

## Overview

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The ACT® WorkKeys® Applied Math and Workplace Documents Assessments have been approved by the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE) for use in the National Reporting System (NRS) for measuring educational gains in adult education and published in the [Federal Register](#).

This guide contains instructions for test coordinators to assign the appropriate NRS-approved test forms, which are titled differently in the Validus Virtual Test Center. Test coordinators will learn how to create an examinee account and assign the NRS-approved test form(s) to an examinee, and generate an Instant Score Report.

The WorkKeys examinee test registration, administration, and training requirements remain the same. The only difference is in how you assign the NRS-approved test forms.

## Who is Eligible

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The NRS-approved test forms are to be used with your adult education testing population. These NRS-approved forms are only added to your realm after discussions take place with your contract holders and ACT staff.

Online testing is the only option for NRS-approved assessments. Extra testing time is available; Text-to-Speech is not available; nor is paper testing. Review the [ACT WorkKeys Accessibility Supports Guide](#) for information about accommodations and/or supports.

## Log In to Your Realm

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1. In a web browser on the test coordinator's computer, enter the url for your testing realm (e.g., <https://vtc.act.org/123456789>). The number after the last slash in the url is your site's realm number.  
Your testing realm url is included in the email you received from ACT WorkKeys regarding your online realm administration information.  
*Result: The Validus Virtual Test Center loads in your browser window.*  
You should only see form fields to enter your **User ID** and **Password**. If you also see a field labeled **Realm**, reenter your testing realm url. If you need assistance, please contact ACT Customer Support.
2. Enter the test coordinator's **User ID** and **Password**, and select **Login**.  
*Result: Your testing realm Home page loads in your browser window.*

## ACT® WorkKeys® National Career Readiness Certificate® (NCRC®) Eligibility

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You can leverage Workforce Innovation and Opportunity Act (WIOA) program funds to use these NRS assessments to report federally required measurable skill gains, alongside providing benefits to your adult learners. The ACT WorkKeys Applied Math and Workplace Documents assessments are the only two assessments eligible for this funding. However, learners can add the Graphic Literacy assessment (for an additional per test fee) to have an opportunity to earn the ACT National Career Readiness Certificate (NCRC).

If an examinee earns scores that are eligible for a NCRC, the examinee's first and last names from their account will be printed on the certificate.

The ACT WorkKeys NCRC match criteria includes these five fields:

- First Name
- Last Name

- Examinee ID
- Month of Birth (e.g., 03)
- Date of Birth (e.g., 28)

*Note: Make sure the examinee's information is correct when creating their account. When the certificate is created, the examinee will receive an email with their MyWorkKeys credentials to access their certificate and test data.*

## Search for an Existing User Account

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An examinee may already have a user account in your test site. To avoid creating a duplicate account, take the following steps to search for an examinee's account before creating an account.

1. Select **User Management** from the left navigation menu.
2. Enter an examinee's information (e.g., Last Name; User ID) and select **Search**.

*Result: The search results appear.*

*Tip: To search for an examinee using a portion of the examinee's name, you may use the "%" wildcard character following at least three letters of the examinee's first or last name. Search results will include all examinee records containing the string of letters.*

3. If the user account was found:
  - a. Select the radio button next to the user's name.
  - b. Select **Edit**.
  - c. Select the **Registration** tab.
  - d. Follow the steps in the Add Test Registrations for an Examinee section to add test registrations.
4. If the user account was not found, follow the steps in the Create an Examinee User Account section to create a new user account.

## Create an Examinee User Account

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1. Select **User Management** from the left navigation menu.
  2. Select **Create** from the right side of the screen.
- Result: The Create User form loads in your browser window.*
3. Enter information in the following fields to create the examinee user account:

- a. **User ID** (optional)
  - To create a **User ID**, enter a string of text consisting of at least three alphanumeric characters. (It is not case sensitive.)
  - To allow the system to generate a **User ID**, after you have entered the examinee's **First Name** and **Last Name**, select **Generate ID**.

