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To: ACT WorkKeys Test Coordinators

Subject: ACT WorkKeys: Test Administration Training for Online Testing Webinar

This ACT WorkKeys® Notice contains the following information about upcoming sessions of the *ACT WorkKeys Test Administration Training for Online Testing* webinar:

- who should attend the webinar
- the webinar delivery schedule
- topics covered in the webinar

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### Who Should Attend

This free **60 minute** webinar is for *new* test coordinators and proctors administering the online version of ACT WorkKeys. We also welcome anyone who would like a refresher on ACT WorkKeys online testing.

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### Webinar Delivery Schedule

In December and January, this webinar will be presented on the following dates and times:

- Monday, December 14, at 2:00 p.m.
- Tuesday, January 5, at 3:00 p.m.
- Wednesday, January 20, at 3:00 p.m.
- Wednesday, January 27, at 3:00 p.m.

Click on this URL to register for your preferred date and time:

[www.act.org/learning-at-act/training/workkeys.html](http://www.act.org/learning-at-act/training/workkeys.html)

**Please be advised that all webinars are listed in central time.** We'll give you an opportunity to have the schedule displayed in your own time zone during registration.

*Note: We recommend that you bookmark the **Learning@ACT** website.*

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### Topics Covered in the Webinar

Since this webinar is intended for *new* test coordinators and proctors, it will cover the following topics:

- Introduction to High-Stakes Testing
- Registering an Examinee
- Authorizing an Assessment
- Launching a New Assessment
- Launching an Interrupted Assessment
- Generating an Instant Score Report

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### Questions

You can email training webinar questions to [learning@act.org](mailto:learning@act.org) or call **888.826.1956**. For ACT WorkKeys questions unrelated to training, please contact ACT WorkKeys Customer Services at 800.967.5539 or [workkeys@act.org](mailto:workkeys@act.org).

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Thank you,  
ACT WorkKeys Team

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