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Online Test Administration Training for WorkKeys

On Demand Webinar Tips

Learning Objectives

- Staff Responsibilities
- Online Testing
- Accommodations
- Irregularities
- Reporting

WorkKeys Assessments

**APPLIED
MATH**

(55 minutes)

**GRAPHIC
LITERACY**

(55 minutes)

**WORKPLACE
DOCUMENTS**

(55 minutes)

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WorkKeys Assessments - Spanish

APPLIED MATH

(70 minutes)

GRAPHIC LITERACY

(70 minutes)
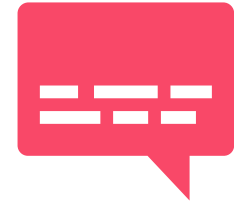
WORKPLACE DOCUMENTS

(70 minutes)

What's new beginning in the fall of 2023?

Online Testing Manual and TAO User Guide consolidated

Quick start guides consolidated into one Validus User Guide

Screen Reader will be available in Spring 2024

What's new beginning in the fall of 2023?

WorkKeys Assessments Approved for WIOA by NRS

[Talk to your ACT rep](#)

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Test Coordinator Responsibilities

Test Coordinator Responsibilities

- **Review resources and complete training**
- Create and manage accounts
- Ensure test security

Testing Staff Training Plan

ACT WorkKeys Testing Staff – Training Plan

Test Coordinator Responsibilities

- Review resources and complete training
- **Create and manage accounts**
- Ensure test security

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Test Coordinator Responsibilities

- Review resources and complete training
- Create and manage accounts
- **Ensure test security**

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Training Realm Available

Training Site for Administrators   User ID: Training234
Password: Training234

Create and Manage Accounts

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Create Accounts

Test coordinator creates accounts for:

- Additional test coordinators

- Proctors

- Examinees

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How to Create an Account (1 of 3)

Log in to the Validus Virtual Test Center using your User ID and password

How to Create an Account

Click on User Management

How to Create an Account

Click the
Create button

Create Proctor User Account

- A "Create User" page will appear

- This is where you will create an account

- Enter first and last name
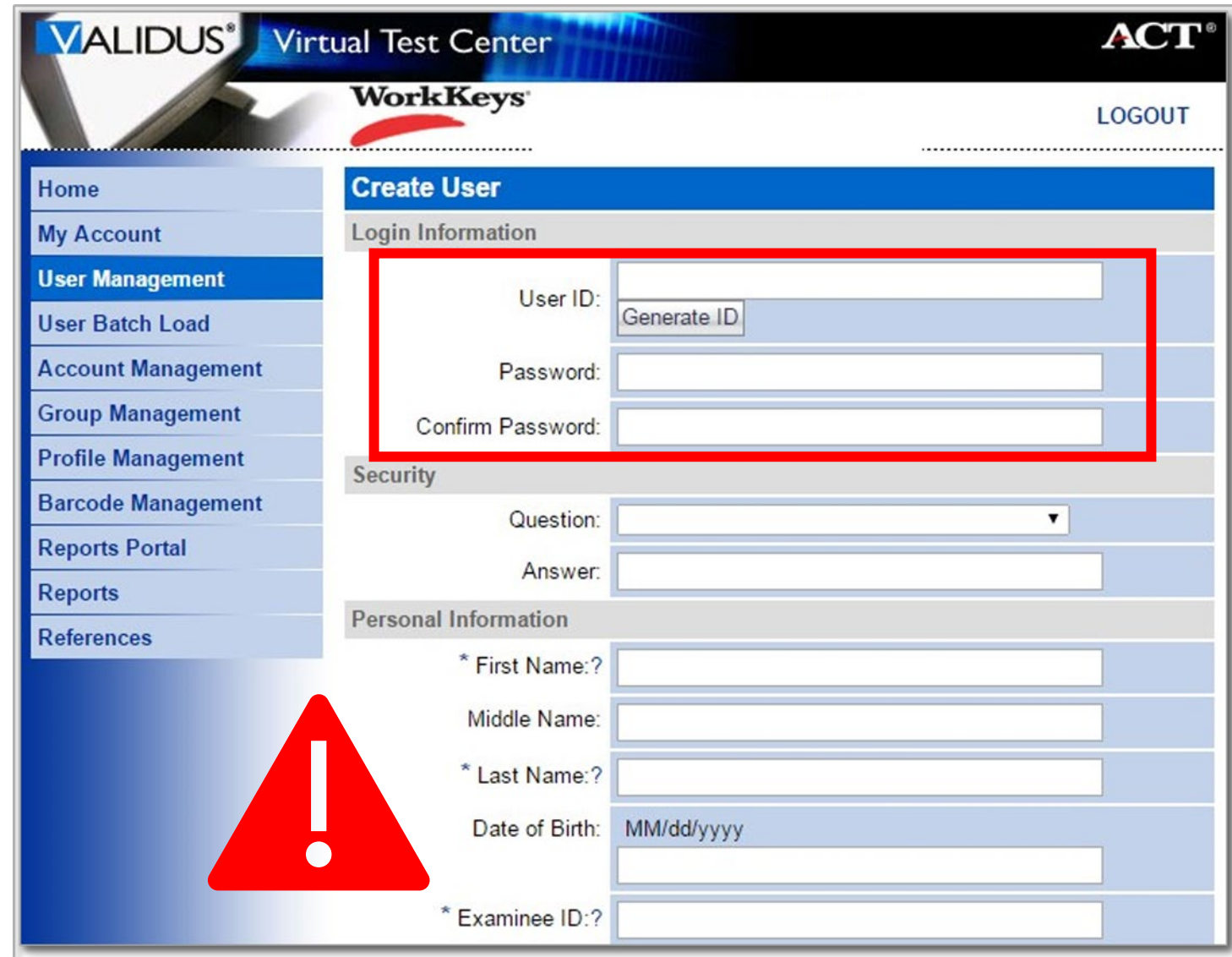
- Enter Examinee ID

