduate

- Example:
  - Examinee is both unemployed and a full-time student
  - Examinee should select the current status that he/she believes best describes his/her current situation

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## Step-by-Step Instructions

- Registration
- Authorization
- Launch
- Interrupted Launch
- Instant Score Report

**Create an Account  
and  
Add Test Registrations**

# Create an Account

Log In to Validus VTC

VALIDUS Virtual Test Center

ACT

Please enter your Login information

→ User ID:

→ Password:

Login

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# Create an Account

VALIDUS® Virtual Test Center ACT®

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

Account Management Select and More actions... List All Realms

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

Profile Management

Barcode Management

Reports Portal

Reports

References

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# Create an Account

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

**User Management**

Search Criteria

Last Name:  First Name:   
User ID:  Examinee ID:   
Email:  Date Of Birth:  MM/dd/yyyy  
Status:

Use "%" for wild card searches.

More actions...

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
-- Please search for a name --							

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# Create an Account

“Create User” Page

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

**Create User**

**Login Information**

User ID:

Password:

Confirm Password:

**Security**

Question:

Answer:

**Personal Information**

\* First Name:

Middle Name:

\* Last Name:

Date of Birth:

\* Examinee ID:

**Permanent Mailing Address**

Address1:

Address2:

City:

State/Province:

ZIP Code:

Email:

**Education**

# Create an Account

“Create User” Page

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

**Create User**

**Login Information**

→ User ID:

→ Password:

→ Confirm Password:

**Security**

Question:

Answer:

**Personal Information**

\* First Name:

Middle Name:

\* Last Name:

→ Date of Birth:

\* Examinee ID:

**Permanent Mailing Address**

Address 1:

Address 2:

City:

State/Province:

ZIP Code:

Email:

**Education**

# Create an Account

Are you currently in school?:

If you are in school, why are you attending school?:

State / County of Residence:??

Current Status?:

\* = Required  
→

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# Create an Account

“Roles” Page

**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: DuckD0607**

User Security Roles Registration Group

Select and

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 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 Invoice	VTCADMIN - Admin - Reports - Allows grantee to run the invoice details reports
<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

# Create an Account

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: DuckD0607**

User Security Roles Registration Group

Select and  ←

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"/>	<b>Examinee</b>	<b>RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm</b>
<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 Invoice	VTCADMIN - Admin - Reports - Allows grantee to run the invoice details reports
<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  ←

# Add Test Registrations

The screenshot displays the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page title is "Edit User: DuckD0607". A navigation menu on the left includes options like Home, My Account, User Management, and Reports Portal. The main content area features a tabbed interface with "Registration" selected. Below the tabs is a table with columns for "Select", "Title", "Administration", "Registration ID", "Create Date", and "Status". The table currently contains the text "-- Please create a registration --". A red arrow points to a "Create" button located in the top right corner of the table area. Other buttons include "Create From Profile". The footer of the page includes the text "VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved."

# Add Test Registrations

Select Assessments

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

**Edit User: DuckD0607**

User Security Roles Registration Group

Select and

Select	Title	Administration	Number Remaining
<input checked="" type="checkbox"/>	Demo Applied Mathematics	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Applied Technology	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Business Writing	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Fit Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Locating Information	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Performance Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Reading for Information	WorkKeys Assessments	*
<input type="checkbox"/>	Observation Demo	WorkKeys Assessments	*

Select and

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# Add Test Registrations

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

**Edit User: DuckD0607**

User Security Roles **Registration** Group

Select and **Submit** **Cancel**

Select	Title	Administration	Number Remaining
<input checked="" type="checkbox"/>	Demo Applied Mathematics	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Applied Technology	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Business Writing	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Fit Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Locating Information	WorkKeys Assessments	*
<input type="checkbox"/>	Demo Performance Assessment	WorkKeys Assessments	*
<input checked="" type="checkbox"/>	Demo Reading for Information	WorkKeys Assessments	*
<input type="checkbox"/>	Observation Demo	WorkKeys Assessments	*

Select and **Submit** **Cancel**

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# Add Test Registrations

Financial Profile

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

**Edit User: DuckD0607**

User Security Roles **Registration** Group

Registrant Information

Title: Applied Mathematics

Administration: WorkKeys Assessments

Finance

\* Financial Profile:?

\* = Required

- WorkKeys - Education
- WorkKeys - Government
- WorkKeys - Employer

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

# Add Test Registrations

The screenshot displays the VALIDUS Virtual Test Center interface for the WorkKeys IV Training Site. The page title is "Edit User: DuckD0607". The navigation menu on the left includes: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area has tabs for User, Security, Roles, Registration (selected), and Group. Under the "Registration" tab, there are sections for "Registrant Information" and "Finance". The "Registrant Information" section includes "Title: Applied Mathematics" and "Administration: WorkKeys Assessments". The "Finance" section includes a required field "\* Financial Profile:?" with a dropdown menu set to "WorkKeys - Education". Below this, there is a note "\* = Required" and a red arrow pointing to the "Submit" button. The "Cancel" button is also visible. At the bottom of the page, it says "VALIDUS ® Admin Version: 3.0.0.121" and "© 2013 by ACT, Inc. All rights reserved."

# Add Test Registrations

VALIDUS® Virtual Test Center  
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: DuckD0607

User Security Roles Registration Group

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

Select	Title	Administration	Registration ID	Create Date	Status
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# **Authorize a Test**

# Authorize a Test

VALIDUS® Virtual Test Center

WorkKeys® WorkKeys IV Training Site

ACT®

LOGOUT

Home

My Account

User Management

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

Reports Portal

Reports

References

Edit User: DuckD0607

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	18955218	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# Authorize a Test

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

**Edit User: DuckD0607**

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 Ap	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Re	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Loc	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# Authorize a Test

Log Out of Validus VTC

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: DuckD0607

User Security Roles Registration Group

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

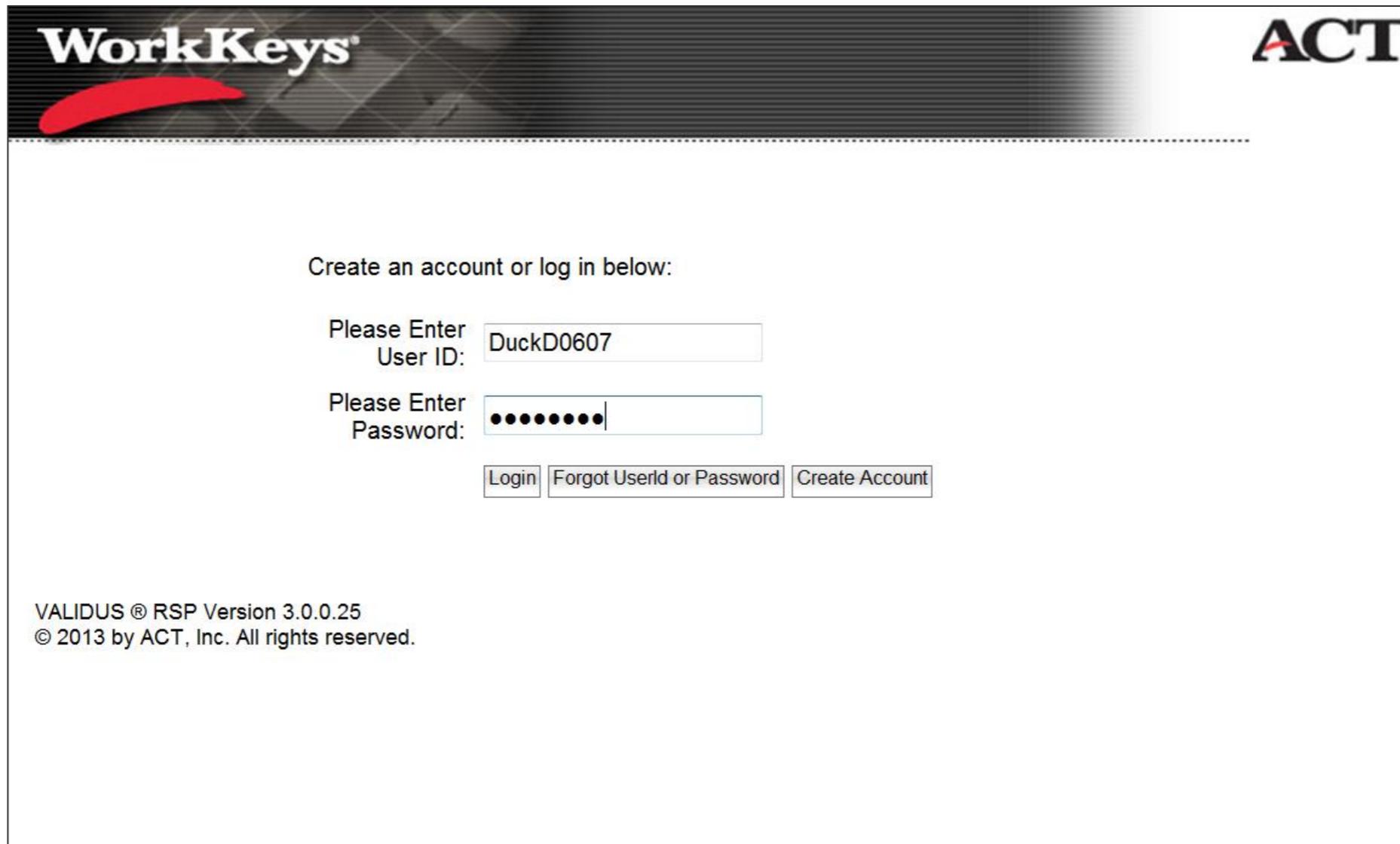
Select	Title	Administration	Registration ID	Create Date	Status
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Pending
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# **Launch a Test**

