

Authorizing a Test for a Group of Examinees

Document Purpose

This document contains information for test coordinators and proctors to authorize an ACT[®] WorkKeys[®] online test for a group of examinees simultaneously. There are two methods for accomplishing this. Either through selecting:

1. **Group Management** menu in Validus VTC (see Procedure 2 below).
2. **Connect to TAO** menu in Validus VTC, then selecting the **Proctor** button (see Procedure 3 below).

Beginning in June 2017, this applies to three new tests, known collectively as the ACT[®] WorkKeys[®] NCRC[®] tests:

- ACT[®] WorkKeys[®] Applied Math
- ACT[®] WorkKeys[®] Graphic Literacy
- ACT[®] WorkKeys[®] Workplace Documents

There is also a new menu item that has been added to the list of navigation menus in Validus[®] called “Connect to TAO,” because there is a new TAO proctor interface for proctoring activities in your test center.

System Specifications

For examinee computers, the supported internet browsers to use are **Chrome** or **Firefox** (for Windows OS) or **Safari** (for MACs OS). However, **Internet Explorer (IE)** cannot be used. The examinee will get the following error message if attempting to launch from the IE browser.

- Error(4): The browser or operating system you are using does not comply with minimum requirements.

*Note: Only the proctor’s computer may use **Internet Explorer** browser, if desired. Although **Safari** will work as a browser for the examinee computer, it is not fully compatible or supported by Validus VTC, for the proctor computer.*

Effective June 1, 2017, please reference the latest [WorkKeys Online Technical Specifications](#) to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these on your computers.

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) page on act.org for many resources available to you. The current [ACT WorkKeys Administration Manual for Online Testing](#) is posted on this page.

Prerequisite Processes

This guide instructs you in two methods of how to authorize a group of examinees simultaneously to take an ACT WorkKeys test. Method 1 is for a “group” that you created. Method 2 is for authorizing multiple test sessions at the test center.

Prerequisite information is found on the [ACT WorkKeys Administration](#) page and can include the TAO User Guide and these ACT WorkKeys Quick Start Guides:

- [TAO User Guide](#)
- [Administering a Test to a Single Examinee](#)
- [Adding Examinees to a Group during Account Creation](#)
- [Adding Existing Examinees to a Group](#)
- [Creating Accounts and Test Registrations Using Batch Load](#)
- [Group Registration for One or More Tests](#)

Process Overview

The following table shows the overall process for the two methods of authorizing ACT WorkKeys online test sessions for a group of examinees simultaneously.

Stage	Procedure
1	Logging into Validus VTC
2	Using Group Management to Authorize a Group of Examinees
3	Using TAO Proctor Interface to Authorize Multiple Test Sessions

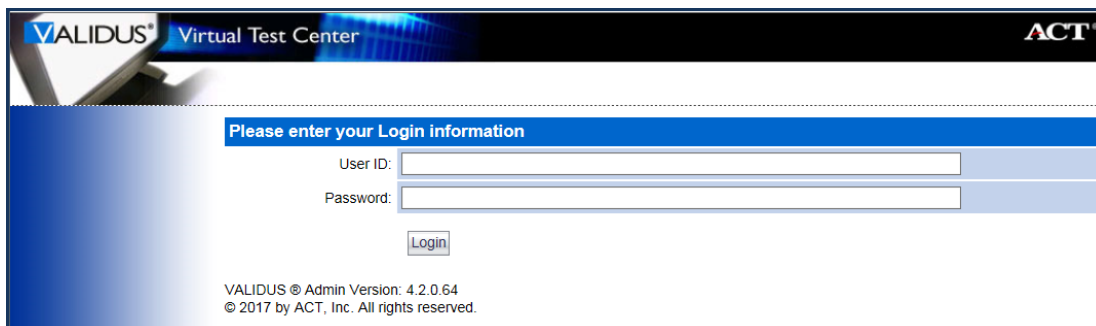
Procedure 1: Logging into Validus VTC

Follow the steps below to use your proctor credentials to log in to Validus Virtual Test Center (VTC) system.

1. On your computer, **enter the url for your testing realm**, which will look similar to the example shown below. This can be found in the email you received with realm information.

