



WorkKeys Internet Version Quick Start Guide

This Quick Start Guide outlines how to navigate through the most-used features. Please refer to the WorkKeys Internet Version Users Guide for comprehensive details of these features. The WorkKeys Internet Version Users Guide can be downloaded from this website.

Begin on the WorkKeys Internet Version administrator site.

Your Administrator Realm should be similar to the following URL:

<https://testadministration.org/vtadmin/goRealmLogin.do?realm=your realm number here>

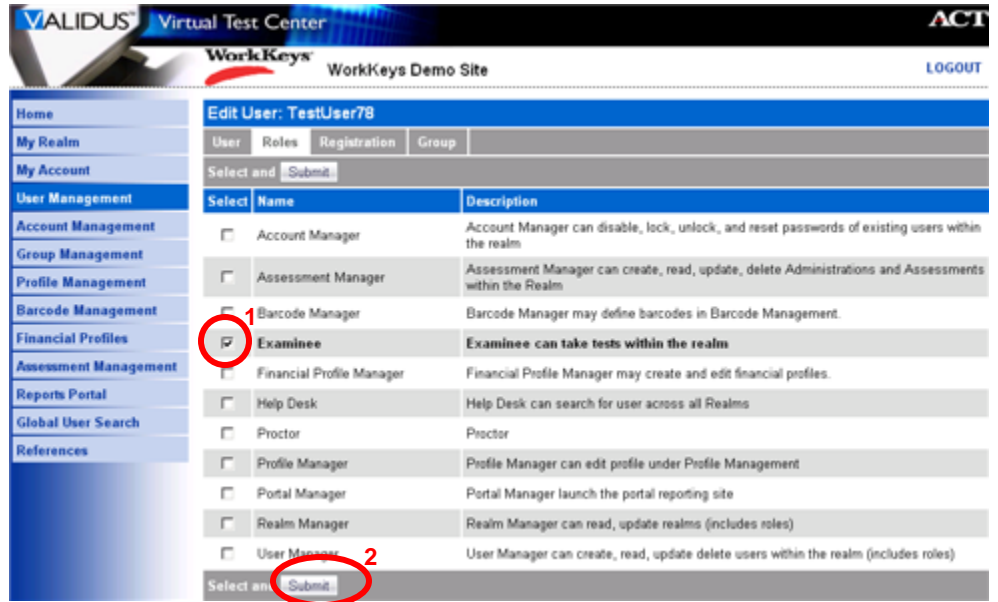
Log In: User ID: Password:

To Pre-Register an Examinee:

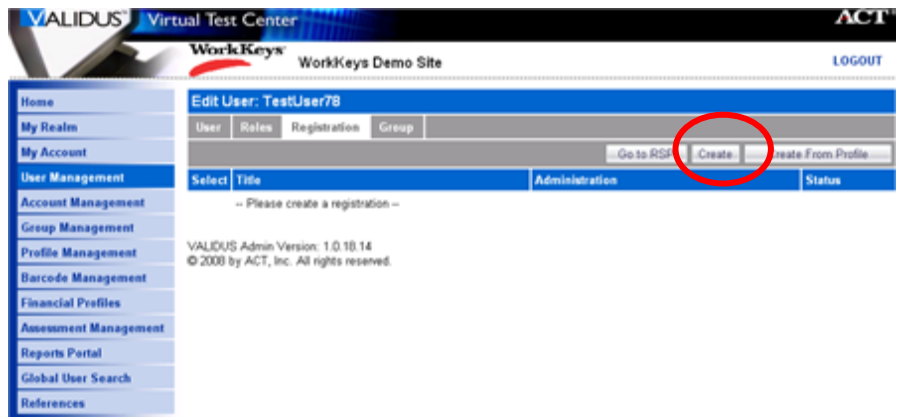
Only a Site Administrator can pre-register examinees.

