

Document Purpose

This document contains steps on how to create a profile of ACT[®] WorkKeys[®] tests in Validus[®] Virtual Test Center (VTC). You can use a profile along with individual accounts or groups to help you standardize the tests which those of that profile are assigned or registered for. You can also assign level scores for each exam in the profile to aid in running individual or group score reports.

Prerequisites

To perform this task, you (the test staff) must:

- Have your testing realm and login information as previously emailed to you by ACT
- Be assigned the “Profile Manager” role within Validus VTC

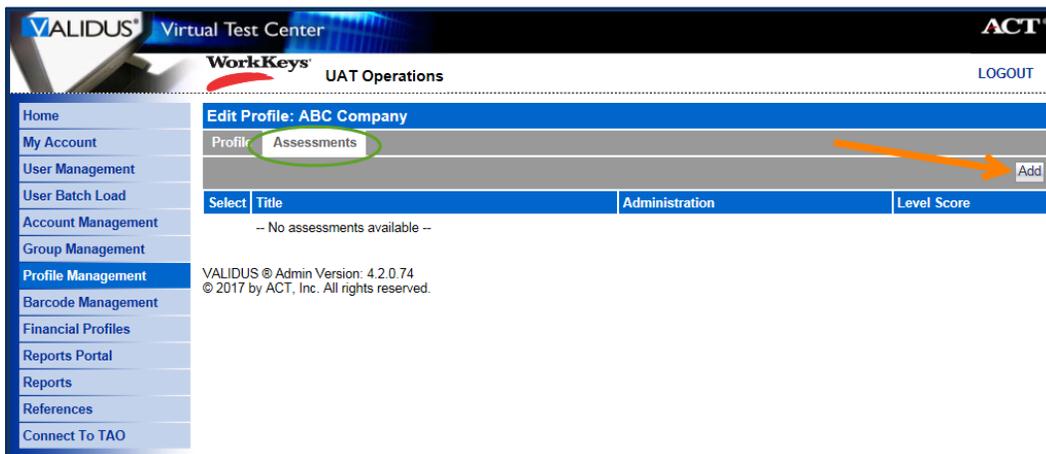
Resources

We encourage you to visit the [ACT WorkKeys Administration](#) web page to select from a variety of helpful quick start guides and manuals, including the current [ACT WorkKeys Administration Manual for Online Testing](#).

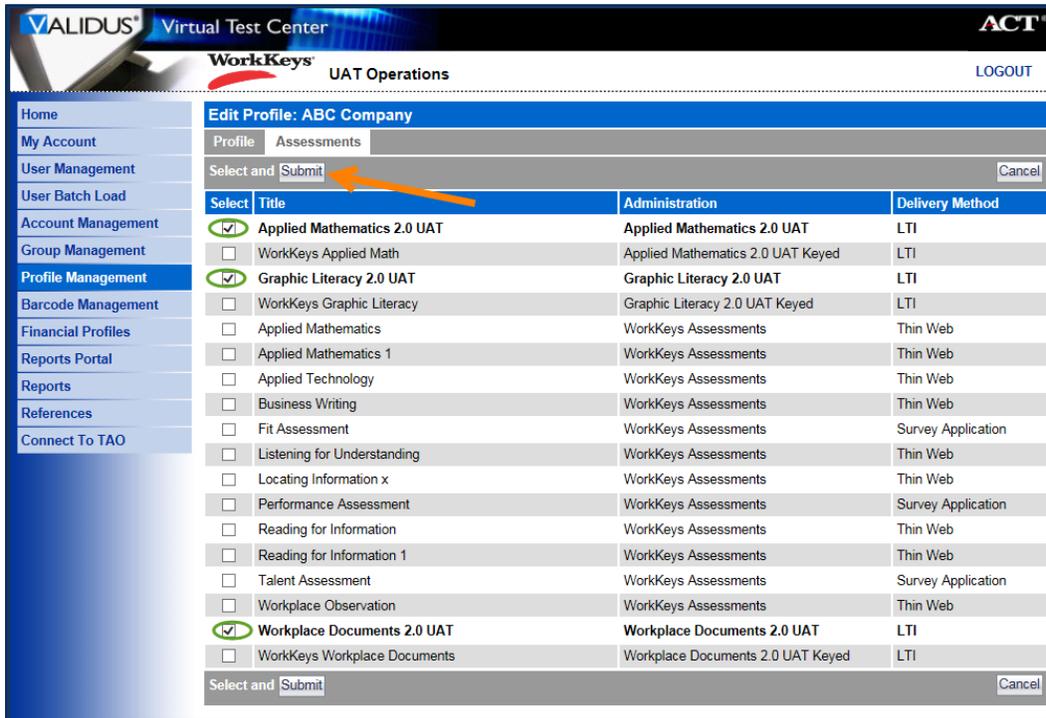
Please reference the latest [WorkKeys Online Technical Specifications](#) web page to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these requirements.