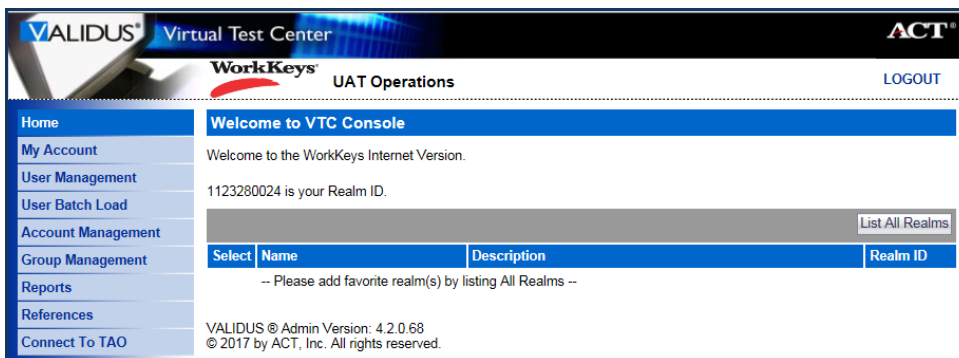
<https://vtc.act.org/123456789>

(The number after the last slash represents your site’s realm number.)



2. Enter your proctor **User ID** and **Password** and then select the **Login** button.

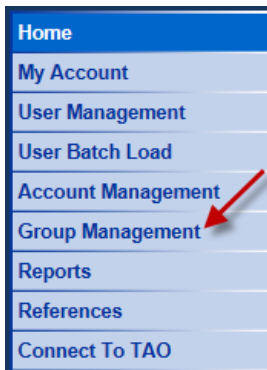
Results: If the correct realm url and login credentials were used, your realm's Home page should appear on screen.



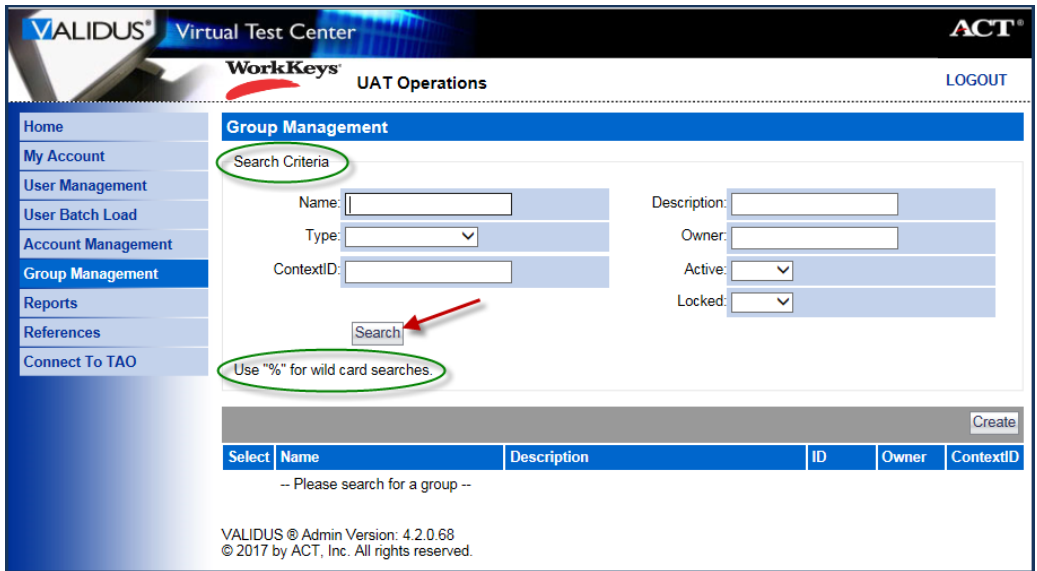
Procedure 2: Using Group Management to Authorize a Group of Examinees

Follow the steps below to authorize a group of examinees simultaneously to take an ACT WorkKeys test using the **Group Management** menu. You would use this method for an examinee “group” that you created, of which you are the Owner. (See Prerequisite Processes section above.)

