This ACT® WorkKeys® testing staff training 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. Each test coordinator, substitute test coordinator, room supervisor, and proctor should complete these same steps so you will be consistently trained and prepared for ACT WorkKeys test administrations, complying with the policies and procedures. 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 of the 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*

    c. *ACT WorkKeys Test Delivery System TAO User Guide* (for online testing)

2. Next, read the *ACT WorkKeys Frequently Asked Questions*.

3. Then register for and attend a free training session webinar.

    a. Register for one or more of the free webinars on the WorkKeys Training web page, under Open Enrollment.

    b. In advance of the session, a copy of the webinar PowerPoint slides will be sent to the email address you provided at registration.

4. Put into practice what you've learned by registering examinees and launching the tests in the ACT WorkKeys Training Site realm, using this login information.

    Training site url for site administrator experience:
    https://testadministration.org/vtcadmin/goRealmLogin.do?realm=566617744

    User ID: Training234
    Password: Training234

    Training site url for examinee testing experience:
    https://testregistration.org/rsp/Login.do?event=go&realm=566617744

    User ID: (Use an examinee ID you created in the site administrator realm.)
    Password: (Use the examinee password you created for that examinee ID in the site administrator realm.)

    While in the training site, initially use these three Quick Start Guides (QSGs) to walk you through these foundational procedures for online testing.

    a. *Administering a Test to a Single Examinee*

    b. *Relaunching an Interrupted Test Session*

    c. *Looking Up a Password*

5. Complete this online form that confirms you have completed the above training: Test Site Staff WorkKeys Manual Verification Form.

6. **All** of the test administration resources for both online and paper testing are available at the ACT WorkKeys Administration website. Bookmark it and refer to it often.

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