# Launch a Test

Examinee – Log in to RSP



WorkKeys

ACT

Create an account or log in below:

Please Enter User ID: DuckD0607

Please Enter Password: ●●●●●●●●

Login Forgot UserId or Password Create Account

VALIDUS ® RSP Version 3.0.0.25  
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# Launch a Test

## Complete Demographics

**WorkKeys** **ACT**

Log Out Daisy Duck

### Update Your Account Information

\* = required [Privacy Policy](#)

#### Personal Information

First Name: Daisy  
Middle Name:   
Last Name: Duck  
Date of Birth: MM/dd/yyyy 06/07/1990  
Examinee ID: 43210607

#### Permanent Mailing Address

Address 1:   
Address 2:   
City:   
State/Province:   
ZIP Code:   
Email:

#### Education

What is the highest grade/level of education completed?:   
What is your highest diploma/degree?:

#### Additional Information (for research purposes only)

Gender:   
Indicate if you are of Hispanic or Latino background:   
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?:   
What is your current employment status?:   
What is your primary reason for taking this WorkKeys assessment?:   
For which employer are you taking this assessment, please respond with NA if not for an employer...:   
Are you currently in school?:   
If you are in school, why are you attending school?:   
State / County of Residence:    
Current Status:

#### 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

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# Launch a Test

The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logo is a navigation menu with links: Home, Update Account Info, Change Password, and Log Out. The user's name, Daisy Duck, and address, 100 Main Street Iowa City IA 52245, are displayed. The main heading is 'Your Registrations', followed by a welcome message: 'Welcome to the WorkKeys Internet Version.' Below this is a table with three columns: 'Title - click a title for details', 'Date', and 'Next/Options'. The table contains three rows of registration information. A red arrow points to the 'Launch' button in the 'Next/Options' column of the first row.

Title - click a title for details	Date	Next/Options
➔ Demo Applied Mathematics		Launch
➔ Demo Reading for Information		Please contact the proctor for authorization to proceed.
➔ Demo Locating Information		Please contact the proctor for authorization to proceed.

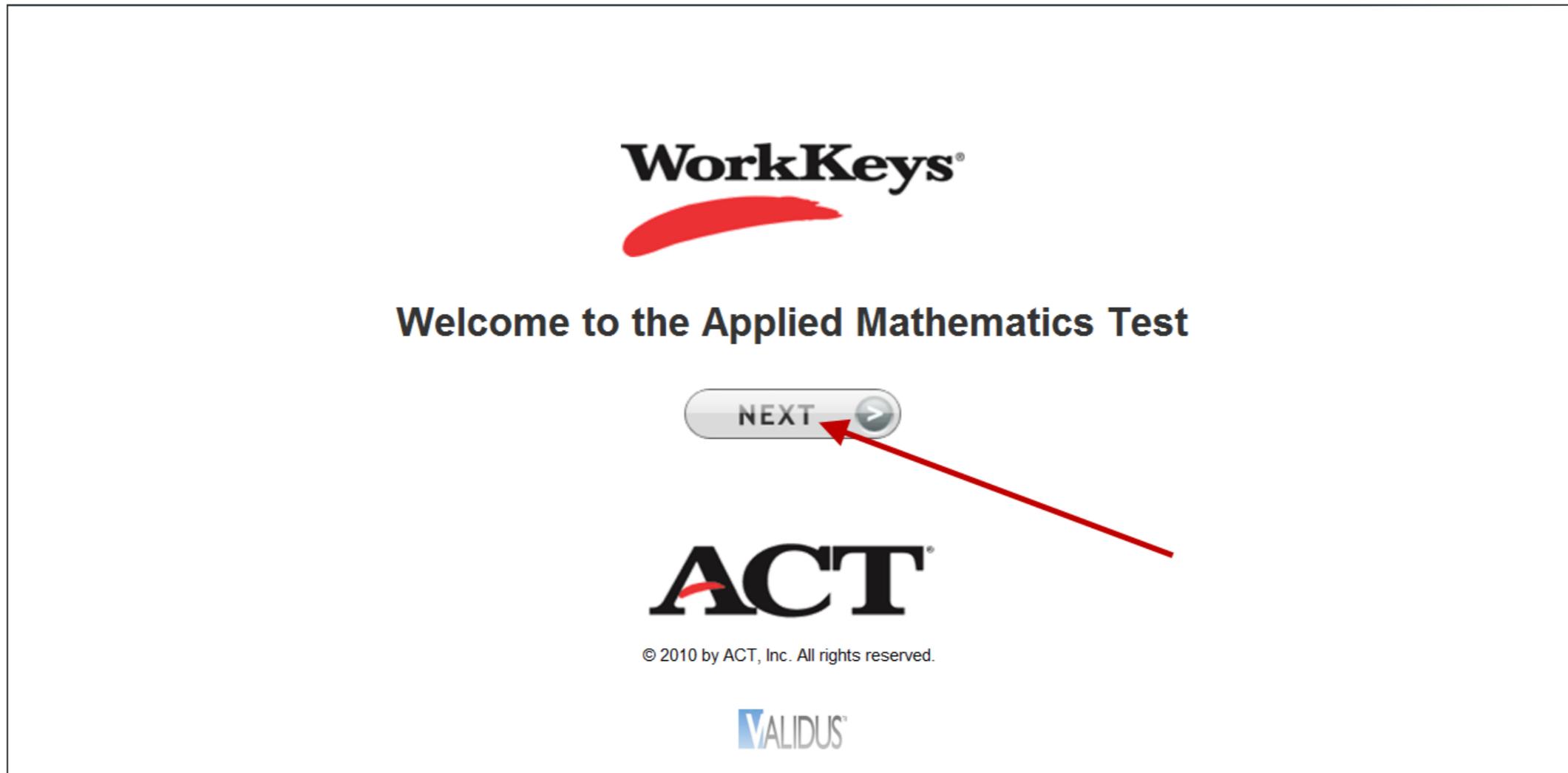
Select a New Title

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# **Test Components**

# Test Components

Welcome Screen



# Test Components

## Terms and Conditions



**WorkKeys®**

**Demo Applied Mathematics**

**Daisy Duck**

**Terms and Conditions**

**This test is the property of ACT.** WorkKeys assessments are secure assessments and are copyrighted by ACT. You may not copy, photograph, memorize, disclose, or use any other means to convey, publish, disclose, or make known any content contained in this test—before, during or after the exam is administered. A violation of this prohibition may result in your scores being cancelled or not reported, as well as legal action being taken against you for violating ACT's intellectual property rights.

**ACT reserves the right to cancel test scores when there is reason to believe the scores are invalid.** You agree to cooperate with ACT in any investigation and to adhere to all ACT score review procedures. In all cases, the final and exclusive remedy available to examinees who want to appeal or otherwise challenge a decision by ACT to cancel their test scores shall be binding arbitration through written submissions to the Dallas, Texas, office of the American Arbitration Association. The sole issue for arbitration shall be whether ACT acted reasonably and in good faith in deciding to cancel the scores.

**Limitation of Remedies and Damages.** In the unlikely event that ACT is responsible for (1) an error in delivering, processing, or scoring this test, (2) an error in reporting scores, or (3) disruptions or compromises in the testing process, ACT, in its sole and absolute discretion, will correct the error if possible, permit you to retake at no additional fee, or refund the fee paid for you to take the test to the person who paid such fee. These remedies are the exclusive remedies available to you for the circumstances described. **IN NO EVENT SHALL ACT'S LIABILITY TO YOU FOR CLAIMS ARISING OUT OF OR IN ANY WAY CONNECTED TO YOUR EXAM EXCEED THE FEE ACT WAS PAID TO PROCESS YOUR INDIVIDUAL EXAM.**

**Use of Data.** Your scores and other information provided during test registration and while taking the test (collectively the "Information") will be conveyed to ACT and may be used and disclosed by ACT as set forth in its data use policies, which can be reviewed at <http://www.actstudent.org/datause.html>. Generally, ACT will provide your Information to a third party only at your direction or after you have been given notice and an opportunity to opt out of such sharing; however, there are certain exceptions to this general policy. For example, ACT may provide your Information (1) to the person that has paid the fee for your test, (2) to your school or government agencies and educational institutions that have authority over your school, (3) to your parent or guardian if you are under eighteen years of age, (4) to state and national scholarship programs and agencies for purposes of recognizing achievement and providing financial support for higher education, (5) to third party researchers that have agreed to maintain the confidentiality of the Information, (6) within the ACT family of companies, (7) to contractors retained by ACT provided such contractors agree to keep the Information confidential, (8) to persons involved in the administration of the assessment for the purpose of facilitating the testing process and as a means of disseminating scores to you, (9) to government agencies and others as necessary to comply with law or in response to legal or administrative processes such as subpoenas, and (10) in the unlikely event that ACT deems release necessary to protect the health or safety of its customers or to legally protect ACT, its affiliates, or service providers. You also agree that ACT may, for the purposes of providing you a career readiness certificate, disclose your Information to persons or entities that pay for you to receive the certificate and to those involved in distributing them to you.