- Log In with the **User ID** and **Password** sent to you with your URLs.
- Click on the **User Management** link located in the left-hand navigation menu (1).
- Click on the **Create** button (2).
- Enter the required information on the Create User page. The minimum information needed is **User ID, password, confirm password, first name, last name, date of birth, and ID**. User ID must be a minimum of 3 characters and passwords must be at least 6 characters. Both can be letters or numbers or a combination.
- Click on the **Submit** button at the bottom of the page.

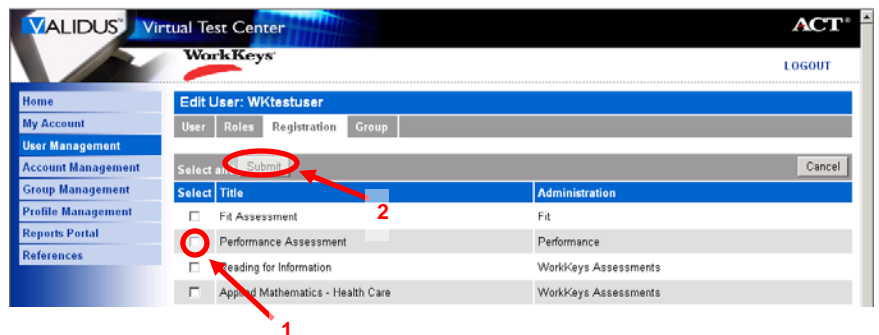
- Click in the box in the Select column next to **Examinee** (1).
- Click on the **Submit** button (2).



- On the Registration page click on the **Create** button on the right.



- Click in the box in the **Select** column next to the test title for which you want to register the examinee (1).
- Click on the **Submit** button (2).



- Choose the **Financial Profile** that applies to this registration. The choice you make here determines what price your site will be billed for this test and where the bills will be sent. You will see choices like:
 - Education
 - Government
 - Business
 If testing is paid by another entity (e.g., State Contract) you should see that entity listed here as one of the choices.

- Click on the **Submit** button.

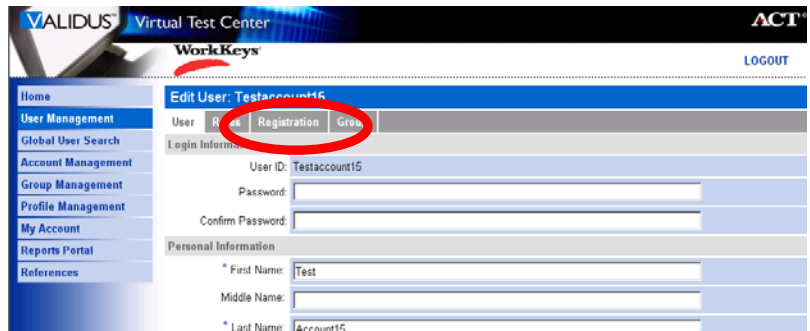
Note: Your selection here will determine how your site is billed and where the bills will be sent.

To Authorize an Assessment:

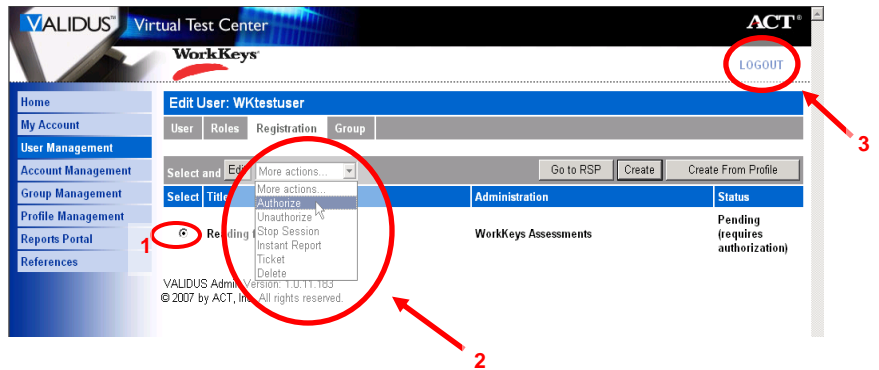
- Log In with the **User ID** and **Password** sent to you with your URLs.
- Click on the **User Management** link located in the left-hand navigation menu.