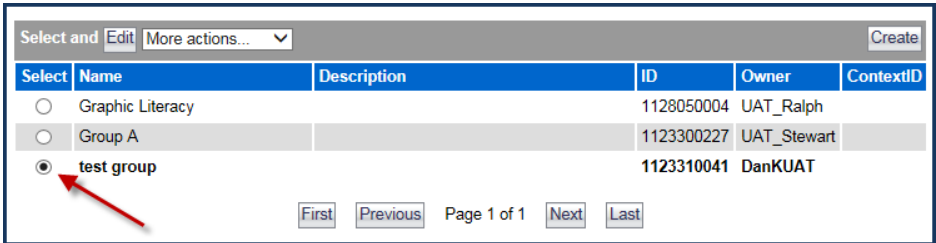
1. On the left side of the Validus VTC Home page, select **Group Management** navigation menu.



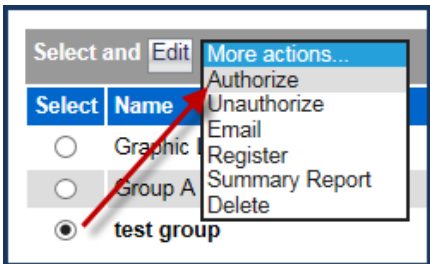
2. Use “Search Criteria” in one of the following ways to list the groups from which you may choose.
 - If you know the name of the group, type it in the **Name** field. Select the **Search** button. Only that specific group will display.
 - You may enter at least three letters of the group name with a wildcard character (%) to represent the remaining letters. Select the **Search** button. A list of all groups meeting this criteria will appear.
 - For a group that you created, you can type in your User ID in the **Owner** field, then select the **Search** button. A list of groups that you created will appear.
 - If you don't exactly know any of this information, you may select the **Search** button and it will display all groups that you have access to for this realm.



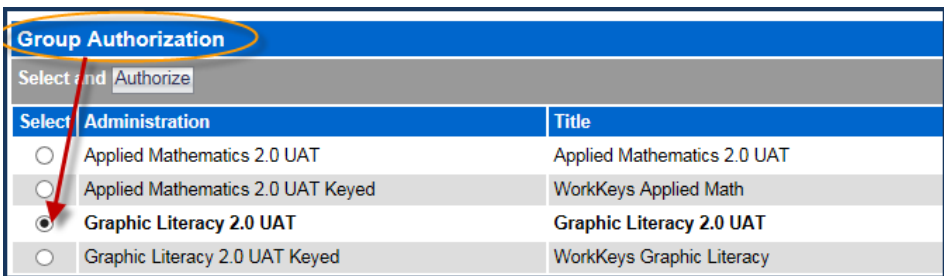
3. **Select** the radio button to the left of the specific group name for which you want to authorize a test.



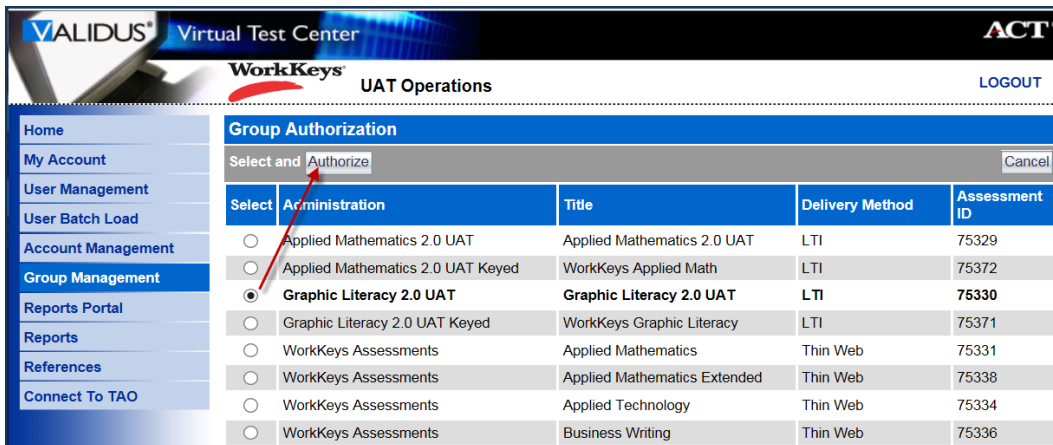
4. Select the drop-down list of possible actions next to “More actions...” then select **Authorize**.