Create Proctor User – User ID

We recommend you enter a User ID - This must be unique to the examinee

Create Proctor Account – Assign Roles

Create Proctor Account – Assign Roles

Create an Account – Submit

Register Examinees
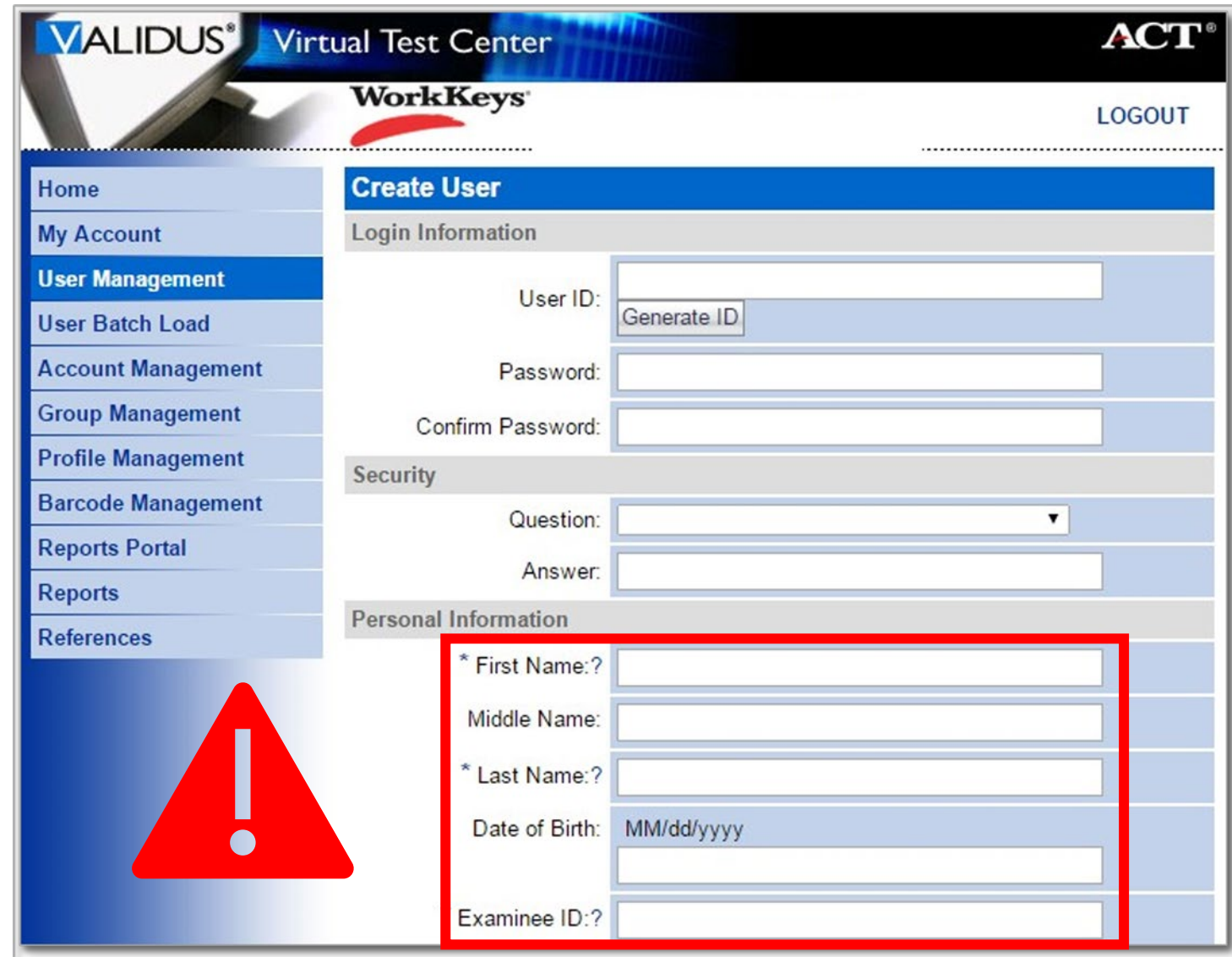
- Add students and register them for one or more tests
- Assign additional users

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Create Examinee User Account

NOTE: It is
very important
that First Name,
Last Name, Date
of Birth,
and Examinee
ID fields
contain accurate
 information

Create Examinee User – User ID

We recommend you enter a User ID - This must be unique to the examinee

Create User – User ID

The remaining sections on this page should be left blank by the test coordinator

Create an Account – Assign Roles

Online Accommodations

Extra time options:

- One and One-Half Time
- Double Time
- Triple Time

Online Accommodations – Text-to-Speech

Text-to-speech assessments are additional forms of the test, and the pace is controlled entirely by the examinee

Edit User: RickHarrisTesting

| User | Security | Roles | Registration | Group |

Select and Submit   Canc

Select	Title	Administration	Assessment Type	Number Remaining
☐	WorkKeys Applied Math	WorkKeys Assessments	Individual	*
☐	WorkKeys Applied Math - Text To Speech	WorkKeys Assessments	Individual	*
☐	WorkKeys Graphic Literacy	WorkKeys Assessments	Individual	*
☐	WorkKeys Graphic Literacy - Text To Speech	WorkKeys Assessments	Individual	*
☐	WorkKeys Workplace Documents	WorkKeys Assessments	Individual	*
☐	WorkKeys Workplace Documents - Text To Speech	WorkKeys Assessments	Individual	*
☐	Workplace Observation	WorkKeys Assessments	Individual	*

Select and Submit   Canc

VALIDUS ® Admin Version: 4.2.1.17
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Online Accommodations – Screen Reader

- Helps examinees with visual disabilities including blindness access printed text.