**Examinee Agreement**

IMPORTANT: IF YOU DO NOT AGREE WITH THIS STATEMENT, YOU WILL NOT BE ABLE TO TAKE THIS TEST.

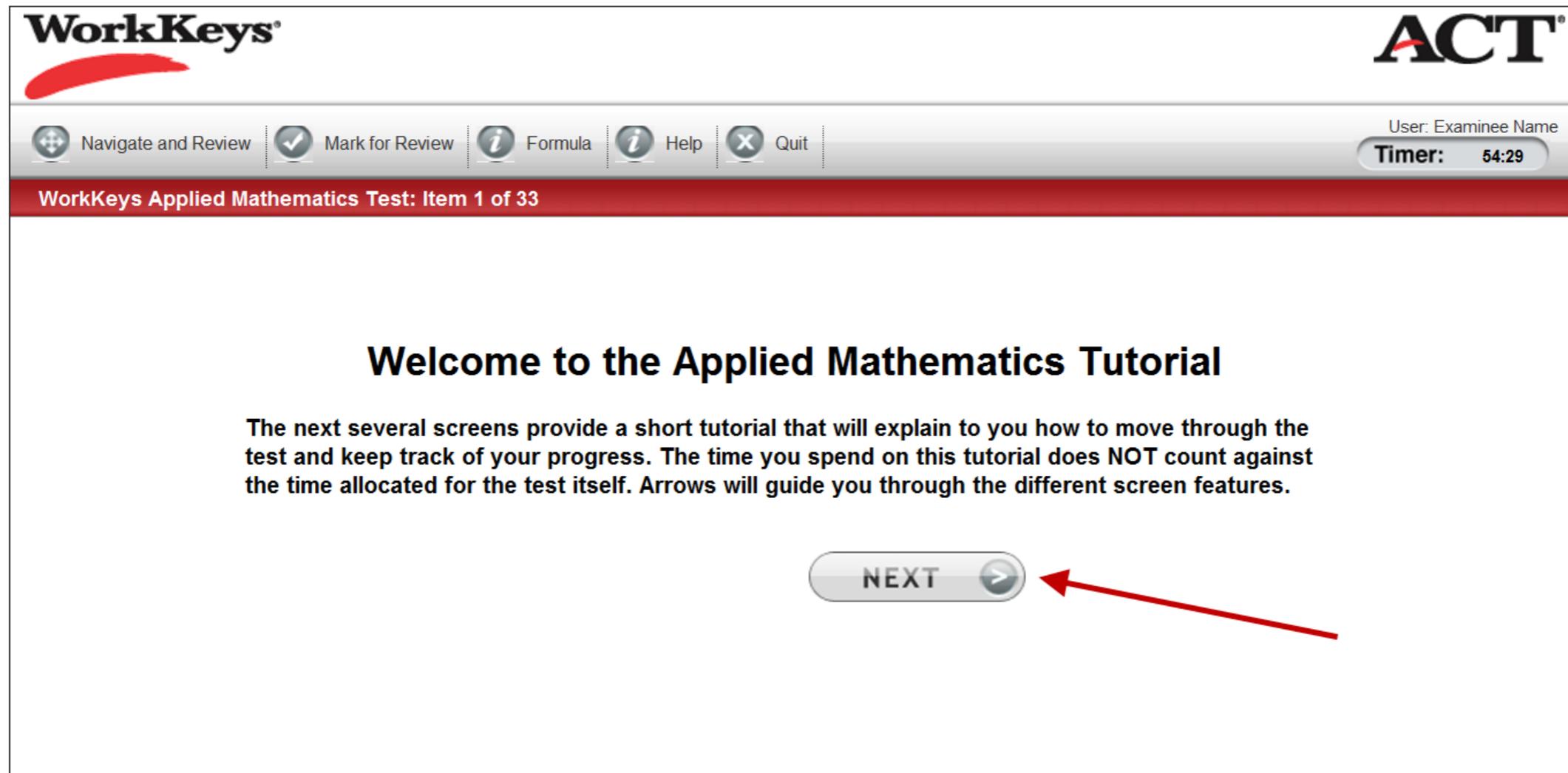
Agree      By selecting this option, you certify that you are the person identified at the top of this screen, that the information provided during test registration is accurate to the best of your knowledge, and that you agree to the Terms and Conditions explained above by ACT, including but not limited to, those related to binding arbitration and limitation of remedies.

Disagree      I have read the Terms and Conditions and Examinee Agreement and disagree with these statements. I understand that I will not be allowed to take this WorkKeys assessment.

**NEXT** ➔

# Test Components

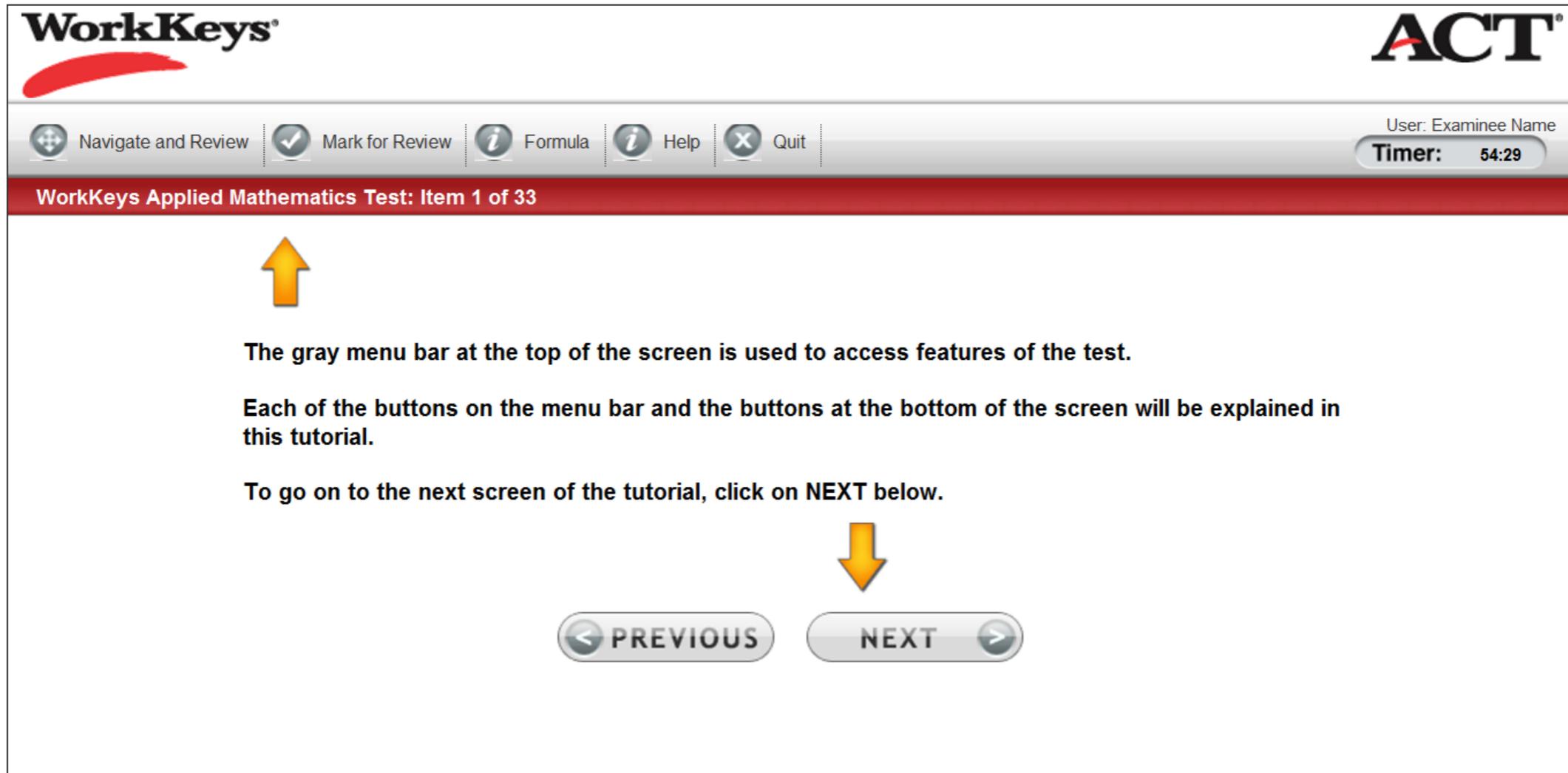
## Tutorial



The screenshot displays the WorkKeys Applied Mathematics Test interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation bar with icons for 'Navigate and Review', 'Mark for Review', 'Formula', 'Help', and 'Quit'. On the right side of the navigation bar, it shows 'User: Examinee Name' and a 'Timer: 54:29'. A red banner below the navigation bar reads 'WorkKeys Applied Mathematics Test: Item 1 of 33'. The main content area features the heading 'Welcome to the Applied Mathematics Tutorial' and a paragraph: 'The next several screens provide a short tutorial that will explain to you how to move through the test and keep track of your progress. The time you spend on this tutorial does NOT count against the time allocated for the test itself. Arrows will guide you through the different screen features.' At the bottom center, there is a 'NEXT' button with a right-pointing arrow, which is highlighted by a red arrow pointing to it from the right.