5. On the Group Authorization page, in the “Select” column, choose the radio button next to the title of the test that you want to authorize. You may only authorize one test for a group at a time.

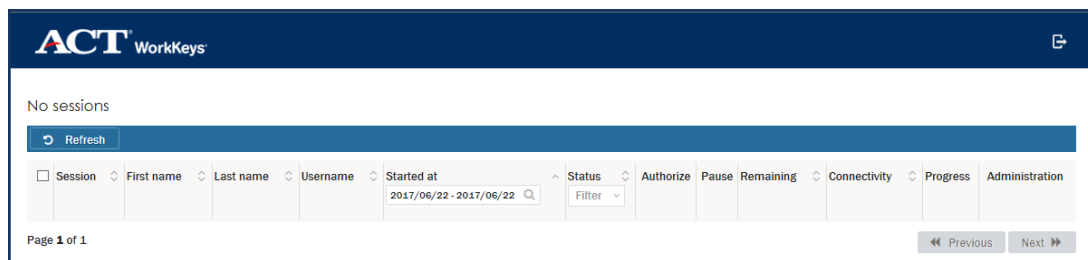


6. Select the **Authorize** button at the top of the page.



The next screen you see is dependent upon which test title you selected.

- If using “Group Authorization” with **any tests other than ACT WorkKeys Applied Math, ACT WorkKeys Graphic Literacy, or ACT WorkKeys Workplace Documents**, you will be returned to the Validus Group Management page. Instruct the examinees in that group to launch their tests.
- If in using “Group Authorization,” you selected **any of these three tests, ACT WorkKeys Applied Math, ACT WorkKeys Graphic Literacy, or ACT WorkKeys Workplace Documents**, you will see the TAO Proctor dashboard page. It will appear blank.



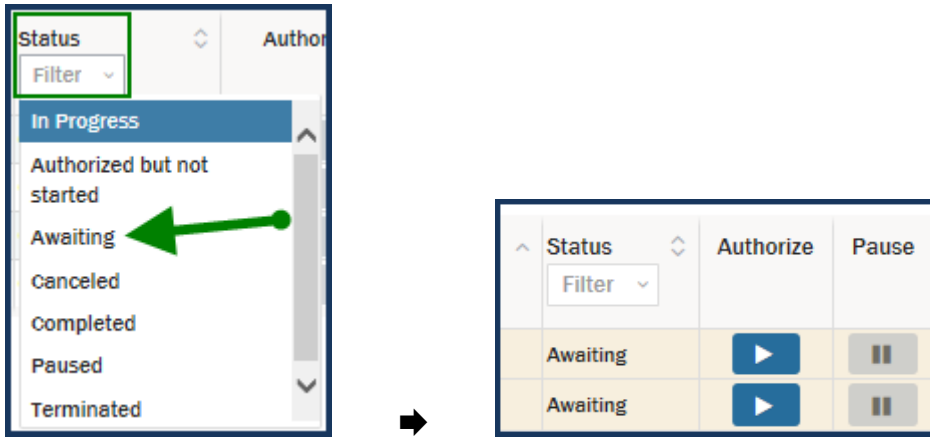
IMPORTANT! A change in process with the TAO test delivery system is that the examinee must launch the test **before** the proctor can authorize the test.

- Instruct the examinees in the group to **Launch** their tests.
- Select the **Refresh** button on the TAO Proctor dashboard page. Their test sessions will now appear with an “Awaiting” status because they are awaiting your authorization.

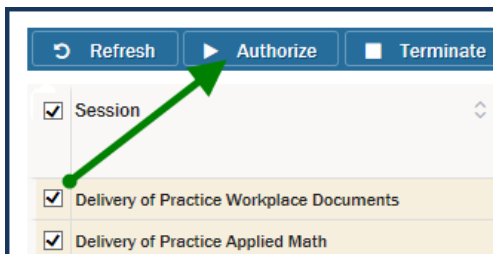
*Note: Select the **Refresh** button often.*

Note: Because you may see examinee test sessions on the TAO Proctor dashboard page with statuses other than those that are awaiting authorization, do the following to ensure that you are only acting on the ones that really are in “Awaiting” status.

