

Document Purpose

This document contains steps on how to authorize an ACT® WorkKeys® online test for an entire group of examinees at once. There are two methods for accomplishing this; your method is determined by the test(s) you are administering:

Follow...	For authorizing...
Procedure 1:	Using TAO Proctor Interface to authorize multiple examinees, whether they are a part of a Group or not. (Use only for Applied Math, Graphic Literacy, Workplace Documents, and Workplace Observation)
Procedure 2:	Using Validus VTC to Authorize a Group (Use only for Applied Math, Graphic Literacy, Workplace Documents, and Workplace Observation)
Procedure 3:	Using Validus VTC to authorize other WorkKeys assessments (Use for Applied Technology, Business Writing, Fit and Talent)

Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously emailed to you by ACT
- Be assigned the “Proctor” role within Validus VTC
- Have a group created (see the [Creating a Group](#) WorkKeys quick start guide for more information)
- Have examinees created and added to the group (see the [Adding Examinees to a Group during Account Creation](#) or [Adding an Existing Examinee to a Group](#) WorkKeys quick start guides for more information)
- Have examinees registered for WorkKeys assessments (see the [Registering a Group for One or More Tests](#) WorkKeys quick start guide for more information)

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Administration Manual for Online Testing](#).

Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Procedure 1: Using TAO Proctor Interface to Authorize Tests

Use this method to authorize test sessions within the TAO proctor interface. You may use this procedure to authorize multiple tests at the same time.

Note: For information on prerequisite processes, see the [TAO User Guide](#) or the [Administering a Test to a Single Examinee](#) WorkKeys quick start guide.

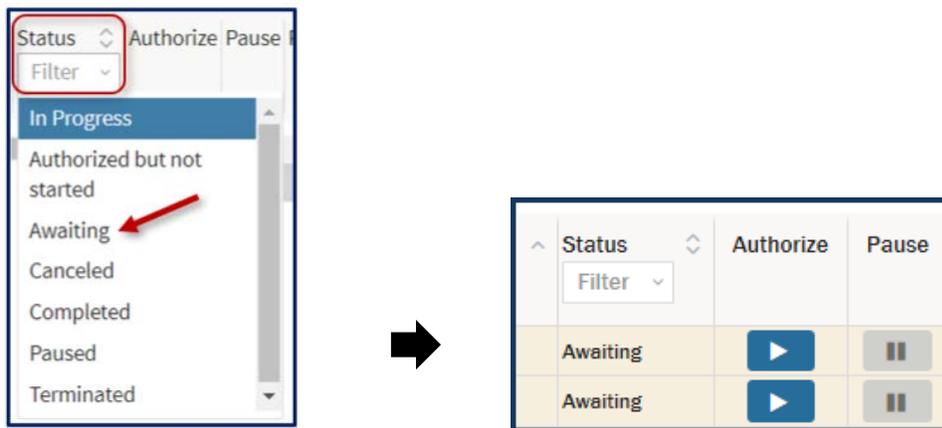
1. While logged into Validus VTC, choose **Connect to TAO** from the left-side navigation menu.
2. From the Connect to TAO landing page, choose the **Proctor** button.

Note: The TAO proctor dashboard is explained more fully in the TAO User Guide.

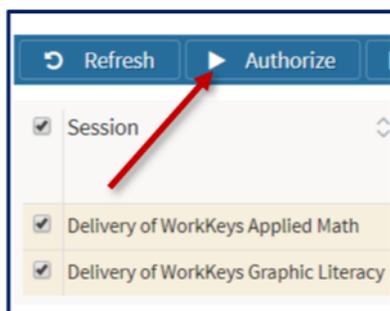
- Instruct examinees to log in to their ACT WorkKeys account (if not already) and, on their home page, select the **Launch** button next to the test.

Result: A pop-up stating “Please wait, authorization in process ...” appears on the examinee’s computer screen; the “Proceed” button is inactive (i.e., gray) until authorization has occurred.

- To authorize multiple examinee test session simultaneously, go to the “Filter” drop-down list in the Status column and select the **Awaiting** status. This view shows all examinees who have launched a test and are awaiting proctor authorization.