- Differs from text-to-speech software and pre-recorded audio (URL) as it not only reads the entire test aloud to the student, but it provides screen orientation and navigation.

- Only request screen reader for a student who is familiar with and knows how to use it.

- A companion braille test booklet (for Screen Reader) must be ordered in advance of this testing.

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Groups & Batch Loading

- Create a group to make it easier to register examinees testing at different times

- Use Batch Load to create many accounts at one time

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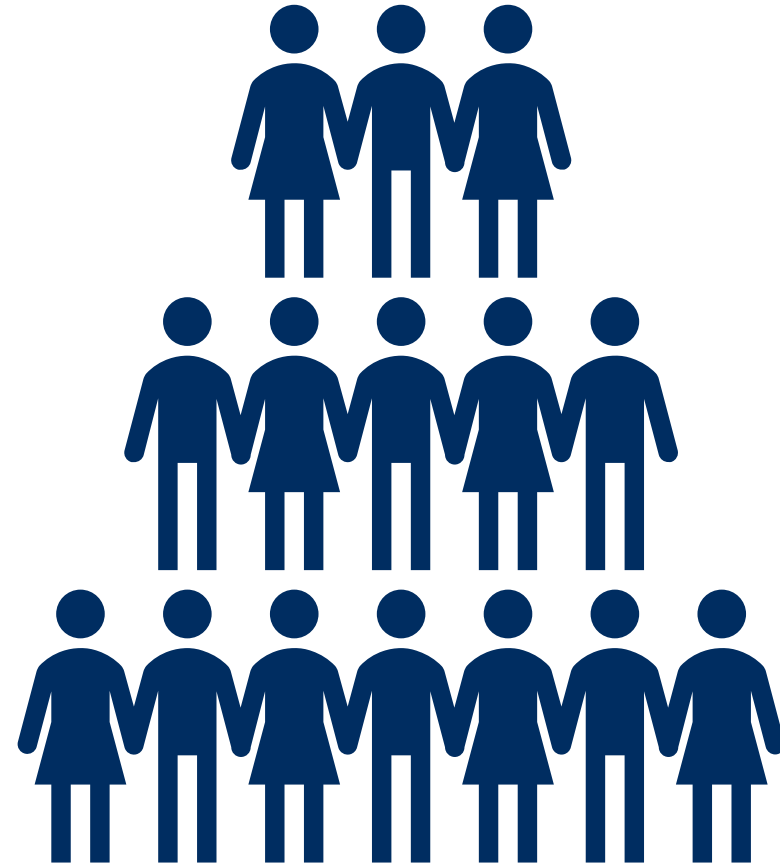
Pre-Test Activities

Loading Examinees / Assigning Tests

The Validus User Guide will help with:

- Creating a Group
- Creating Accounts Using Batch Loading
- Group Registrations for One or More Tests

Validus User Guide

Prepare Testing Rooms

Allow 15 – 30 standard-time examinees to each room

Single-level classrooms

Plan appropriately for students testing with accommodations and/or English learner supports

Cover test-related bulletin boards

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Prepare Testing Rooms

Use 2 reliable timepieces (not a cell phone)

Ensure proper lighting, temperature, and ventilation

Ensure access to a phone (must be kept on silent)

Prepare administration materials

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Online Test Administration

Step 1. System Check

Verify the machine and network to be used for testing meet the necessary requirements

[Technical Requirements and Specifications](#)

Administrative Workstations

Operating Systems

- Windows 8+
- MAC OS 10.13.5+
- Chrome OS 88+

Web Browsers

- Microsoft Internet Explorer 8, 9, 10, and 11 (enterprise mode)
- Firefox 70+
- Chrome 80+
- Microsoft Edge 80+

Test Delivery Workstations

Note: For State testing customers, devices used for online testing must be owned and managed by the school/district. The school/district must control the administrative rights to such devices.