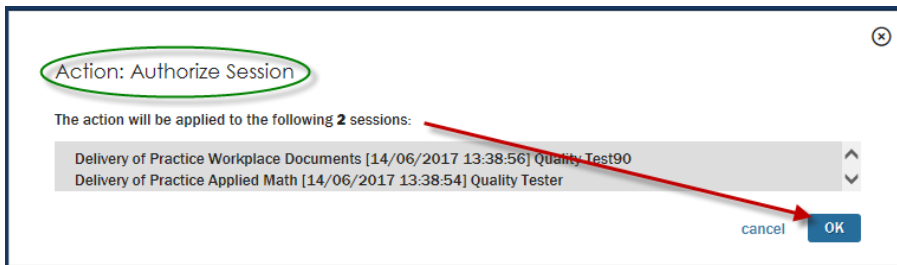
9. To authorize multiple examinee test sessions simultaneously, first go to the **Status** column and select the drop-down list by **Filter**. Select the **Awaiting** status for those examinees who have launched a test and are awaiting proctor authorization.



10. When all of the sessions listed have “Awaiting” statuses, you have the option to do one of the following.
 - a. Select each **Authorize play button icon** individually.
 - b. Select the checkbox (☑) in the first column next to each of the examinees’ test sessions that are listed, and then select the **Authorize** button next to the Refresh button.
 - c. Select the checkbox (☑) next to the **Session** column heading to select all of the test sessions listed at once, and then select the **Authorize** button next to the Refresh button.



11. At the “Action: Authorize Session” screen, select **OK** and all Awaiting sessions will be authorized simultaneously.



12. Then the Status changes to “Authorized but not started.” Instruct the examinees to select the **Proceed** button on their screens and begin taking their tests.

Procedure 3: Using TAO Proctor Interface to Authorize Multiple Test Sessions

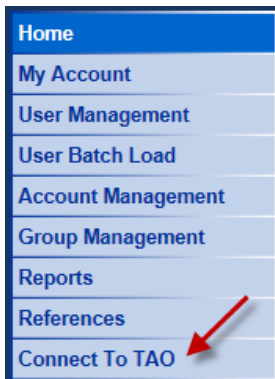
Using the TAO proctor interface you may authorize multiple test sessions at the same time. This is an alternate method if you are authorizing any of these tests: *ACT WorkKeys Applied Math*, *ACT WorkKeys Graphic Literacy*, or *ACT WorkKeys Workplace Documents*. Read and follow the instructions in the *Administering a Test to a Single Examinee Quick Start Guide* through the part where the examinee launches an ACT WorkKeys online test and the proctor authorizes the test. But instead of a single examinee, you may authorize multiple test sessions simultaneously using the TAO proctoring interface through the Connect to TAO menu by following the steps below.

Notes: Two resources we highly recommend to new proctors as prerequisite references, are the:

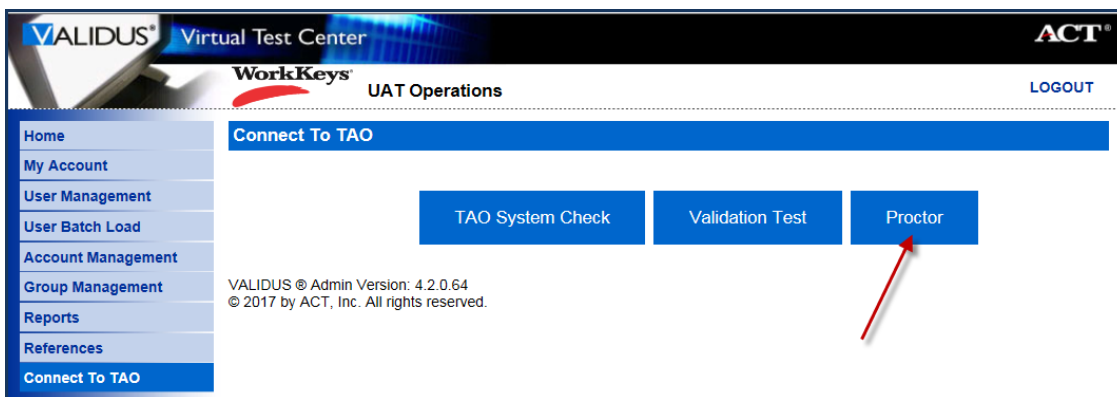
- [TAO User Guide](#)
- [Administering a Test to a Single Examinee Quick Start Guide](#)

IMPORTANT! A change in process with the TAO test delivery system is that the examinee must launch the test **before** the proctor can authorize the test.

