ACT® WorkKeys®

NATIONAL TESTING - ONLINE
Test Coordinator Checklist

Resources to complete tasks can be found on your ACT-hosted webpage.

STEP 1:
ORIENTATION

1. Learn about Test Formats and Policies 🚩
   a. Read What's New to find out what has changed since the last time you may have tested with us.
   b. Read the administration manual (found under Step 5) for ACT WorkKeys policies.

2. Select Test Staff and Set Up Accounts ⚠️
   a. Select test staff and set up accounts in Validus for testing and reporting.

STEP 2:
CONFIGURATION

1. Complete Online Site Readiness ⚠️
   a. Review the ACT WorkKeys Online Technical Specifications found at https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/administration/technical.html.
   b. Complete a TAO System Check.

2. Upload Student Data Records 🛑
   a. Create examinee accounts and group registrations using Batch Load in Validus.

STEP 3:
ACCOMMODATION

1. Learn about Accessibility Supports 🚩
   a. Read about the accommodations and supports available to examinees.

2. Arrange for Accommodations and/or EL Supports ⚠️
   a. Identify examinees who qualify to test with accommodations and/or EL supports and arrange testing.

Key:

🚩 **Could Do:** Activities that are recommended but not mandatory

⚠️ **Should Do:** Activities strongly recommended for a successful administration

🛑 **Must Do:** Activities that are mandatory and should not be skipped

STEP 4: PREPARATION

1. **Provide Examinees Test Prep Information** ⚠️
   a. Information can be found at https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html.

2. **Prepare Your Facility, Staff, and Test Materials** 🛑
   a. Select your test rooms using ACT guidelines.
   b. Schedule a training session for your staff using the Training Session Outline in your WorkKeys Administration Manual.

STEP 5: ADMINISTRATION

1. **Administer the Test** 🛑
   a. Administer the test and complete all applicable test administration forms.
   b. Provide an Instant Score Report to the examinee after testing is finished.

STEP 6: TRANSPORTATION

1. **Transfer Data** 🛑
   a. Submit irregularity reports online, if applicable.

STEP 7: INTERPRETATION

1. **Access and Understand Score Reports** ⚠️
   a. View your reports in the Online Reports Portal.

2. **Share Reporting Information with Examinees** ⚠️
   a. Information can be found at https://www.act.org/content/dam/act/unsecured/documents/pdfs/HowtoUse-YourWorkKeysResults-National.pdf.

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