Operating Systems

- Chrome OS 93+
- Mac OS 10.15+
- Windows 8.1+

Web Browsers

- Firefox 90+
- Chrome 93+

Screen Resolution

- 1024 x 768, minimum
- Minimum size: 12 inches measured diagonally

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Step 1. System Check

- TAO System Check and Validation Test
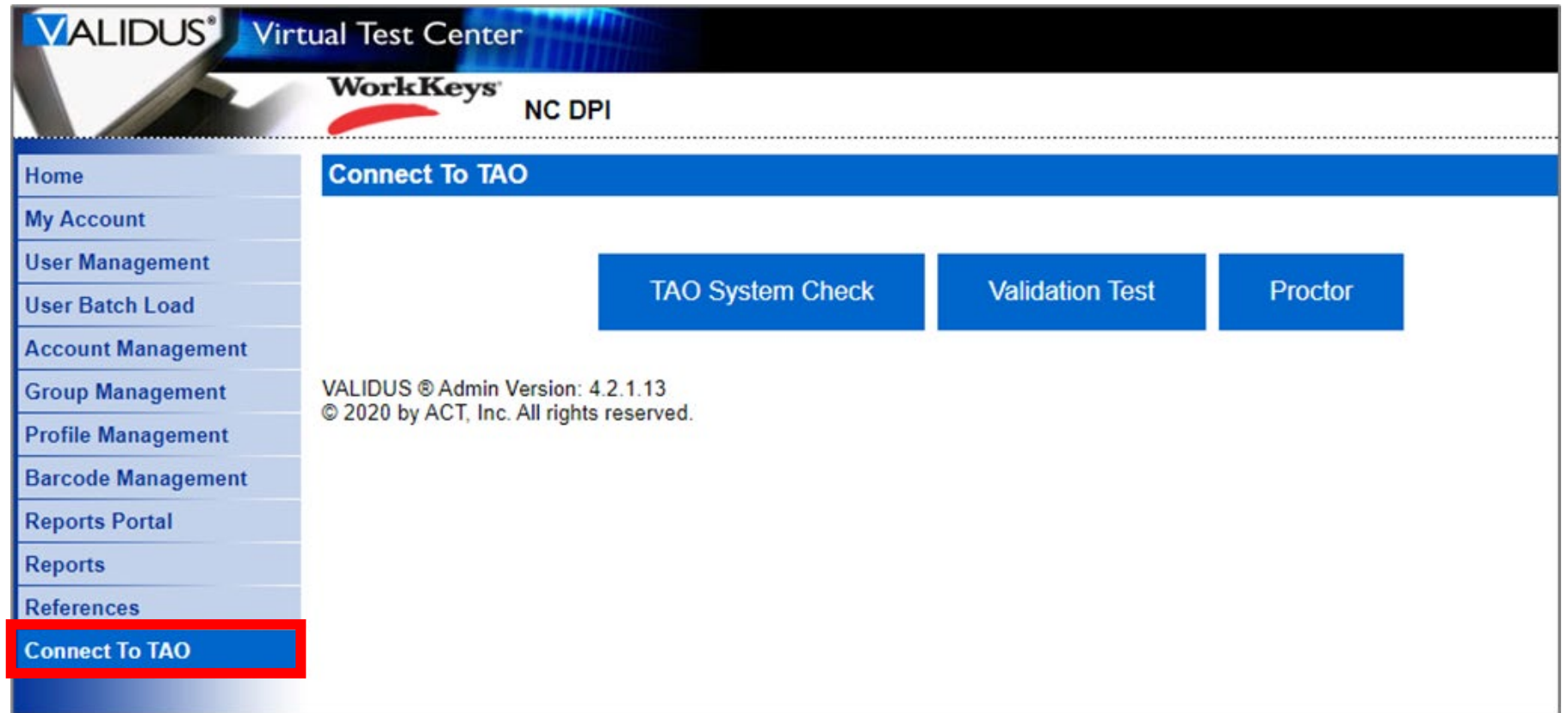
Online Testing Process

Register

Launch

Authorize

Test

Generate

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Log In to TAO Test Delivery System

Validus Test Launch Page

Launch Test

- The examinee will launch the test in TAO
- A screen will appear directing the examinee to wait for authorization

Delivery of Practice Workplace Documents

Please wait, authorization in process ...