- On the User Management page, either enter a name and click on the **Search** button or just click the **Search** button to get a list of everyone that is registered at your site.
- Select the name of the examinee(1) and click **Edit**.(2)

- On the Edit User page choose the **Registration** tab.



- Click in the circle in the **Select** column next to the test you want to authorize. (1)
Click on the drop down menu and select **Authorize** (2).
- Click on **LOGOUT** (3).



Note: Once a test is authorized the examinee has 30 minutes to launch the test. If the authorization to launch a test expires before the test is launched the administrator or proctor can authorize the test again when the examinee is ready to launch the test

Launching an Assessment

- An examinee will go to the testing URL.
- The examinee will Log In with the **User ID** and **Password** you created for them.



[Create an account](#) or log in below:

User ID:

Password: [Forgot User ID or Password?](#)

- You have already pre-registered the examinee using the steps above. The examinee is required to update the examinee record by completing the required fields. Changes are saved by choosing the **Save Changes** button at the bottom of the page.

WorkKeys **ACT**

Log Out Mary Lewis 234 North St Iowa City IA 52240

Update Your Account Information

* = required [Privacy Policy](#)

Personal Information

| | |
|------------------|--|
| First Name: | Mary |
| Middle Name: | |
| Last Name: | Lewis |
| * Date of Birth: | <input type="text" value="01/15/1970"/> MM/dd/yyyy |
| ID: | 111111111 |

Mailing Address

| | |
|-------------------|---|
| * Address1: | <input type="text" value="234 North St"/> |
| Address2: | <input type="text"/> |
| * City: | <input type="text" value="Iowa City"/> |
| * State/Province: | <input type="text" value="Iowa"/> |
| * ZIP Code: | <input type="text" value="52240"/> |
| Email: | <input type="text" value="Mary.Lewis@act.org"/> |

Education

| | |
|--|----------------------|
| * What is the highest grade/level of education completed?: | <input type="text"/> |
| * What is your highest diploma/degree?: | <input type="text"/> |

Select Language Preference

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

Select Language:

- An assessment that has been authorized will have a **Launch** button located in the Next/Option column.
- Click on the **Launch** button to start the assessment.

WorkKeys **ACT**

Home WorkKeys Testuser 101 ACT Dr. Iowa City IA 52246

Your Registration

Welcome to the WorkKeys Internet Version.

| Title - click a title for details | Date | Action |
|--|------|---------------------------------------|
| <input type="checkbox"/> Reading for Information | | <input type="button" value="Launch"/> |