- For any examinee test sessions that show “Awaiting” status, you may do one of the following:
 - Individually select the Authorize button (the blue “Play” triangle) for each test
 - Individually mark the check box next to each test session, then choose the Authorize button (text) from the top taskbar
 - Select the check box next to the Session column heading to select all test sessions at once, then choose the Authorize button (text) from the top taskbar



- At the “Action: Authorize Session” screen, select OK.



Result: All “Awaiting” status test sessions will be simultaneously authorized; their status changes to “Authorized, but not started” in the TAO proctor interface.

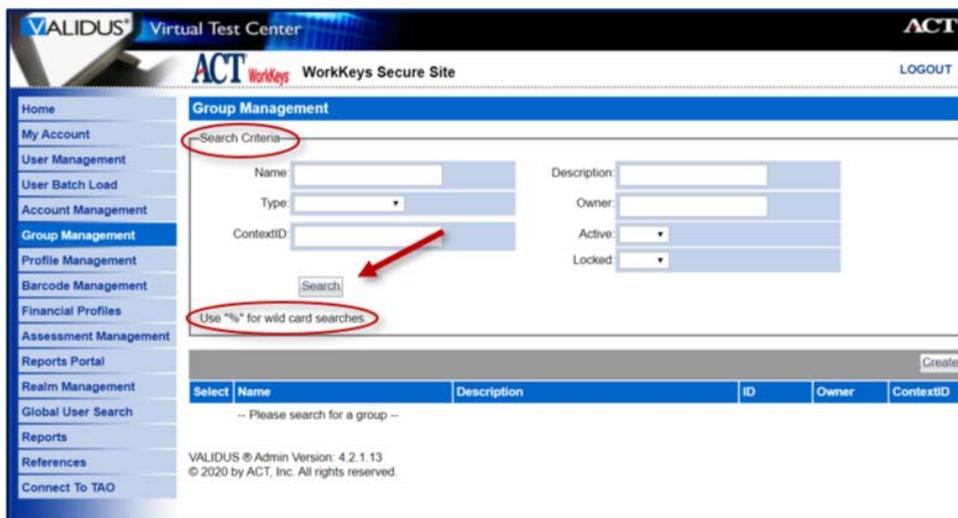
- Instruct examinees to select the now-active **Proceed** button on their screens and begin taking their tests.

Procedure 2: Using Validus VTC to Authorize a Group

Use this method with a group you have previously created in Validus VTC. This method allows you to have the TAO proctor dashboard appear with only the examinees in your group and filters out other examinees not in the group testing at the same time.

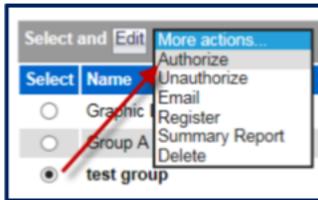
Note: For information on prerequisite processes, see the [Creating a Group](#) or [Removing an Examinee from a Group](#) WorkKeys quick start guides.

- Instruct examinees to log in to their ACT WorkKeys account (if not already) and, on their home page, select the **Launch** button next to the test.
- While logged into Validus VTC, choose **Group Management** from the left-side navigation menu.
- Find the group you wish to authorize by using the “Search Criteria” in one of the following ways:

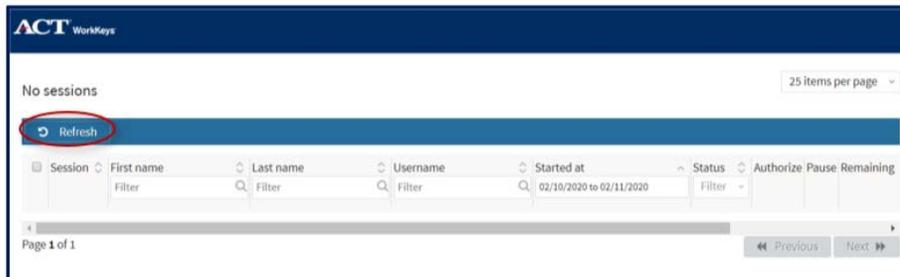


- If you created the group:* Enter your User ID into the Owner field, then **Search**. A list of groups that you have created will display.
- If you know the name of the group:* Enter the name into the Name field, then **Search**. Only that specific group will display.