# Test Components

Tutorial Page 1



The screenshot displays the top portion of the WorkKeys Applied Mathematics Test interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a gray menu bar containing five buttons: "Navigate and Review" (with a plus icon), "Mark for Review" (with a checkmark icon), "Formula" (with an 'i' icon), "Help" (with an 'i' icon), and "Quit" (with an 'X' icon). To the right of the menu bar, the text "User: Examinee Name" is displayed above a timer showing "54:29". Below the menu bar is a red header bar with the text "WorkKeys Applied Mathematics Test: Item 1 of 33". The main content area contains an upward-pointing yellow arrow, followed by the text: "The gray menu bar at the top of the screen is used to access features of the test. Each of the buttons on the menu bar and the buttons at the bottom of the screen will be explained in this tutorial. To go on to the next screen of the tutorial, click on NEXT below." Below this text are two buttons: "PREVIOUS" (with a left arrow) and "NEXT" (with a right arrow). A downward-pointing yellow arrow is positioned above the "NEXT" button.

# Test Components

## Practice Item 1



 Navigate and Review |  Mark for Review |  Formula |  Help |  Quit

User: Daisy Duck  
Timer: 54:52

**Applied Mathematics : Item 1 of 2**

**PRACTICE ITEM**  
**THIS ITEM WILL NOT BE SCORED**

As a nurse, you weigh each patient. A patient weighs 65 kilograms. About how much does the patient weigh in pounds?

A. 2.2  
 B. 65  
 C. 130  
 D. 143  
 E. 195

# Test Components

## Practice Item 1 Selected Response

**WorkKeys** **ACT**

⊕ Navigate and Review | ✓ Mark for Review | ⓘ Formula | ⓘ Help | ✕ Quit User: Daisy Duck  
Timer: 54:07

**Applied Mathematics : Item 1 of 2**

**PRACTICE ITEM**  
**THIS ITEM WILL NOT BE SCORED**

As a nurse, you weigh each patient. A patient weighs 65 kilograms. About how much does the patient weigh in pounds?

- A. 2.2
- B. 65
- C. 130
- D. 143
- E. 195



# Test Components

## Practice Item 2 Selected Response



 Navigate and Review  Mark for Review  Formula  Help  Quit

User: Daisy Duck  
Timer: 52:11

**Applied Mathematics : Item 2 of 2**

**PRACTICE ITEM**  
**THIS ITEM WILL NOT BE SCORED**

The production line where you work can assemble 5 amplifiers every 30 minutes. At this rate, how long should it take the line to assemble 125 amplifiers?

A. 4 hours 10 minutes

B. 12 hours 30 minutes

C. 12 hours 50 minutes

D. 20 hours 50 minutes

E. 25 hours



# Test Components

End of Practice Test

The screenshot displays the WorkKeys ACT interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation bar with icons and labels for 'Navigate and Review', 'Mark for Review', 'Formula', 'Help', and 'Quit'. On the right side of the navigation bar, it shows 'User: Daisy Duck' and a 'Timer: 51:22'. Below the navigation bar is a red header bar with the text 'Applied Mathematics'. The main content area contains the message: 'You have reached the end of the practice test. Do you want to:'. Below this message are two buttons: 'Review' and 'Complete and finalize your results'. A red arrow points to the 'Complete and finalize your results' button.

# Test Components

## Test Directions

### Applied Mathematics Test Directions

#### 55 Minutes – 33 Items

There are 33 items in this test, a small number of which are included for developmental purposes. Answers to these developmental items will not count toward your score.

This test measures math skills related to success in the workplace. After reading an item, use your calculator and scratch paper to work the problem. Decide which answer is the best, then click on the checkbox that matches your answer. If you change your mind about an answer, click on your new answer.

**NOTE:** Unless the item indicates otherwise, you should assume all of the following:

1. Diagrams are not necessarily drawn to scale.
2. The word “line” indicates a straight line.
3. If a problem calls for pi ( $\pi$ ), use the number 3.14 for that value. If you have a  $\pi$  key on your calculator and you use that key, your answers may not match any of the options given for the problem.
4. The word “average” indicates arithmetic mean. For example, the average of 2, 6, and 7 is calculated as follows:  $(2 + 6 + 7) \div 3$ .

**NOTE:** After you exit the test, you cannot go back to any items.

Click the NEXT button to begin the timed test.

NEXT 

# Test Components

Entrance to Timed Test



**DO NOT USE THE X IN THE UPPER RIGHT CORNER TO LEAVE THE TEST!**  
If you do, it will result in an incomplete test record and the system will not generate your score report.

Choose "Complete and finalize your results" when you are ready to end the test.

Are you ready to begin the test?

Start the clock and begin the test.

Return to the test directions before starting the clock.

# Test Components

Item 1



⊕ Navigate and Review | ✓ Mark for Review | i Formula | i Help | ✕ Quit

User: Daisy Duck  
Timer: 2158:58

**Applied Mathematics - Preparation Package : Item 1 of 33**

You are a circus equipment manager. You need to know the combined weight of the performers on the high-wire act. The performers weigh 175 pounds, 154 pounds, and 118 pounds. What is the total weight of the performers, in pounds?

A. 211

B. 293

C. 329

D. 447

E. 500

Record Answer / Next Item Skip Item

# Test Components

## Applied Mathematics Formula Sheet

The image shows a screenshot of a web browser displaying the WorkKeys Applied Mathematics Formula Sheet. The browser window is titled "Test Resource - Windows Internet Explorer" and the address bar shows the URL: [https://testadministration.org/thinwebproto/forwardervlet?content=resource\\_view&res=formula](https://testadministration.org/thinwebproto/forwardervlet?content=resource_view&res=formula). The page features the WorkKeys logo at the top center, followed by the title "APPLIED MATHEMATICS FORMULA SHEET".

The formula sheet is organized into several sections:

- Distance**
  - 1 foot = 12 inches
  - 1 yard = 3 feet
  - 1 mile = 5,280 feet
  - 1 mile  $\approx$  1.61 kilometers
  - 1 inch = 2.54 centimeters
  - 1 foot = 0.3048 meters
  - 1 meter = 1,000 millimeters
  - 1 meter = 100 centimeters
  - 1 kilometer = 1,000 meters
  - 1 kilometer  $\approx$  0.62 miles
- Area**
  - 1 square foot = 144 square inches
  - 1 square yard = 9 square feet
  - 1 acre = 43,560 square feet
- Volume**
  - 1 cup = 8 fluid ounces
  - 1 quart = 4 cups
- Rectangle**
  - perimeter =  $2(\text{length} + \text{width})$
  - area =  $\text{length} \times \text{width}$
- Rectangular Solid (Box)**
  - volume =  $\text{length} \times \text{width} \times \text{height}$
- Cube**
  - volume =  $(\text{length of side})^3$
- Triangle**
  - sum of angles =  $180^\circ$
  - area =  $\frac{1}{2}(\text{base} \times \text{height})$
- Circle**
  - number of degrees in a circle =  $360^\circ$
  - circumference  $\approx 3.14 \times \text{diameter}$
  - area  $\approx 3.14 \times (\text{radius})^2$

On the left side of the browser window, there is a sidebar with the WorkKeys logo and a navigation menu. The menu includes "Navigate and Review" and "Applied Mathematics - Preparation". Below the menu, there is a question preview: "You are a circus e performers weigh" with multiple-choice options A. 211, B. 293, C. 329, D. 447, and E. 500. A "Record Answer" button is visible below the options.

# Test Components

Item 1 Selected Response



 Navigate and Review  Mark for Review  Formula  Help  Quit

User: Daisy Duck  
Timer: 2147:18

**Applied Mathematics - Preparation Package : Item 1 of 33**

You are a circus equipment manager. You need to know the combined weight of the performers on the high-wire act. The performers weigh 175 pounds, 154 pounds, and 118 pounds. What is the total weight of the performers, in pounds?

