

TRAINING PLAN

ACT® WorkKeys® Testing Staff

■ PROGRAM: ACT WORKKEYS ■ PRODUCT: ACT WORKKEYS ASSESSMENTS ■ AUDIENCE: NATIONAL TESTING STAFF

ACT® WorkKeys® Testing Staff Training Plan: This plan outlines the sequential order in which you should consume these essential resources to get you started as a knowledgeable and capable administrator of the ACT WorkKeys tests.

Training Rationale: Who and Why

Each test coordinator, substitute test coordinator, room supervisor, and proctor should complete these same steps. In this way, all testing staff will be consistently trained and prepared for ACT WorkKeys test administrations, complying with the policies and procedures.

Steps in the Plan

Read the documents and practice administering the ACT® WorkKeys® online tests as outlined below.

1. The most important resource for you to read, understand, and reference often, for all policies and procedures, is the appropriate test format administration manual:
 - a. [ACT WorkKeys Administration Manual for Online Testing](#)
 - b. [ACT WorkKeys Administration Manual for Paper Testing](#)
2. Next, read the [ACT WorkKeys Frequently Asked Questions](#).
3. Then register for and attend one or more of the free on-demand webinars on the [WorkKeys Training](#) web page, under Open Enrollment Webinars.

4. Put into practice what you've learned by registering examinees and launching the tests in the ACT WorkKeys Training Site realm, using the login and guides provided below.
5. All test administration resources for both online and paper testing are available at the [ACT WorkKeys Administration website](#). Bookmark it and refer to it often.

WorkKeys Training Site for Test Administrators

Training site logins: The testing realm for WorkKeys is a virtual test center, administered by Validus®, which also administers the training site.

- **Training site URL:** Test administrator experience: <https://testadministration.org/vtadmin/goRealmLogin.do?realm=566617744>
 - **User ID:** Training234
 - **Password:** Training234
- **Training site URL:** Examinee testing experience: <https://testregistration.org/rsp/Login.do?event=qo&realm=566617744>
 - **User ID:** (Use an examinee ID you created in the test administrator realm.)
 - **Password:** (Use the examinee password you created for that examinee ID in the test administrator realm.)

Validus User Guides: While in the training site reference the following guides, which include foundational procedures for online testing:

- [Validus User Guide](#)
- [Administering a Test to a Single Examinee](#)

Questions? Contact ACT WorkKeys Customer Support at 800.967.5539 or workkeys@act.org.