- *If you know part of the group name:* Enter at least three letters of the group name into the Name field, followed by a wildcard character (%) to represent the remaining letters, then **Search**. A list of all groups meeting this criteria will appear.
 - *If you don't have any of this information:* Select the **Search** button to display all groups that you have access to in this realm.
4. Select the radio button to the left of the group whose test you want to authorize.
 5. From the "More actions..." drop-down menu on the gray task bar, select **Authorize**.



6. On the Group Authorization page, select the radio button next to the test name, then **Authorize**.
Note: You may only authorize one test at a time for a group.
7. The TAO Proctor dashboard should appear and will only display members of the group authorized in Validus that have launched a test.
 - a. If you do not see all of the examinees, click the refresh button in the upper left corner.



8. Once all the members of your group are displayed, you can begin authorizing their tests in TAO. Refer back to Procedure 1, step 3 for instructions.

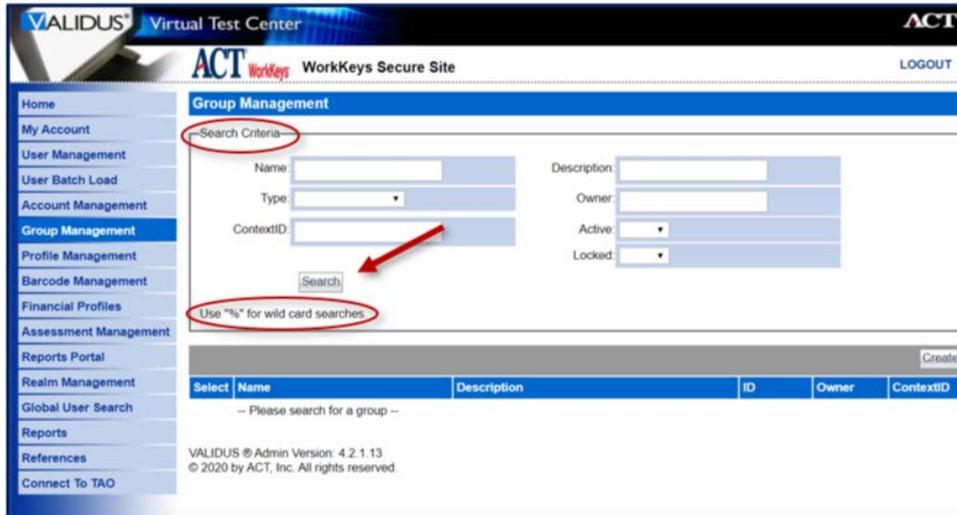
Procedure 3: Using Validus VTC to Authorize other WorkKeys assessments

Use this method with a group you have previously created in Validus VTC.

Note: For information on prerequisite processes, see the [Creating a Group](#) or [Removing an Examinee from a Group](#) WorkKeys quick start guides.

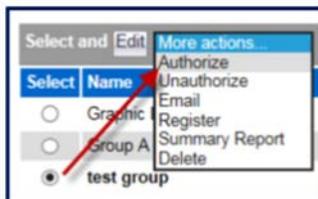
1. While logged into Validus VTC, choose **Group Management** from the left-side navigation menu.

- Find the group you wish to authorize by using the “Search Criteria” in one of the following ways:



- If you created the group:* Enter your User ID into the Owner field, then **Search**. A list of groups that you have created will display.
- If you know the name of the group:* Enter the name into the Name field, then **Search**. Only that specific group will display.
- If you know part of the group name:* Enter at least three letters of the group name into the Name field, followed by a wildcard character (%) to represent the remaining letters, then **Search**. A list of all groups meeting this criteria will appear.
- If you don't have any of this information:* Select the **Search** button to display all groups that you have access to in this realm.

- Select the radio button to the left of the group whose test you want to authorize.
- From the more actions the “More actions...” drop-down menu on the gray task bar, select **Authorize**.



- On the Group Authorization page, select the radio button next to the test name, then **Authorize**.

Note: You may only authorize one test at a time for a group.

- Instruct examinees to log in to their ACT WorkKeys account (if not already) and, on their home page, select the Launch button next to the test, and begin taking their tests.

Note: You Examinees only have 30 minutes to launch a test after it's been authorized. The proctor will need to authorize the test again, if it is not launched within 30 minute

