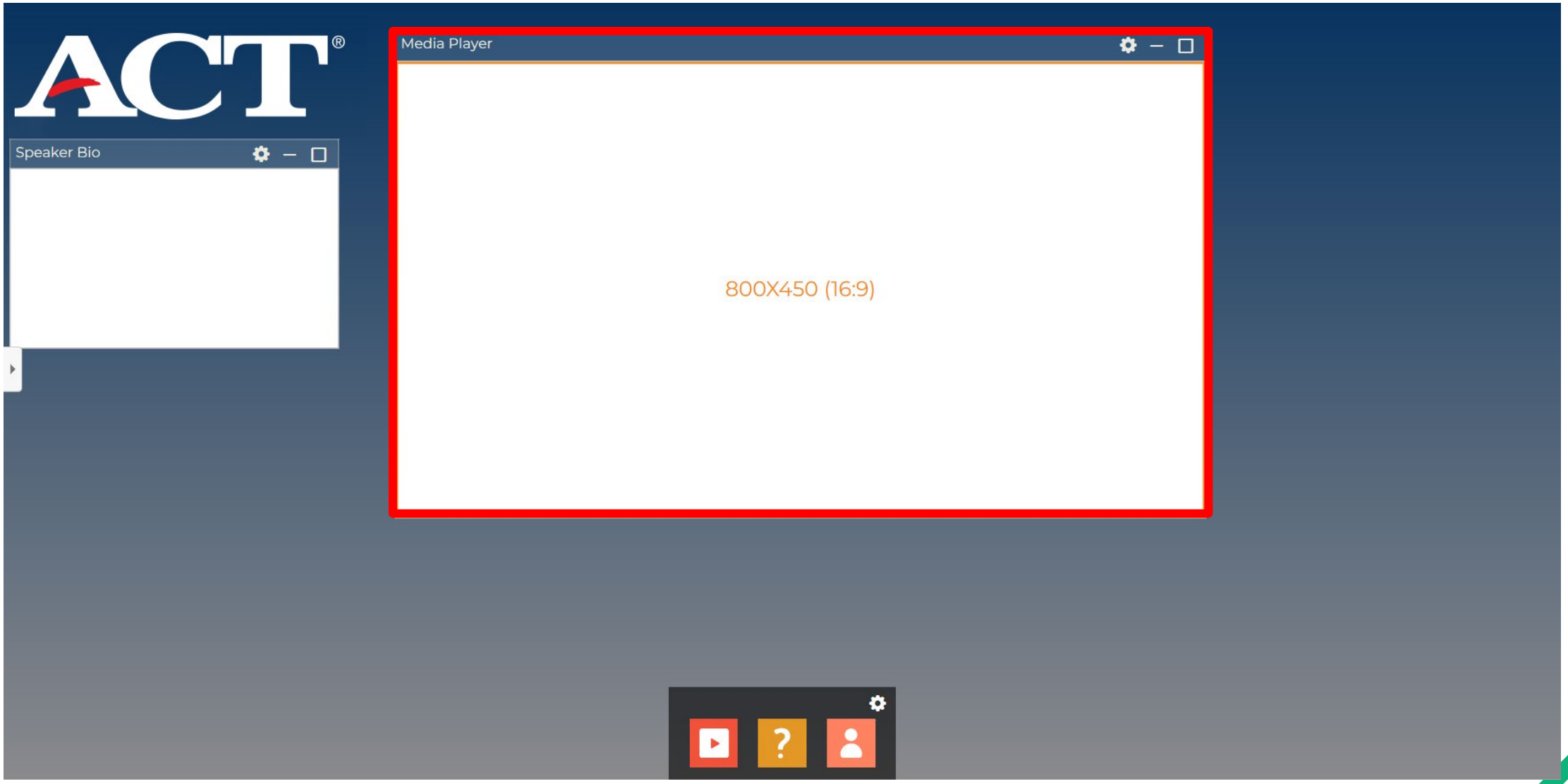
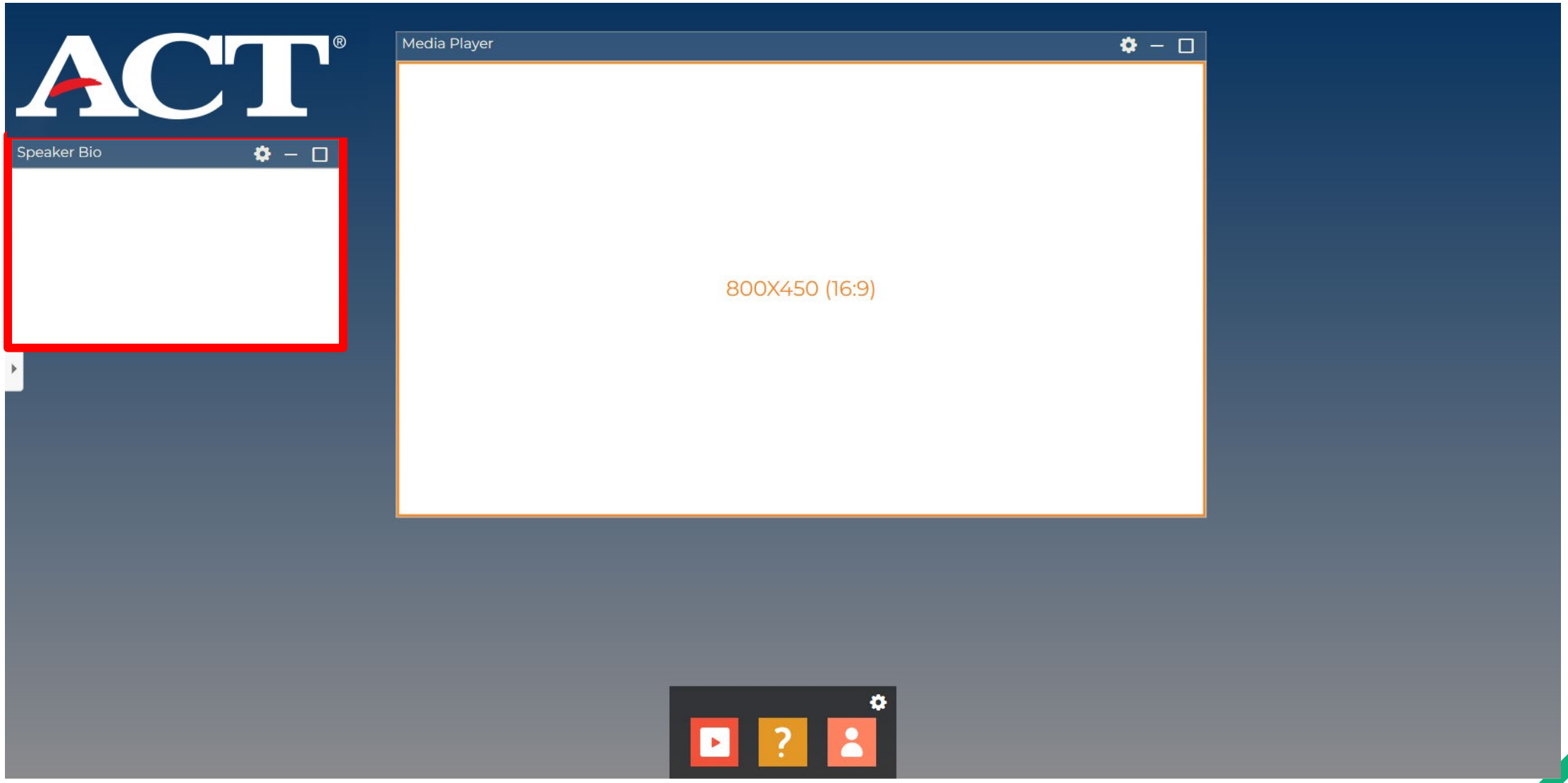
Online Test Administration Training for WorkKeys