*Tip: Create a User ID that will be easy for the examinee to remember, as the User ID will be part of the examinee's login credentials. Once a User ID has been created, it is permanent and cannot be changed.*

- b. **First Name** (required)
- c. **Last Name** (required)
- d. **Date of Birth** (required)
  - Enter the **Month of Birth** (e.g., 03)
  - Enter the **Day of Birth** (e.g., 28)
- e. **Examinee/Employee ID** (required)

The Examinee ID must be a number (no more than 11 digits) that is unique to the examinee (e.g., student or employee ID number).

*Note: The Examinee ID must not be the examinee's driver's license number, Social Security Number (SSN), or any number that contains a portion of the SSN.*

4. Select **Submit** at the bottom of the form.  
*Result: The Roles screen loads in your browser window.*
5. Select the **Examinee** check box to assign the Examinee role to the user.
6. Select **Submit**.

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## Selecting Pretest and Post Test Forms

The expectation is that the examinee will pretest, then later will post test so they can show a measurable skill gain. Four test forms have been approved for NRS use for both Workplace Documents and Applied Math. Unless the assessment title shows "NRS," it is not an approved form to use.

*Note: When registering an examinee for a pretest, let the system automatically assign the test form for the examinee.*

If the examinee takes the post test within 30 days, then let the system assign the test form again (it will not assign the same form if taken within 30 days). If the examinee is taking the post test **after 30 days**, you will need to force a new test form to make it be different. See the [Force Assignment of Forms to Registration](#) section.

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## Add NRS Test Registrations for an Examinee

1. From the **User Management > Registration** tab, select **Create** from the right side of the screen.  
*Result: The Registration form loads in your browser window.*
2. In the "Select" column, select the check box next to the tests that contain "NRS" in the title.  
You may select multiple tests for the examinee.
3. Select **Submit** to add the assessment(s).
4. Follow the normal process to add the Financial Profile on the Registration page if it appears.
5. Follow the normal process to allow examinee to test.
6. Once the student has completed testing, generate a score report. Also run a Data Export report to learn which form the examinee tested with and what NRS-EFL. NRS EFL scale scores will not show on any score report. When the examinee post tests, you'll need to know their form code.

*Note: See the [Online Reports Portal User Guide](#) to learn how to run a Data Export report.*

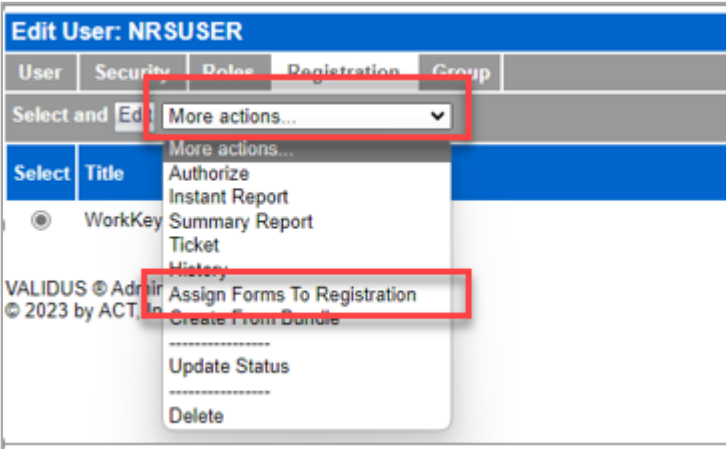
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## Force Assignment of Forms to Registration (if Testing Outside of 30 Days)

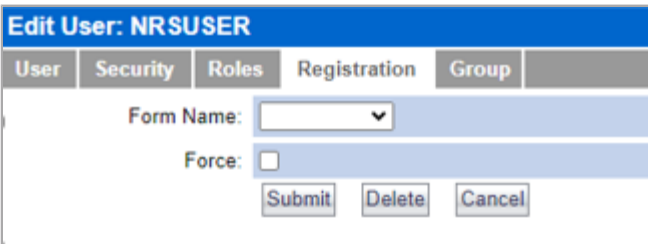
If the examinee is testing outside of the 30 days from their previous NRS-approved assessment, you'll need to take these additional steps to ensure they do not take the same test form as previously administered.

