

NATIONAL TESTING - ONLINE ACT WorkKeys Test Coordinator Checklist

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

STEP 1: ORIENTATION

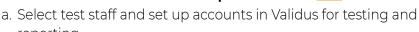


1. Learn about Test Formats and Policies



- 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.

lacktriangle 2. Select Test Staff and Set Up Accounts $oldsymbol{lack}$



STEP 2: CONFIGURATION



1. Complete Online Site Readiness 🗥



b. Complete a TAO System Check.

reporting.





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.







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
- b. Provide an Instant Score Report to the examinee after testing is finished.

STEP 6:

TRANSPORTATION





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.



a. Information can be found at https://www.act.org/content/dam/ act/unsecured/documents/pdfs/HowtoUse-YourWorkKeysResults-National.pdf.