- A. 211
- B. 293
- C. 329
- D. 447
- E. 500



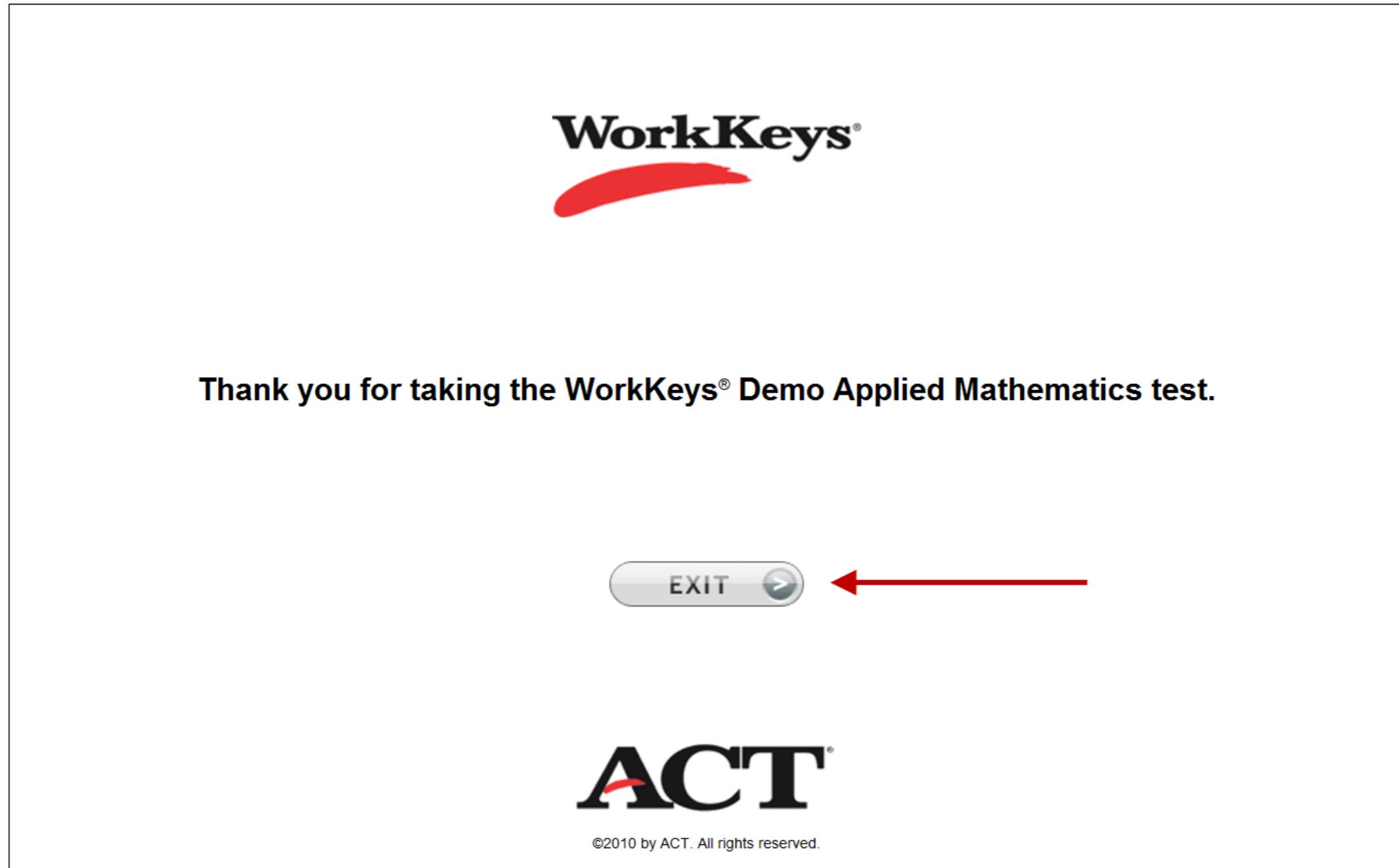
# Test Components

End of Test

The screenshot displays the WorkKeys ACT interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation bar with icons and labels for 'Navigate and Review', 'Mark for Review', 'Formula', 'Help', and 'Quit'. On the right side of the navigation bar, it shows 'User: Daisy Duck' and 'Timer: 2097:24'. A red banner below the navigation bar reads 'Applied Mathematics - Preparation Package'. The main content area contains the text 'You have reached the end of the test or section.' followed by 'Do you want to:'. Below this text are two buttons: 'Review' and 'Complete and finalize your results'. A red arrow points to the 'Complete and finalize your results' button.

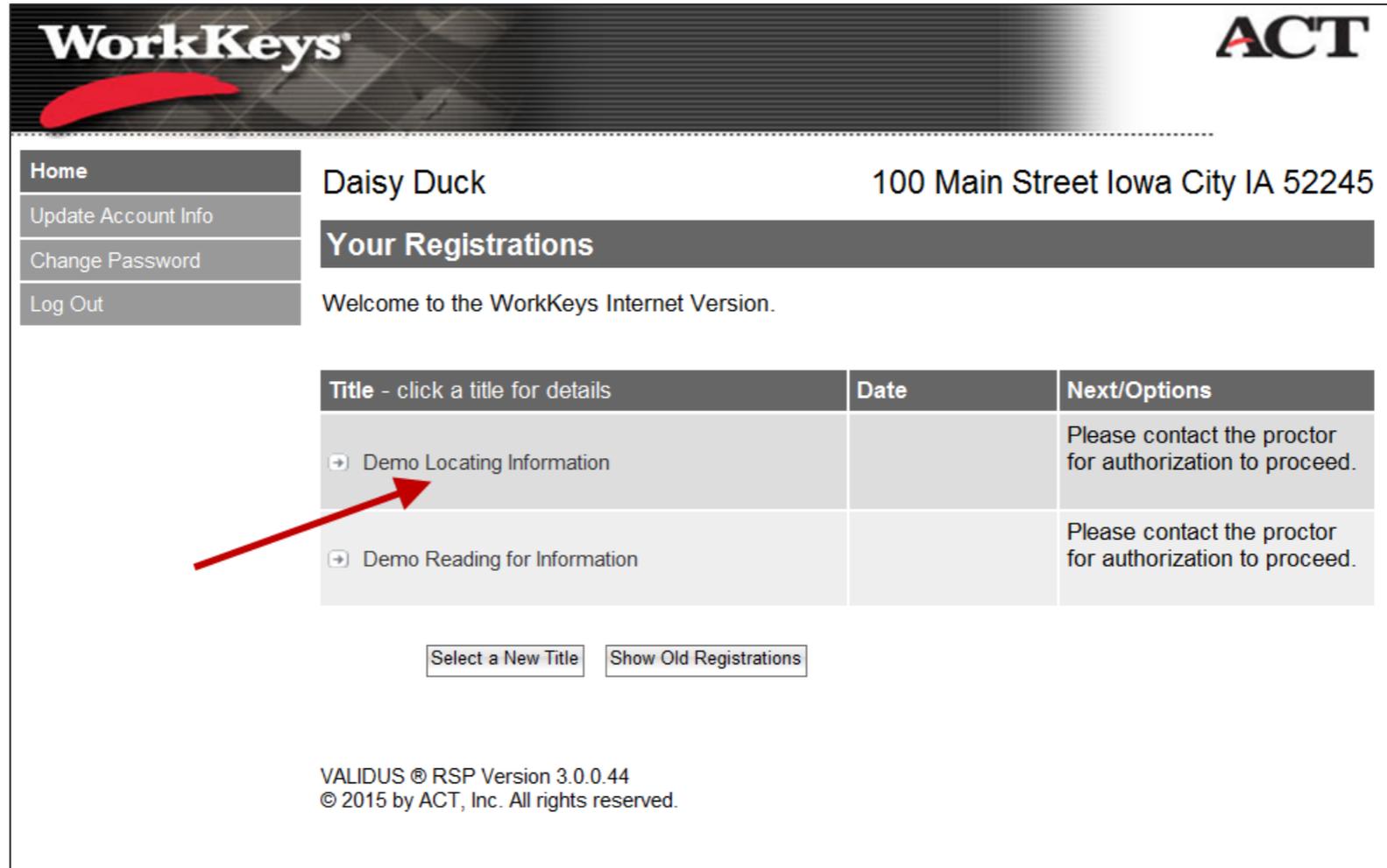
# Test Components

Thank You/Exit Screen



# Test Components

Select Another Test



The screenshot displays the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos, the user's name "Daisy Duck" and address "100 Main Street Iowa City IA 52245" are shown. A navigation menu on the left includes "Home", "Update Account Info", "Change Password", and "Log Out". The main content area is titled "Your Registrations" and contains a welcome message: "Welcome to the WorkKeys Internet Version." Below this is a table with three columns: "Title - click a title for details", "Date", and "Next/Options". The table lists two registrations: "Demo Locating Information" and "Demo Reading for Information", both with a date of "12/15/2015" and instructions to "Please contact the proctor for authorization to proceed." A red arrow points to the "Demo Locating Information" entry. Below the table are two buttons: "Select a New Title" and "Show Old Registrations". At the bottom, the footer text reads: "VALIDUS © RSP Version 3.0.0.44 © 2015 by ACT, Inc. All rights reserved."

Title - click a title for details	Date	Next/Options
<a href="#">Demo Locating Information</a>	12/15/2015	Please contact the proctor for authorization to proceed.
<a href="#">Demo Reading for Information</a>	12/15/2015	Please contact the proctor for authorization to proceed.