1. Run the Data Export report.
2. In the **Form** field, the NRS form code will be listed for those examinees who tested (it will be blank for those not testing with NRS-approved forms). In the **NRS-EFL** field, you will see the EFL converted level.
3. Make note of this form code, as you will need to manually assign a *different* form code to the examinee's registration.
4. Follow the steps listed under the [Add NRS-Approved Test Registrations for an Examinee](#) section.
5. **To assign a different form code** - In the **Select** column, again, select the check box next to the tests (not marked as complete) that contain "NRS."

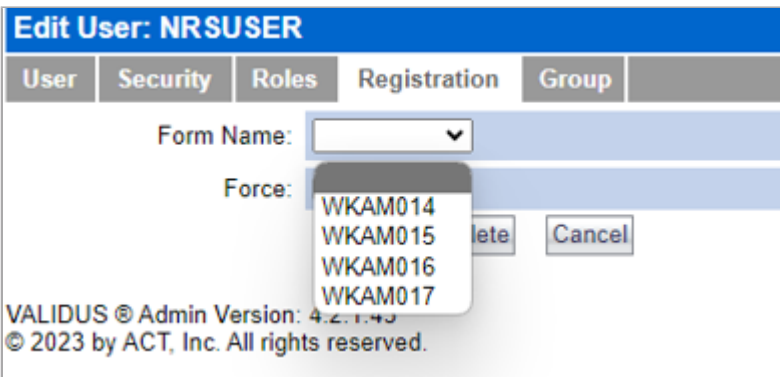
6. From the More Actions drop down menu, select the option to **Assign Forms to Registration**.



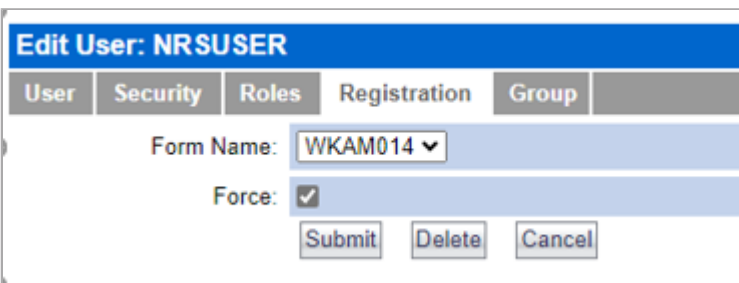
The Form Name screen appears.



7. In the **Form Name** field, select a different form code than what the examinee previously tested on (from the Data Export report).



8. Select the box next to **Force** to add a check box.



9. Select **Submit**.

*Result: This ensures that when the examinee tests the next time, they will test on a different test form.*

10. Follow the normal process to add the Financial Profile on the Registration page if it appears.
11. Follow the normal process to allow the examinee to test, and generate a score report.

## Educational Functioning Level Benchmarks

Any report with scale scores can be used to determine the student's educational functioning level (EFL) using the table below. The table below illustrates the EFL benchmarks of the WorkKeys Assessments approved for Measurable Skill Gains by NRS.

### Scale Scores Crosswalk

Education Functioning Level	Workplace Documents Scale Scores (on Forms 018, 019, 020, and 021)	Applied Math Scale Scores (on Forms 014, 015, 016, and 017)
Level 1: Beginning ABE Literacy	N/A	71-73
Level 2: Beginning Basic Education	73-74	74-78
Level 3: Low Intermediate Basic Education	75-77	79-82
Level 4: High Intermediate Basic Education	78-80	83-85
Level 5: Low Adult Secondary Education	81-82	86-87
Level 6: High Adult Secondary Education	83-90	88-90

## Resources

The following resources are available to learn more about National Reporting System testing:

- [Federal Register](#)
- [Occupational Profile database](#)
- [Matching your WorkKeys Foundational Skills to Jobs](#)
- [ACT WorkKeys Assessments NRS webpage](#)
- [ACT WorkKeys Site Administrators webpage](#)
- [Applied Math Assessment](#)
- [Workplace Documents Assessment](#)

ACT Customer Support is available Monday-Friday (7:00 AM - 7:00 PM) Central Time at 800.967.5539 or [workkeys@act.org](mailto:workkeys@act.org)