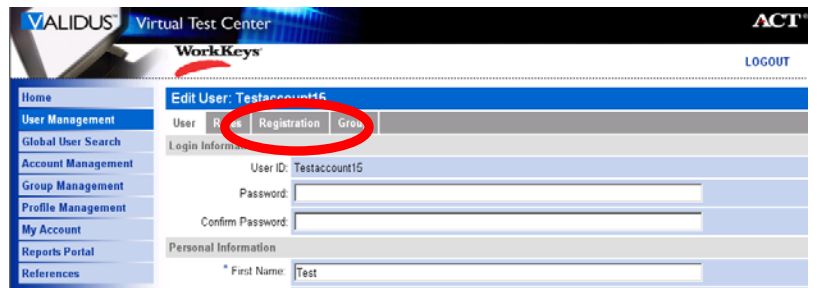
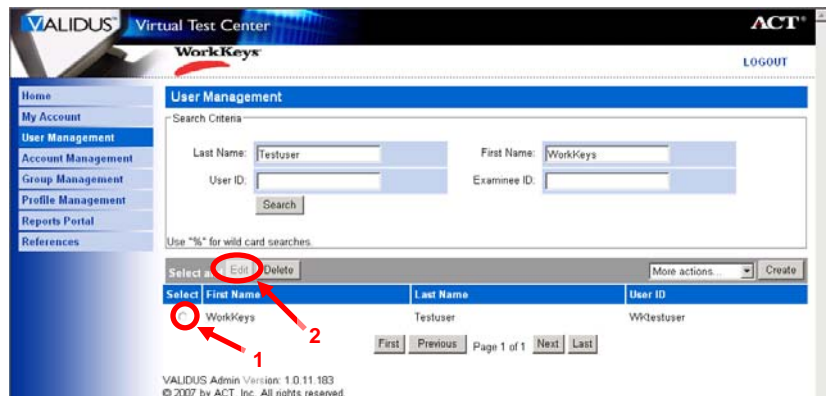
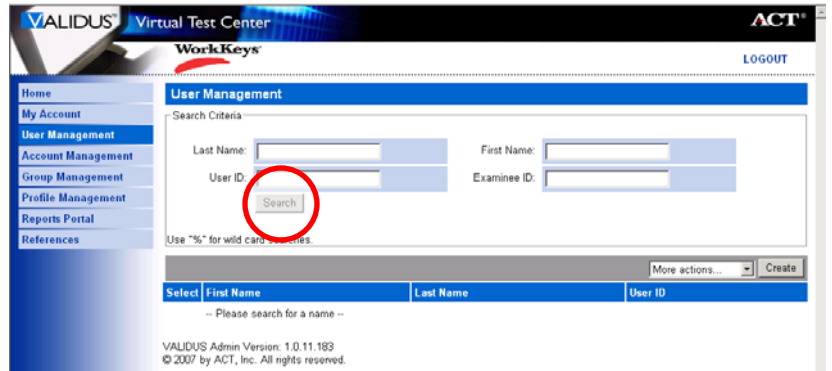
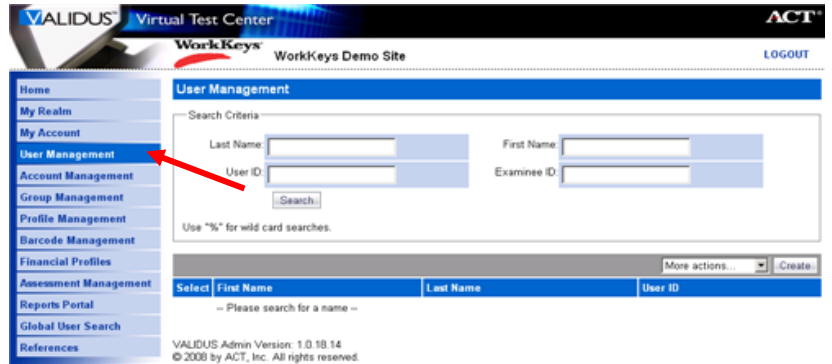
VALIDUS RBP Version 1.0 11.38
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To Generate an Individual (Instant) Score Report:

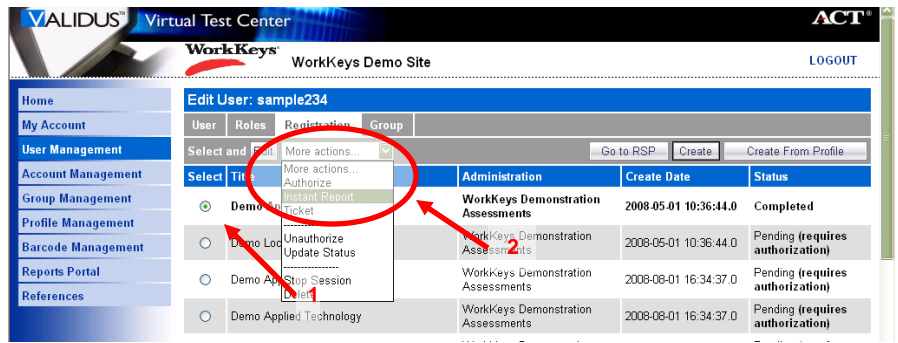
A note about Business Writing score reports: Typical Business Writing responses are scored within minutes and available to the administrator as soon as it is scored. A small percentage of Business Writing responses are rejected and must be hand scored. An example of a response that is rejected would be if the examinee used inappropriate language or didn't provide enough information. Those responses are pulled out to be hand scored and the scores are posted within 48 hours of testing.