■ Cancel   ▶ Proceed

Launch Test
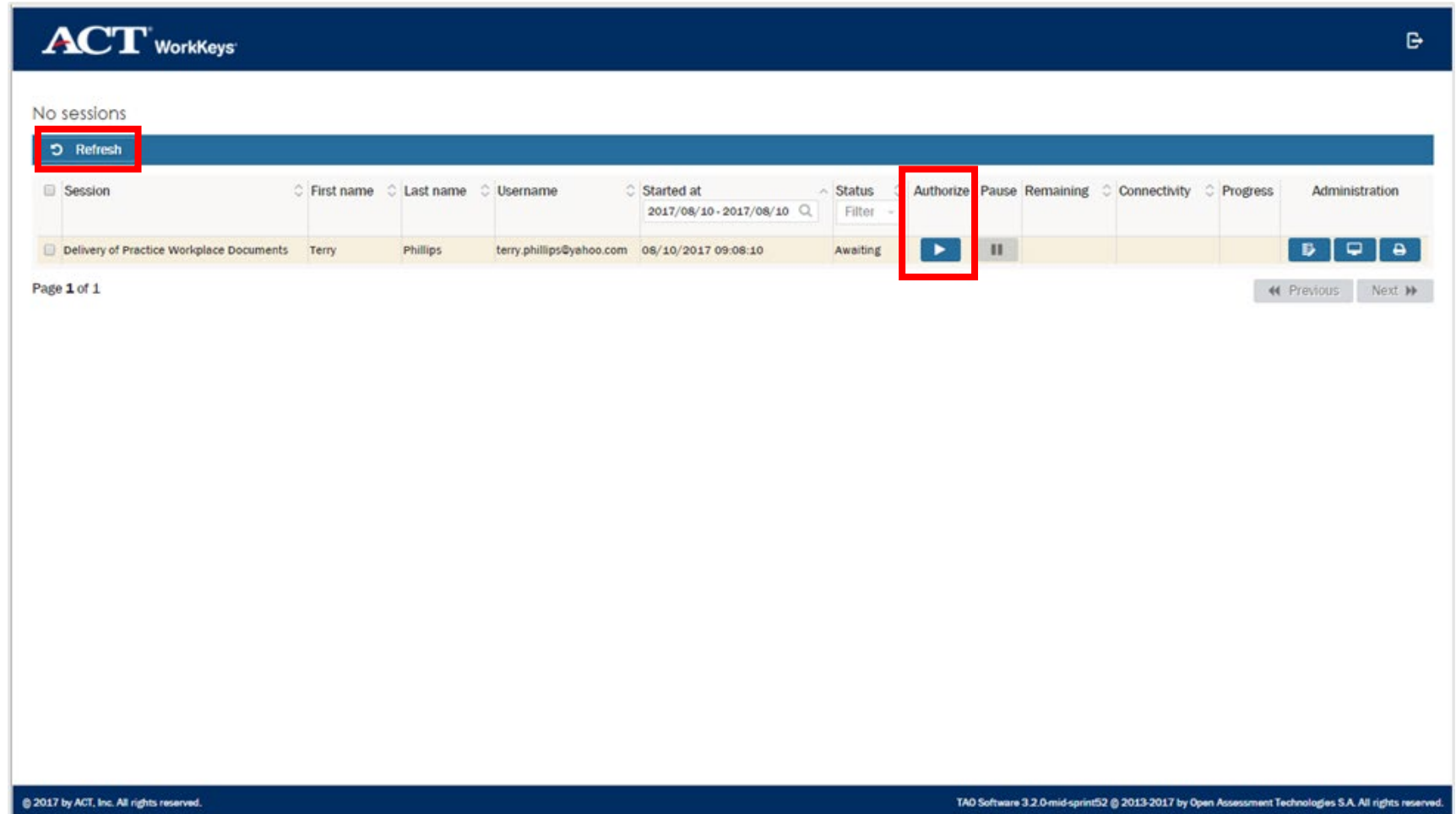
- Proctor connects to TAO and then chooses Proctor
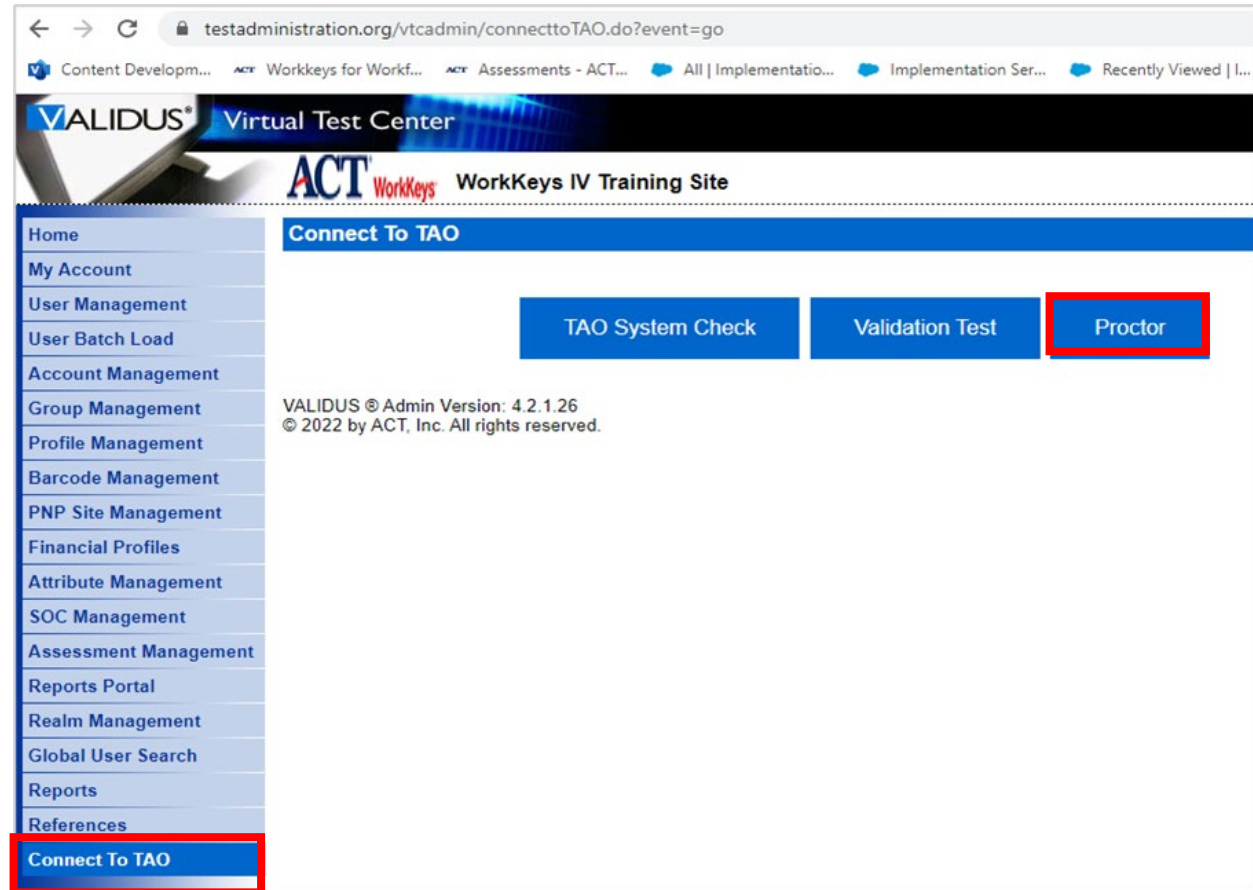
Authorize with TAO
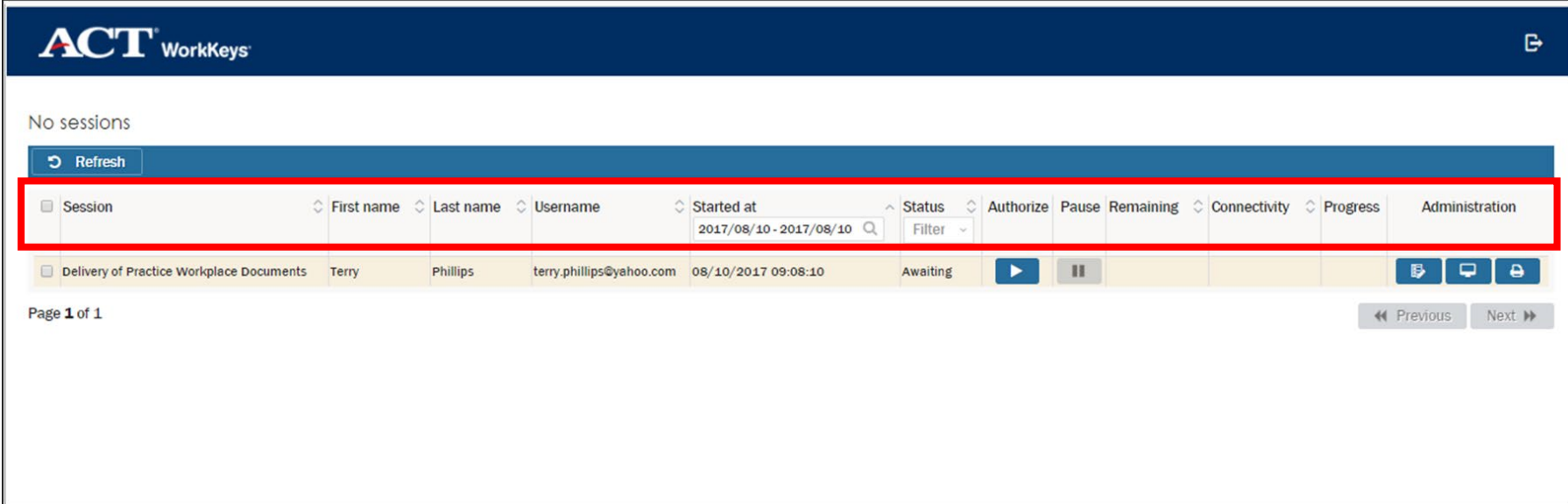
- TAO Proctor window shows any activity in your testing center for the day including completed tests