1. On the left side of the Validus VTC Home page, select **Connect to TAO** navigation menu.

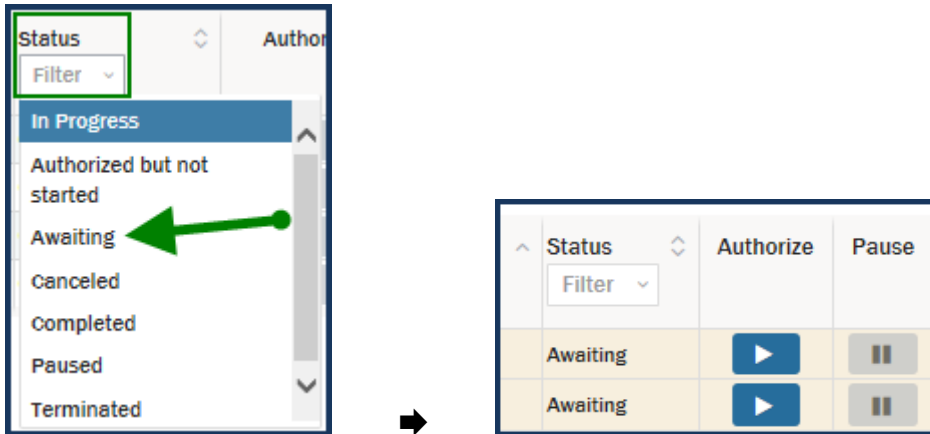


2. From the Connect to TAO Home page, select the **Proctor** button.

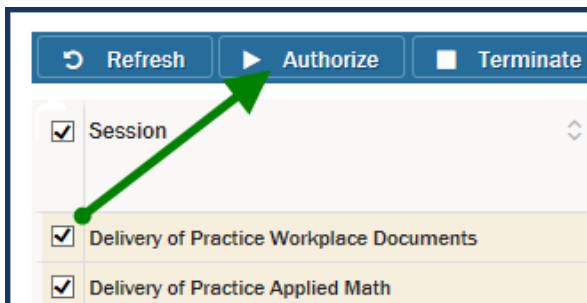


Note: The TAO Proctor dashboard page is explained more fully in the TAO User Guide mentioned above.

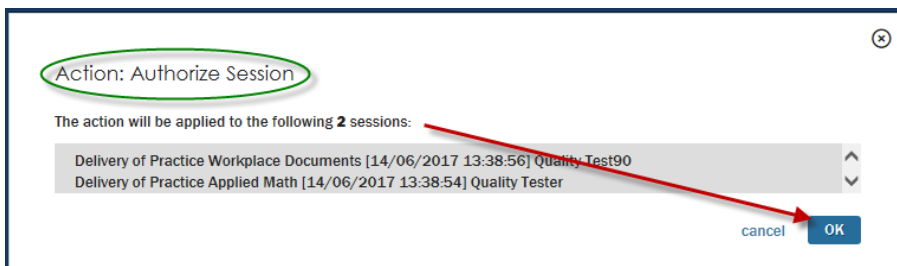
3. To authorize multiple examinee test sessions simultaneously, first go to the **Status** column and select the drop-down list by **Filter**. Select the **Awaiting** status for those examinees who have launched a test and are awaiting proctor authorization.



4. When all of the sessions listed have “Awaiting” statuses, you have the option to do one of the following.
 - a. Select each **Authorize play button icon** individually.
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5. At the “Action: Authorize Session” screen, select **OK** and all Awaiting sessions will be authorized simultaneously.



6. Then the Status changes to “Authorized but not started.” Instruct the examinees to select the **Proceed** button on their screens and begin taking their tests.