Only a Site Administrator or Proctor can generate reports.

- Go to the Administrator URL. Log In with your administrator User ID and Password.
- Click on the **User Management** link located in the left-hand navigation menu
- On the User Management page, either enter a name and click on the **Search** button or just click the **Search** button to get a list of everyone registered at your site.
- Click in the circle in the Select column next to the examinee's name for which you want to generate a report (1). Click on the **Edit** button (2).
- On the Edit User page choose the **Registration** tab.

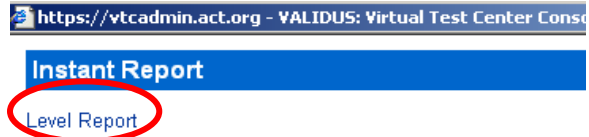


- You can only generate a report for a completed assessment. Click in the circle in the **Select** column next to a completed assessment to generate an Individual Score Report for this assessment (1).
- Click on the drop down menu labeled **“More actions”** (2) and choose **Instant Score Report**.



This opens a screen with a link for **Level Report**.

- Click on **Level Report** to open Adobe Reader and view the report.



WorkKeys Individual Score Report
 Name: Intester001, fntester001
 ID #: 3333

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

WHAT YOUR SCORES MEAN

You scored at Level 7. People achieving this level can set up and solve complex problems requiring extensive calculations and several conversions between systems of measurement. They can calculate percent change, set up and manipulate complex ratios and proportions, determine multiple areas or volumes of two- and three-dimensional shapes, determine the most cost effective (best economic value) of several alternatives, and locate errors in multiple-step calculations. Your Applied Mathematics skills are at least as high as this test measures. Congratulations on your fine performance! We encourage you to use and expand upon your considerable skills in this area by learning additional mathematical procedures and by seeking out and solving a variety of challenging mathematical problems.

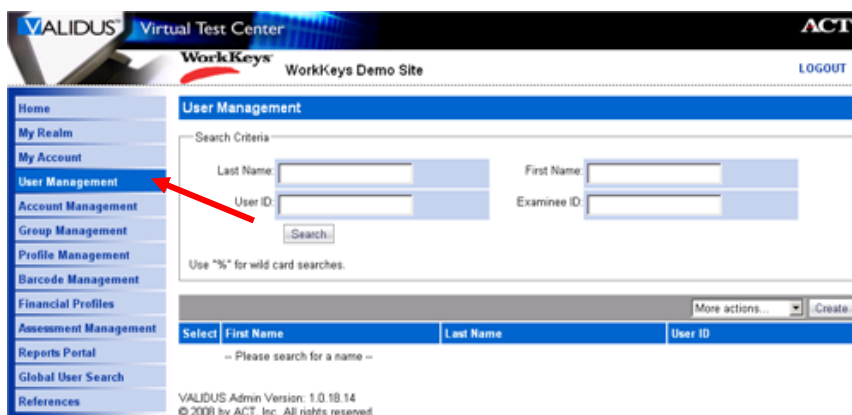
HOW YOU CAN USE YOUR SCORES
 For more information, visit www.workkeys.com

NOTE: Testing sites are billed on a monthly basis for testing completed the previous month. ACT invoices do not include detailed testing information. The Data Export Report provides details about testing events at your site. You may need to provide this report to your accounting department on a monthly basis. See the **Reports Portal: Data Export Quick Start Guide** for information about accessing this report.