Authorize with TAO

- Use the buttons across the top of the display to sort or filter the information that is displayed

Authorize with TAO

Test Delivery

- Occasionally, the testing may be interrupted. This could be a power outage, dropped network connection, or even a pop-up message from your computer

The assessment has been suspended. To resume your assessment, please relaunch it.

OK
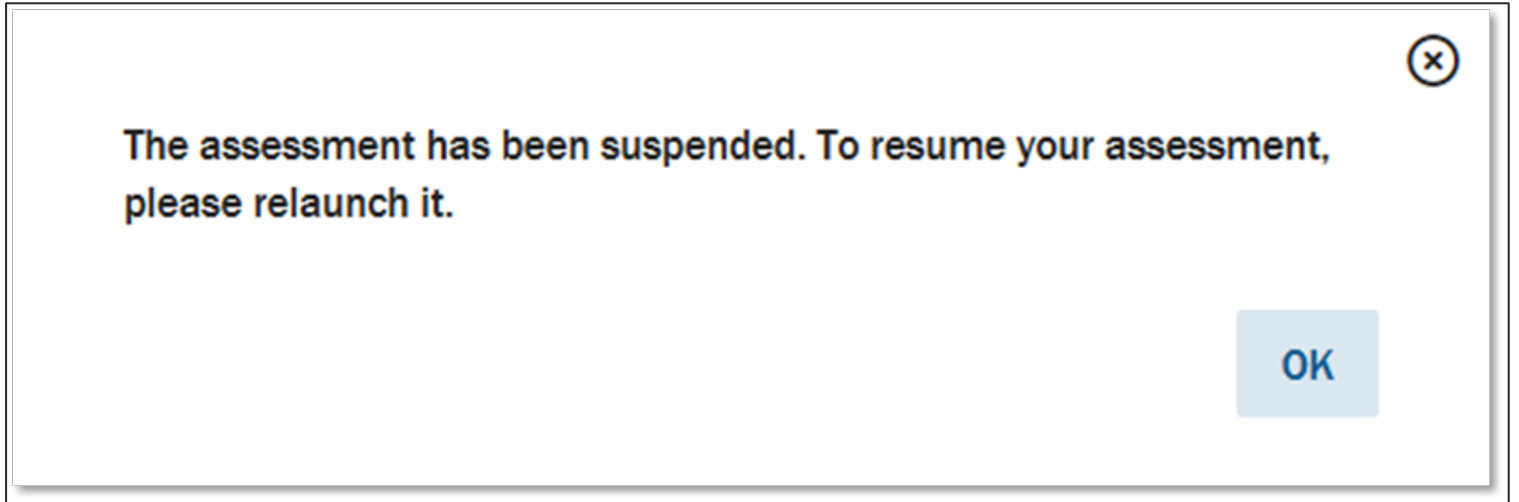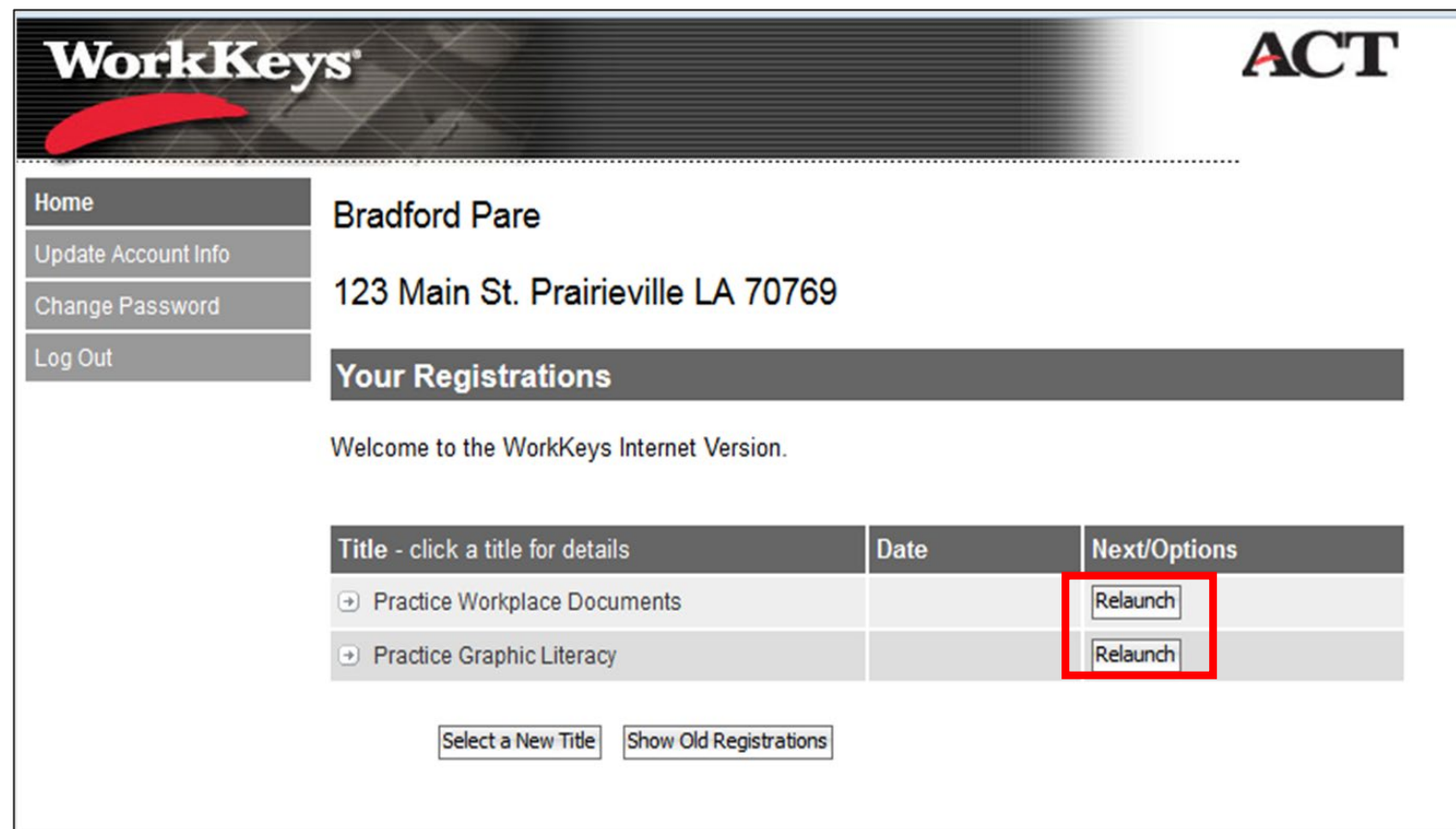
Test Delivery