Procedure: Creating an Examinee Profile

1. While logged Validus VTC, choose **Profile Management** from the left-side navigation menu.
2. On the right side of the Profile Management page, select the **Create** button on the gray taskbar.
3. On the Create Profile page, name your profile and, if desired, add a description. Then, **Submit**.
4. From the Assessments tab of the Edit Profile screen, select **Add**.

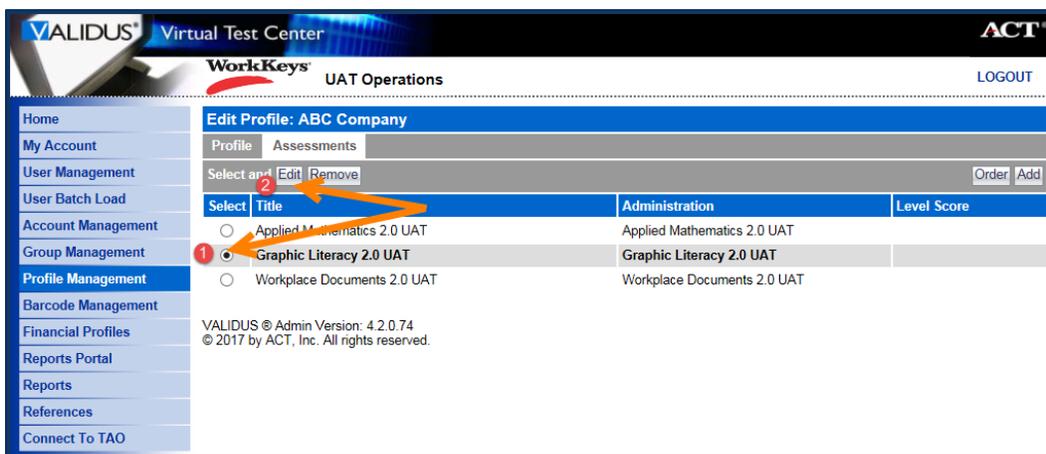


5. Check the box(es) next to the test(s) you wish to have as part of the profile, then **Submit**.



Result: The system will refresh the page and show your created profile with its assigned assessment(s). The profile is now complete.

6. To add a level score, first select the test title, then **Edit**.



7. Insert a value in the Level Score field and **Submit**.

VALIDUS Virtual Test Center ACT

WorkKeys UAT Operations LOGOUT

Home Edit Profile: ABC Company

My Account Profile Assessments

User Management

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

Financial Profiles

Reports Portal

Reports

References

Connect To TAO

Basic Information

Administration: Graphic Literacy 2.0 UAT

Title: Graphic Literacy 2.0 UAT

Level Score: 4

Score Report: Level Report

* = Required

Submit Cancel

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Result: The assessment screen now shows the altered level score for your selected test.

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Select and Edit Remove Order Add

| Select | Title | Administration | Level Score |
|-----------------------|-----------------------------|-----------------------------|-------------|
| <input type="radio"/> | Applied Mathematics 2.0 UAT | Applied Mathematics 2.0 UAT | |
| <input type="radio"/> | Graphic Literacy 2.0 UAT | Graphic Literacy 2.0 UAT | 4 |
| <input type="radio"/> | Workplace Documents 2.0 UAT | Workplace Documents 2.0 UAT | |

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Note: The level score set for a profile can be seen on the Individual Versus Profile report or the Group Versus Profile report.