# Test Components

Continue/Refresh

**WorkKeys** **ACT**

Home Daisy Duck 100 Main Street Iowa City IA 52245

Update Account Info

Change Password

Log Out

### Registration Details

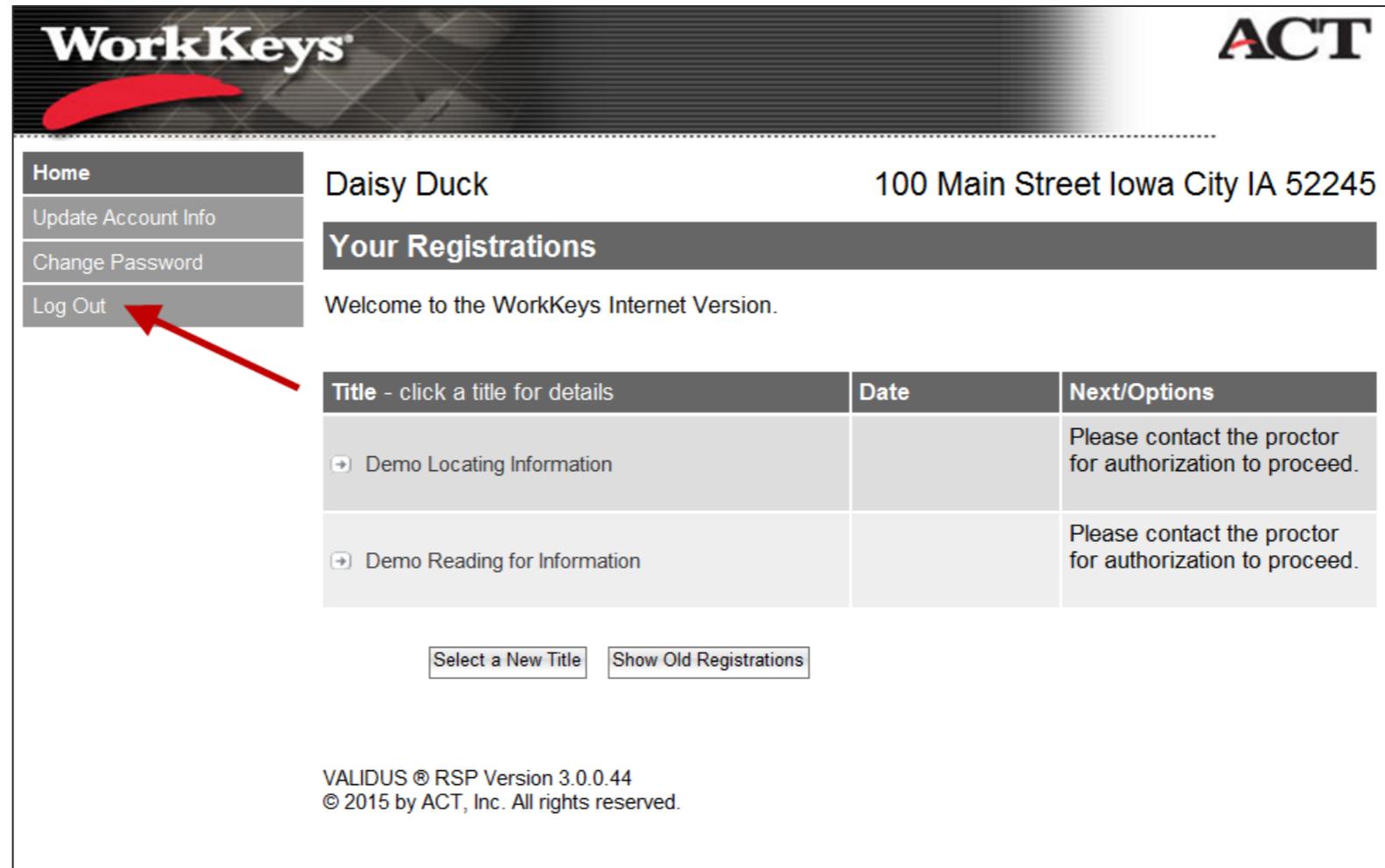
Display name information	
Name:	Daisy Duck
Title:	Demo Locating Information

←

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# Test Components

Log Out



**WorkKeys** **ACT**

Home  
Update Account Info  
Change Password  
**Log Out** 

Daisy Duck 100 Main Street Iowa City IA 52245

### Your Registrations

Welcome to the WorkKeys Internet Version.

Title - click a title for details	Date	Next/Options
<input type="checkbox"/> Demo Locating Information		Please contact the proctor for authorization to proceed.
<input type="checkbox"/> Demo Reading for Information		Please contact the proctor for authorization to proceed.

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# Test Components

Log Out Successful

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: DuckD0607

User Security Roles Registration Group

Select and  More actions...

Select	Title	Administration	Registration ID	Create Date	Status
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Completed
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# **Launch an Interrupted Test**

# Launch an Interrupted Test

VALIDUS® Virtual Test Center ACT®

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

Account Management Select and More actions... List All Realms

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

Profile Management

Barcode Management

Reports Portal

Reports

References

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# Launch an Interrupted Test

Search for Examinee's Account

The screenshot shows the 'User Management' interface. At the top, there are logos for 'VALIDUS Virtual Test Center' and 'ACT', along with the 'WorkKeys' logo and 'WorkKeys IV Training Site'. A 'LOGOUT' link is in the top right. A left-hand navigation menu includes: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area is titled 'User Management' and contains a 'Search Criteria' form with fields for Last Name (Duck), First Name (Daisy), User ID, Examinee ID, Email, Date Of Birth (MM/dd/yyyy), and Status (Show All). A 'Search' button is located below the form. Below the form is a table with a header row: Select, First Name, Last Name, User ID, Email, Date Of Birth, Examinee ID, Status. The table body contains a single row: -- Please search for a name --. At the bottom of the page, there is a footer with the text: 'VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved.'

# Launch an Interrupted Test

The screenshot displays the 'User Management' interface. At the top, the header includes 'VALIDUS Virtual Test Center', 'WorkKeys WorkKeys IV Training Site', and 'ACT' with a 'LOGOUT' link. A left-hand navigation menu lists options: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area is titled 'User Management' and contains a 'Search Criteria' section with the following fields: Last Name (Duck), First Name (Daisy), User ID, Examinee ID, Email, Date Of Birth (MM/dd/yyyy), and Status (Show All). A 'Search' button is located below these fields, with a red arrow pointing to it. Below the search criteria, there is a note: 'Use "%" for wild card searches.' At the bottom of the search area, there is a 'More actions...' dropdown menu and a 'Create' button. Below this is a table header with columns: Select, First Name, Last Name, User ID, Email, Date Of Birth, Examinee ID, and Status. The table content shows a single row with the text '-- Please search for a name --'. At the bottom of the page, the footer contains the text: 'VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved.'

# Launch an Interrupted Test

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

**User Management**

Search Criteria

Last Name:  First Name:   
User ID:  Examinee ID:   
Email:  Date Of Birth:   
Status:

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	<b>Daisy</b>	<b>Duck</b>	<b>DuckD0607</b>	<b>daisy.duck@act.org</b>	<b>06/07/1990</b>	<b>43210607</b>	<b>Enabled</b>
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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# Launch an Interrupted Test

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

### User Management

**Search Criteria**

Last Name: <input type="text" value="Duck"/>	First Name: <input type="text" value="Daisy"/>
User ID: <input type="text"/>	Examinee ID: <input type="text"/>
Email: <input type="text"/>	Date Of Birth: <input type="text" value="MM/dd/yyyy"/>
Status: <input type="text" value="Show All"/>	<input type="button" value="Search"/>

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	<b>Daisy</b>	<b>Duck</b>	<b>DuckD0607</b>	<b>daisy.duck@act.org</b>	<b>06/07/1990</b>	<b>43210607</b>	<b>Enabled</b>
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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# Launch an Interrupted Test

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

**Edit User: DuckD0607**

User Security Roles **Registration** Group

**Personal Information**

\* First Name:? Daisy  
Middle Name:  
\* Last Name:? Duck  
Date of Birth: MM/dd/yyyy 06/07/1990  
\* Examinee ID:? 43210607

**Permanent Mailing Address**

Address1: 100 Main Street  
Address2:  
City: Iowa City  
State/Province: Iowa  
ZIP Code: 52245  
Email: daisy.duck@act.org

**Education**

# Launch an Interrupted Test

VALIDUS® Virtual Test Center

WorkKeys® WorkKeys IV Training Site

ACT®

LOGOUT

Home

My Account

User Management

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

Reports Portal

Reports

References

Edit User: DuckD0607

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	18955218	06/12/2013 04:20:10 PM	In-Progress (requires authorization)
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# Launch an Interrupted Test

**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: DuckD0607**

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 Ap	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	In-Progress (requires authorization)
<input type="radio"/>	Demo Re	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Loca	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

More actions...  
 Authorize  
 Instant Report  
 Ticket  
 History  
 Assign Forms To Registration  
 Unauthorize  
 Update Status  
 Disable Session  
 Delete  
 Location Information

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# Launch an Interrupted Test

Log Out of Validus VTC

**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: DuckD0607**

User Security Roles Registration Group

Select and  More actions...