- Examinee should see the **Wait for Authorization** screen
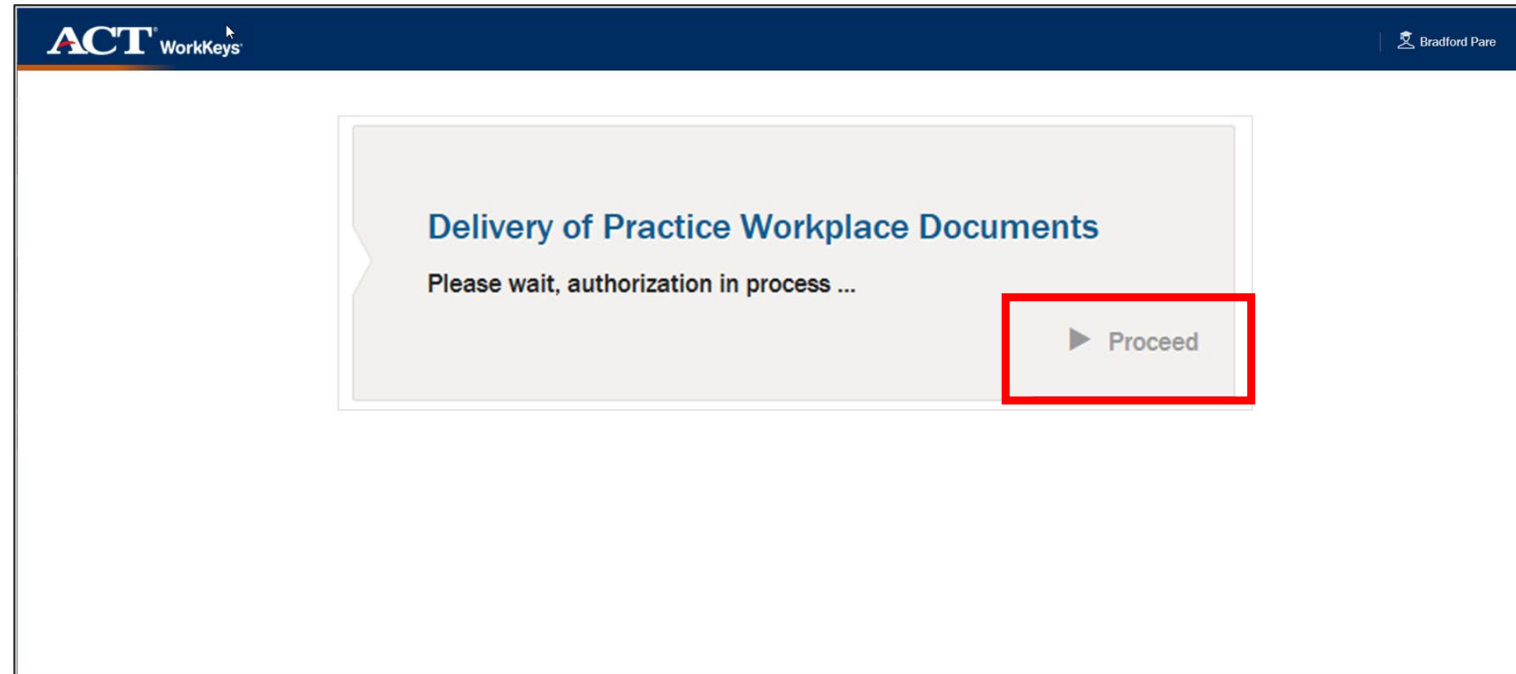
Test Delivery

- Examinee will log back into their account and they should see a Relaunch button

Reporting Irregularities

What are Irregularities?