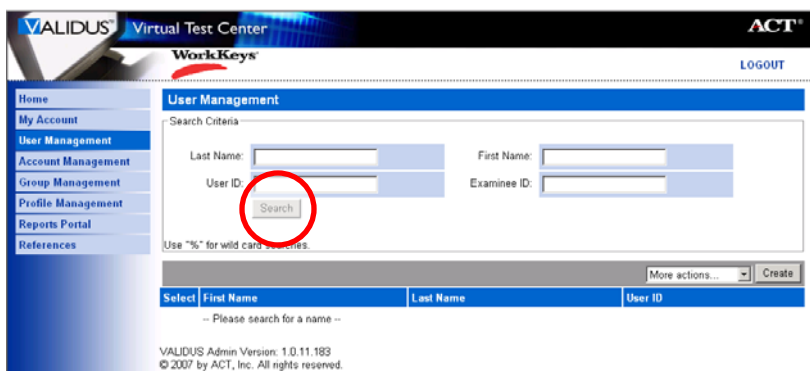
IMPORTANT: If a test is interrupted – e.g. a power outage, the administrator has up to one hour to reauthorize and re-launch the test. The test will start at the same spot it was interrupted and the time will pick up where it left off. You do not need to start over if it is still within one hour of the interruption.

To re-launch a test:

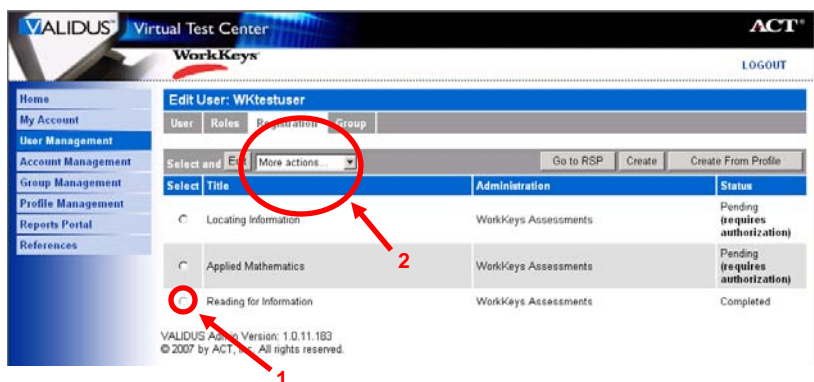
- Go to the Administrator URL.
 - Log In with the Administrator’s User ID and Password.
- Click on the **User Management** link located in the left-hand navigation menu.



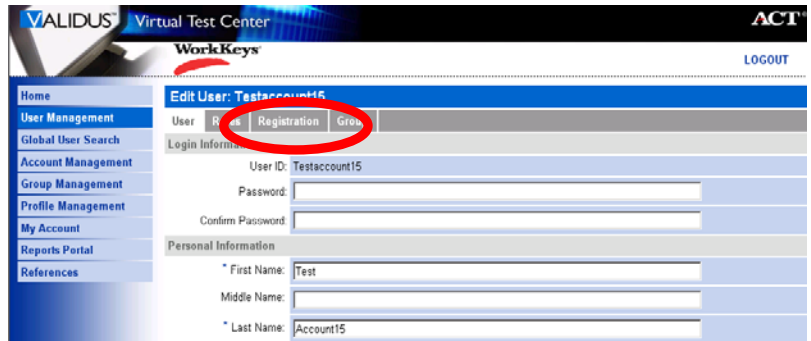
- On the User Management page, either enter a name and click on the **Search** button or just click the Search button.



- Click in the circle in the Select column next to the examinee’s name for which you want to reauthorize an assessment (1).
- Click on the **Edit** button (2).



- On the Edit User page choose the **Registration** tab.



- Click in the circle in the Select column next to the test you want to reauthorize. Click on the drop down menu in the **More Actions** box and highlight **“Authorize”** (1).
- Click on **LOGOUT** (2).

If the examinee has logged out they will need to log in again, or if still logged in, click on the “refresh” button on the Internet Explorer tool bar to refresh the screen. They will then see the **“Relaunch Expired”** button.

- Click on the **Relaunch Expired** button.