Select	Title	Administration	Registration ID	Create Date	Status
<input type="radio"/>	Demo Applied Mathematics	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	In-Progress
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# Launch an Interrupted Test



---

[Home](#)

[Update Account Info](#)

[Change Password](#)

[Log Out](#)

Daisy Duck 100 Main Street Iowa City IA 52245

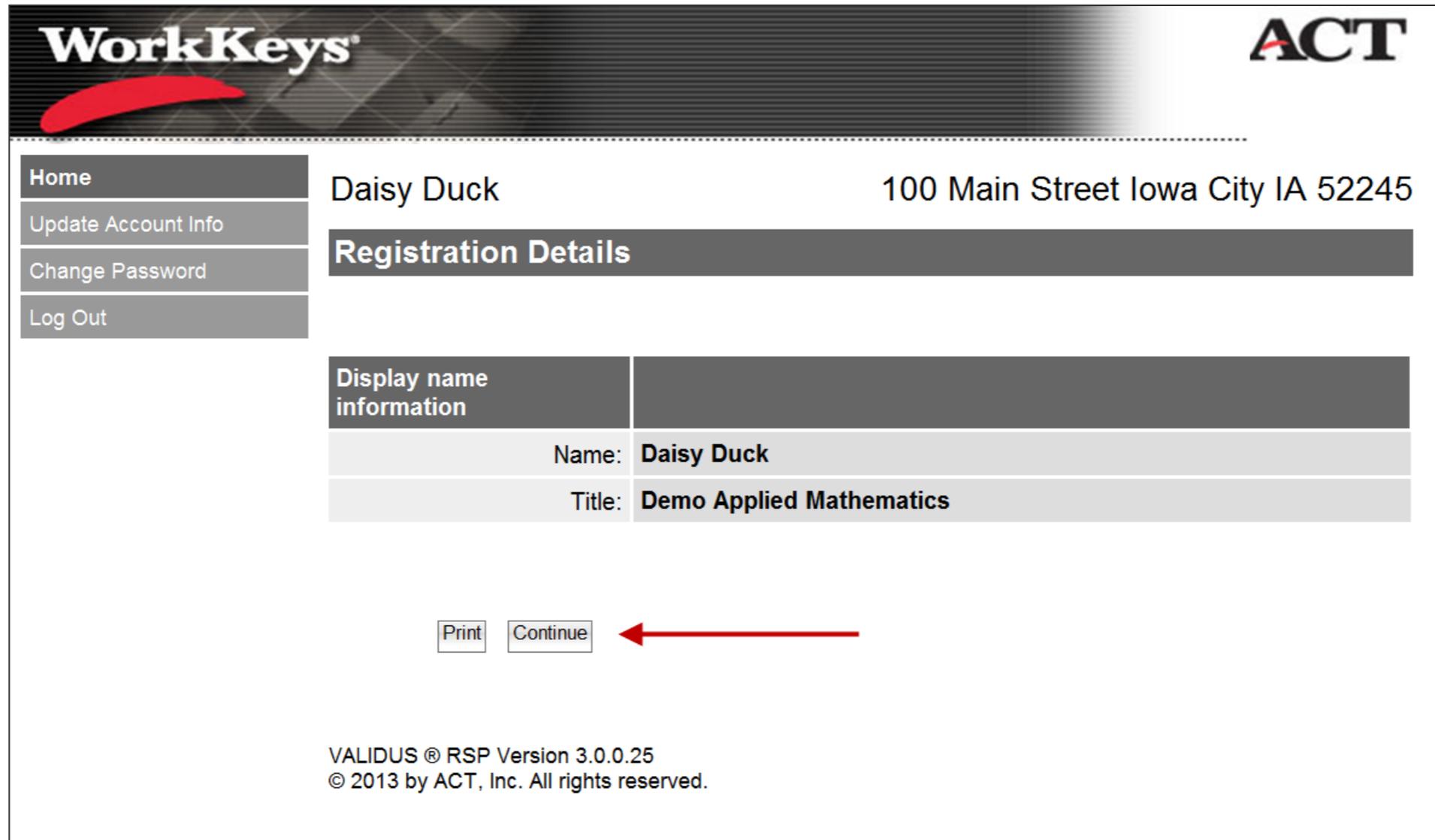
### Your Registrations

Welcome to the WorkKeys Internet Version.

Title - click a title for details	Date	Next/Options
 <a href="#">Demo Applied Mathematics</a>		Please contact the proctor to authorize this relaunch.
<a href="#">Demo Reading for Information</a>		Please contact the proctor for authorization to proceed.
<a href="#">Demo Locating Information</a>		Please contact the proctor for authorization to proceed.

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# Launch an Interrupted Test



The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation menu with the following items: Home, Update Account Info, Change Password, and Log Out. To the right of the navigation menu, the user's name "Daisy Duck" and address "100 Main Street Iowa City IA 52245" are displayed. Below this is a section titled "Registration Details". Underneath, there is a table with the following information:

Display name information	
Name:	Daisy Duck
Title:	Demo Applied Mathematics

Below the table, there are two buttons: "Print" and "Continue". A red arrow points to the "Continue" button. At the bottom of the page, the following text is displayed: "VALIDUS © RSP Version 3.0.0.25 © 2013 by ACT, Inc. All rights reserved."

# Launch an Interrupted Test

The screenshot shows the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. Below the logos is a navigation menu with links for Home, Update Account Info, Change Password, and Log Out. The user's name, Daisy Duck, and address, 100 Main Street Iowa City IA 52245, are displayed. The main heading is 'Your Registrations', followed by a welcome message: 'Welcome to the WorkKeys Internet Version.' Below this is a table with three columns: 'Title - click a title for details', 'Date', and 'Next/Options'. The table contains three rows of registration information. A red arrow points to the 'Relaunch' button in the 'Next/Options' column of the first row. Below the table is a button labeled 'Select a New Title'. At the bottom of the page, the text reads: 'VALIDUS © RSP Version 3.0.0.25 © 2013 by ACT, Inc. All rights reserved.'

Title - click a title for details	Date	Next/Options
➤ Demo Applied Mathematics		Relaunch
➤ Demo Reading for Information		Please contact the proctor for authorization to proceed.
➤ Demo Locating Information		Please contact the proctor for authorization to proceed.

# **Generate an Instant Score Report**

# Generate an Instant Score Report

**VALIDUS** Virtual Test Center **ACT**  
**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**  
**Account Management** Select and More actions... [List All Realms](#)  
**Group Management**  
**Profile Management**  
**Barcode Management**  
**Reports Portal**  
**Reports**  
**References**

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

VALIDUS® Admin Version: 3.0.0.121  
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# Generate an Instant Score Report

Search for Examinee's Account

The screenshot shows the 'User Management' page in the VALIDUS Virtual Test Center. The page header includes the VALIDUS logo, 'Virtual Test Center', 'WorkKeys' logo, 'WorkKeys IV Training Site', and the ACT logo with a 'LOGOUT' link. A 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. The main content area is titled 'User Management' and features a 'Search Criteria' section with input fields for Last Name (Duck), First Name (Daisy), User ID, Examinee ID, Email, and Date Of Birth (MM/dd/yyyy). A 'Status' dropdown is set to 'Show All', and a 'Search' button is present. Below the search criteria, a note states 'Use "%" for wild card searches.' At the bottom of the search area, there is a 'More actions...' dropdown and a 'Create' button. A table header is visible with columns: Select, First Name, Last Name, User ID, Email, Date Of Birth, Examinee ID, and Status. The table content shows a single row with the text '-- Please search for a name --'. At the bottom of the page, the text reads: 'VALIDUS ® Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved.'

# Generate an Instant Score Report

The screenshot shows the 'User Management' page in the VALIDUS Virtual Test Center. The page header includes the VALIDUS logo, 'Virtual Test Center', the WorkKeys logo, 'WorkKeys IV Training Site', and the ACT logo with a 'LOGOUT' link. A left-hand navigation menu lists: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area is titled 'User Management' and contains a 'Search Criteria' form with fields for Last Name (Duck), First Name (Daisy), User ID, Examinee ID, Email, Date Of Birth (MM/dd/yyyy), and Status (Show All). A 'Search' button is highlighted with a red arrow. Below the form is a table with columns: Select, First Name, Last Name, User ID, Email, Date Of Birth, Examinee ID, and Status. The table currently shows a single row with the text '-- Please search for a name --'. At the bottom of the page, there is a 'More actions...' dropdown menu with a 'Create' button. The footer contains the text: 'VALIDUS © Admin Version: 3.0.0.121 © 2013 by ACT, Inc. All rights reserved.'