Individual Irregularities:

- An individual irregularity is one that affects a single person, or several individuals involved in a single circumstance

Group Irregularities:

- A group irregularity is one that affects a group of examinees

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Types of Irregularities

Examples of Individual Irregularities
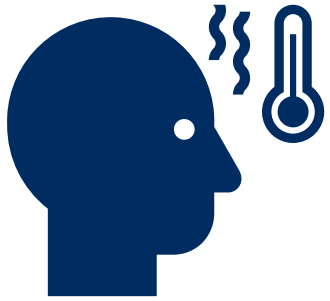
Illness

- If an examinee becomes ill, you'll need to dismiss the examinee from the room

Irrational Behavior

- If an examinee acts in an irrational or violent manner, proceed as directed in the test administration manuals

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Types of Irregularities

Examples of Individual Irregularities

Prohibited Behavior

- If an examinee is engaging in prohibited behavior, follow the procedures in Dismissal for Prohibited Behavior section of the test administration manual

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Types of Irregularities

Examples of Individual Irregularities

Duplicating Test Materials

- Testing personnel and examinees are NOT permitted to duplicate or record any part of the ACT WorkKeys Tests

Types of Irregularities

Examples of Group Irregularities

Disturbances and Distractions

Emergency Evacuation

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Types of Irregularities

Examples of Group Irregularities

Inclement Weather

Copying Tests

Power Failure

Accessing the Irregularity Report

Accessing the Irregularity Report

Accessing the Irregularity Report

Accessing the Irregularity Report

Scores and Reports

Generate Score Reports

- Score reports must be safeguarded

Score Reports – Validus VTC

- On drop-down menu choose either the Instant report or Summary report

Generate Instant Score Report

- Generate and print a Score Report after the examinee has finished testing online

- Collect the score report from printer immediately

- Give the printed copy of the score report to examinee

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"Instant" Individual Score Report

Summary Score Report

Individual Summary Score Report

Page 1 of 1

ACT WorkKeys   *Skill Report*

Examinee: TEST05,Alot
Realm: NCRC 2.0 E2E Test Realm

Examinee ID**: 1724
Report Date: Sep 1, 2017

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7/13/2017	6	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	7/13/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	7/13/2017	7	<3 - 7	90	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Applied Math:
You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated the ability to:

- Use fractions with unlike denominators and calculate reverse percentages.
- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided, such as converting from kilometers to meters to feet.
- Identify why a mistake occurred in a solution.
- Find the best deal from a group of solutions and then use the result for another calculation.
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations.
- Calculate the volume of rectangular solids (e.g., cubes).
- Calculate rates, production rates, rate by time (such as, production rate is 59 cups produced per hour, how many will be produced in an 8-hour shift).
- Identify the correct equation for solving a problem.

WorkKeys Graphic Literacy:
You scored at Level 7. People achieving this level can understand and interpret complex workplace graphics, such as very difficult charts and graphs, and detailed tables, forms, maps, and diagrams. They can apply information from these types of graphics and draw conclusions or make decisions about new situations based on information contained in the graphics.
Your skills in Locating Information using workplace graphics are at least as high as this test measures. Congratulations on your fine performance! We encourage you to use and expand upon your considerable skills in this area by seeking out and learning from graphics in a wide variety of formats.

WorkKeys Workplace Documents:
You scored at Level 7. People achieving this level can apply concepts from densely detailed passages, such as excerpts from complex regulatory and legal documents, to new situations. They can understand difficult concepts and complicated procedures containing jargon and technical terms whose definitions must be derived from context.
Your Reading for Information skills are at least as high as this test measures. Congratulations on your fine performance! We encourage you to use and expand upon your considerable skills in this area by continuing to read and learn from a wide variety of challenging reading materials.

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Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7/13/2017	6	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	7/13/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	7/13/2017	7	<3 - 7	90	65 - 90

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Validus Reports Portal

- View score results in the Reports Portal in Validus
- Setting up a new staff account
- Roles in Validus
- Validus User Guide
- Online Reports Portal User Guide

Career Readiness Certificate Reports:

Certificate Data Export

Test Data Export

Certificates by Certificate ID

Certifcates by Testing Location

ACT You. Empowered.

WorkKeys Online Reports

Report List | FAQ | Contact Us | About

Select a report:

Data Export Report

Individual Score Reports (by Group)

Individual Score Reports (by Examinee)

Individual Summary Score Report

Summary Score Report

Personal Skills Assessment List Reports

Roster Score Report

Individual Score vs. Profile Report

Group vs. Profile Report

Registered to Test Report

Test Usage Report

Invoice Report Paper Based Testing

Career Readiness Certificate Reports:

Certificate Data Export

Test Data Export

Certificates by Certificate ID

Certifcates by Testing Location

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Resources

- [National Testing Site Administrators webpage](#)
- [Validus User Guide](#)
- [Online Test Administration Manual](#)
- [Testing Staff Training Plan](#)
- [Using a Screen Reader](#)
- [Accessibility Support Guide](#)

ACT Contact Information

ACT WorkKeys Customer Support:

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workkeys@act.org

Hours:

Monday – Friday (except holidays):
7:00 a.m. – 7:00 p.m. (Central Time)