# Generate an Instant Score Report

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

### User Management

Search Criteria

Last Name: <input type="text" value="Duck"/>	First Name: <input type="text" value="Daisy"/>
User ID: <input type="text"/>	Examinee ID: <input type="text"/>
Email: <input type="text"/>	Date Of Birth: <input type="text" value="MM/dd/yyyy"/>
Status: <input type="text" value="Show All"/>	<input type="button" value="Search"/>

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	Daisy	Duck	DuckD0607	daisy.duck@act.org	06/07/1990	43210607	Enabled
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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# Generate an Instant Score Report

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

### User Management

Search Criteria

Last Name: <input type="text" value="Duck"/>	First Name: <input type="text" value="Daisy"/>
User ID: <input type="text"/>	Examinee ID: <input type="text"/>
Email: <input type="text"/>	Date Of Birth: <input type="text" value="MM/dd/yyyy"/>
Status: <input type="text" value="Show All"/>	<input type="button" value="Search"/>

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input type="radio"/>	Daisy	Duck	dduck12345			dduck1234	Enabled
<input checked="" type="radio"/>	<b>Daisy</b>	<b>Duck</b>	<b>DuckD0607</b>	daisy.duck@act.org	06/07/1990	43210607	<b>Enabled</b>
<input type="radio"/>	Daisy	Duck	DuckD3167		04/01/1976	04017779	Enabled
<input type="radio"/>	Daisy	Duck	DuckD49574		04/01/1976	DuckD2239	Enabled

Page 1 of 1

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# Generate an Instant Score Report

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

**Edit User: DuckD0607**

User Security Roles **Registration** Group

**Personal Information**

\* First Name: Daisy  
Middle Name:  
\* Last Name: Duck  
Date of Birth: MM/dd/yyyy 06/07/1990  
\* Examinee ID: 43210607

**Permanent Mailing Address**

Address1: 100 Main Street  
Address2:  
City: Iowa City  
State/Province: Iowa  
ZIP Code: 52245  
Email: daisy.duck@act.org

**Education**

# Generate an Instant Score Report

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: DuckD0607**

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	18955218	06/12/2013 04:20:10 PM	Completed
<input type="radio"/>	Demo Reading for Information	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Locating Information	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

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# Generate an Instant Score Report

**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: DuckD0607**

User Security Roles Registration Group

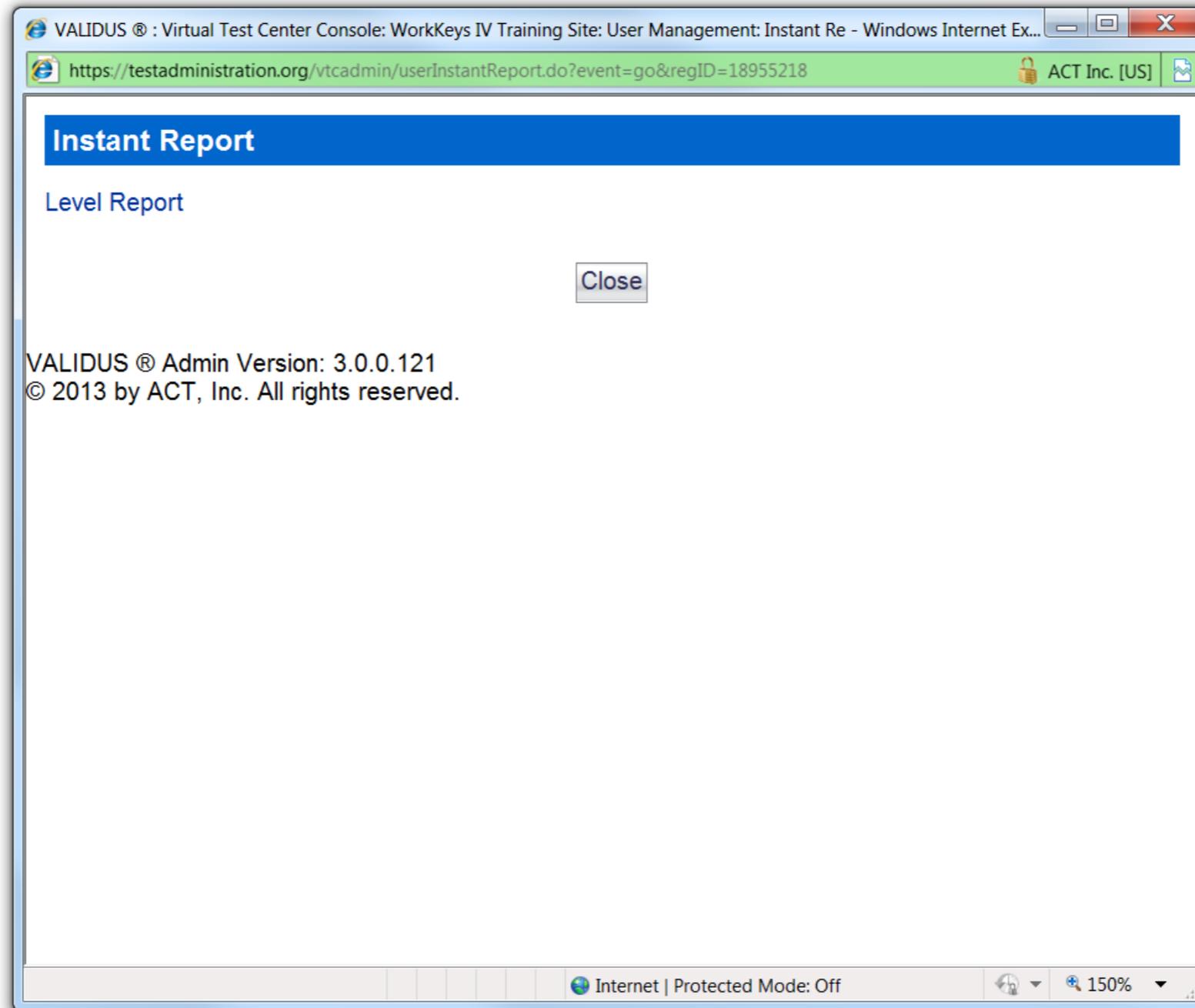
Select and Edit More actions... Create Create From Profile

Select	Title	Administration	Registration ID	Create Date	Status
<input checked="" type="radio"/>	Demo Ap Ticket	WorkKeys Assessments	18955218	06/12/2013 04:20:10 PM	Completed
<input type="radio"/>	Demo Re History	WorkKeys Assessments	18955220	06/12/2013 04:20:10 PM	Pending (requires authorization)
<input type="radio"/>	Demo Lo Assign Forms To Registration	WorkKeys Assessments	18955219	06/12/2013 04:20:10 PM	Pending (requires authorization)

More actions...  
 Authorize  
**Instant Report**  
 History  
 Assign Forms To Registration  
 -----  
 Unauthorize  
 Update Status  
 -----  
 Disable Session  
 Delete

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# Generate an Instant Score Report



# Generate an Instant Score Report

Sample Report

**WorkKeys®** Page 1 of 1

 *Skill Report*

Site: WorkKeys IV Training Site  
Test Date: Jan 28, 2015

**WorkKeys Individual Score Report**

Name: *Duck, Daisy*  
ID# 0607

<i>Test</i>	<i>Level Score</i>	<i>Possible Range</i>
Demo Applied Mathematics	6	<3-7

**WHAT YOUR SCORES MEAN**  
You scored at Level 6. People achieving this level can set up and solve problems containing extraneous information or information presented out of logical order and involving multiple-step calculations on a mixture of whole numbers, fractions, decimals, or percentages. To improve your skills:

- \* apply ratios that involve a mixture of fractions and decimals, and perform multiple-step conversions that involve fractions and decimals.
- \* calculate multiple areas or volumes of rectangular solids, spheres, cylinders, and other complex shapes.
- \* check to see that each step of your calculations is correct, that you have solved the problem posed, and that your answer is reasonable.

**HOW YOU CAN USE YOUR SCORES**  
For more information, visit [www.workkeys.com](http://www.workkeys.com)

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# Websites

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## Websites of Interest

- ACT WorkKeys Information: [www.act.org/workkeys](http://www.act.org/workkeys)
- Understanding ACT WorkKeys Scores:  
[www.act.org/workkeys/assess/understanding.html](http://www.act.org/workkeys/assess/understanding.html)
- Using Your ACT WorkKeys Scores:  
[www.act.org/workkeys/careerseekers/scores.html](http://www.act.org/workkeys/careerseekers/scores.html)
- Occupational Profile Database (Search Jobs by Skills):  
[profiles.keytrain.com/profile\\_search/](http://profiles.keytrain.com/profile_search/)

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## Websites of Interest

(Continued)

- Employer Solutions: [www.act.org/workkeys/employers/](http://www.act.org/workkeys/employers/)
- ACT NCRC (National Career Readiness Certificate): [www.act.org/certificate/about.html](http://www.act.org/certificate/about.html)
- ACT KeyTrain: [www.keytrain.com/](http://www.keytrain.com/)
- ACT Career Curriculum Webinars (includes KeyTrain): [www.keytrain.com/training/](http://www.keytrain.com/training/)
- Learning@ACT: [www.act.org/learning-at-act/index.html](http://www.act.org/learning-at-act/index.html)

# Resources

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## ACT WorkKeys Administrator Training Website

- URL and login information are e-mailed to test coordinators
- Resources you can link to include:
  - ACT WorkKeys Reference Center website
  - ACT WorkKeys Training Realms
  - Webinar PowerPoint slides

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## ACT WorkKeys Reference Center Website

- This is a private site for testing staff only
- Can be accessed from the Administrator Training website
- A wealth of information is available, including:
  - ACT WorkKeys Notices
  - ACT WorkKeys Quick Start Guides for online testing
  - Link to ACT WorkKeys System Status page
  - Manuals, forms, and other test administration resources

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## For Information or Help...

- **ACT WorkKeys Customer Service:**
  - 800.WORKKEY (800.967.5539)
  - [workkeys@act.org](mailto:workkeys@act.org)
  - Hours:
    - Monday - Friday (except holidays): 7:00 a.m. – 7:00 p.m. (Central Time)
    - Saturdays (except holiday weekends): 8:00 a.m. – 2:00 p.m. (Central Time)

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