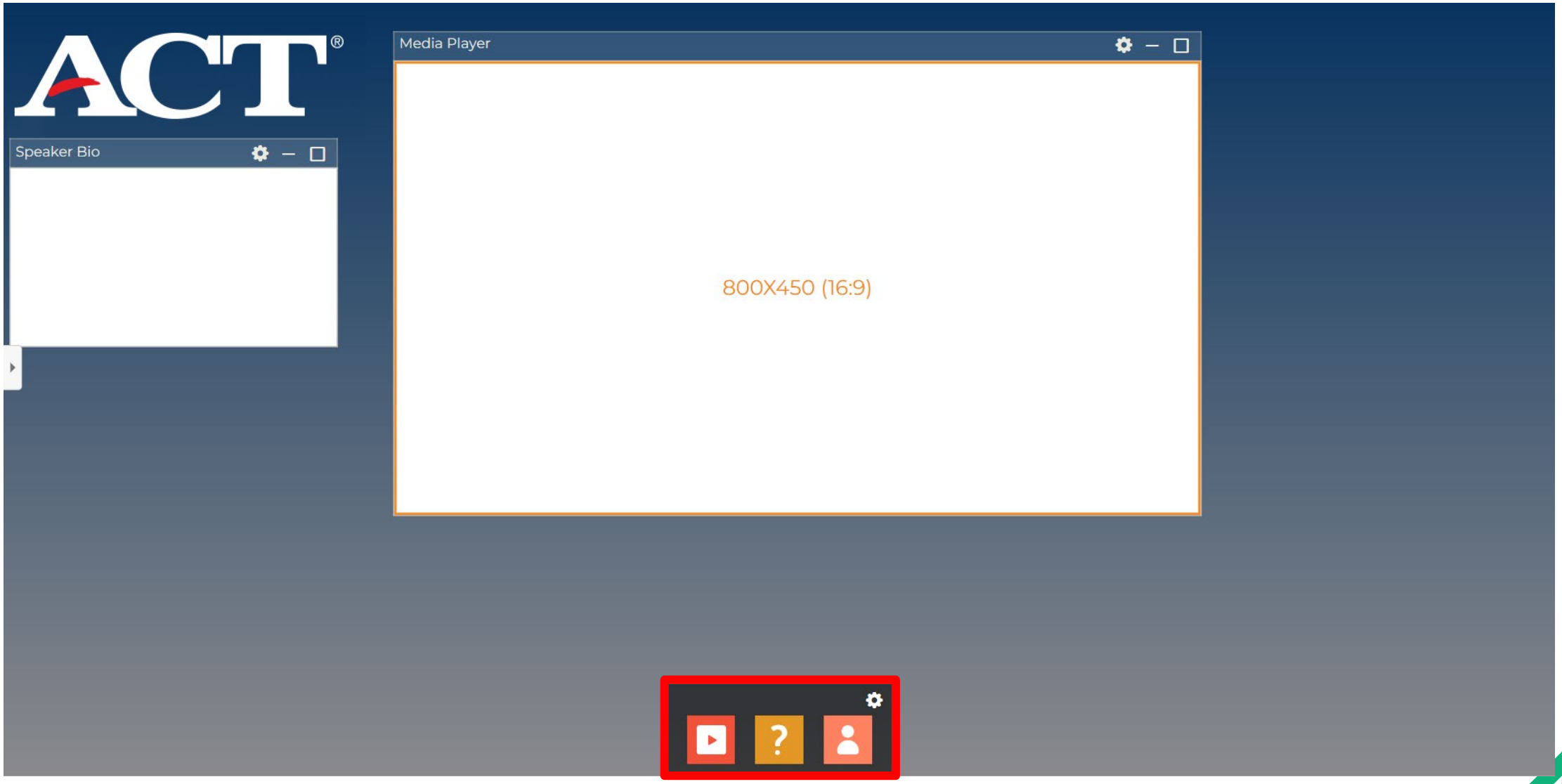
Webinar Interface



Webinar Interface



Webinar Interface



Agenda

- WorkKeys® Overview
- Staff Responsibilities
- Online Testing
- Accommodations
- Irregularities
- Scores and Reports

WorkKeys Components

APPLIED MATH

(55 minutes)

GRAPHIC LITERACY

(55 minutes)

WORKPLACE DOCUMENTS

(55 minutes)

WorkKeys Components—Spanish

APPLIED MATH

(70 minutes)

GRAPHIC LITERACY

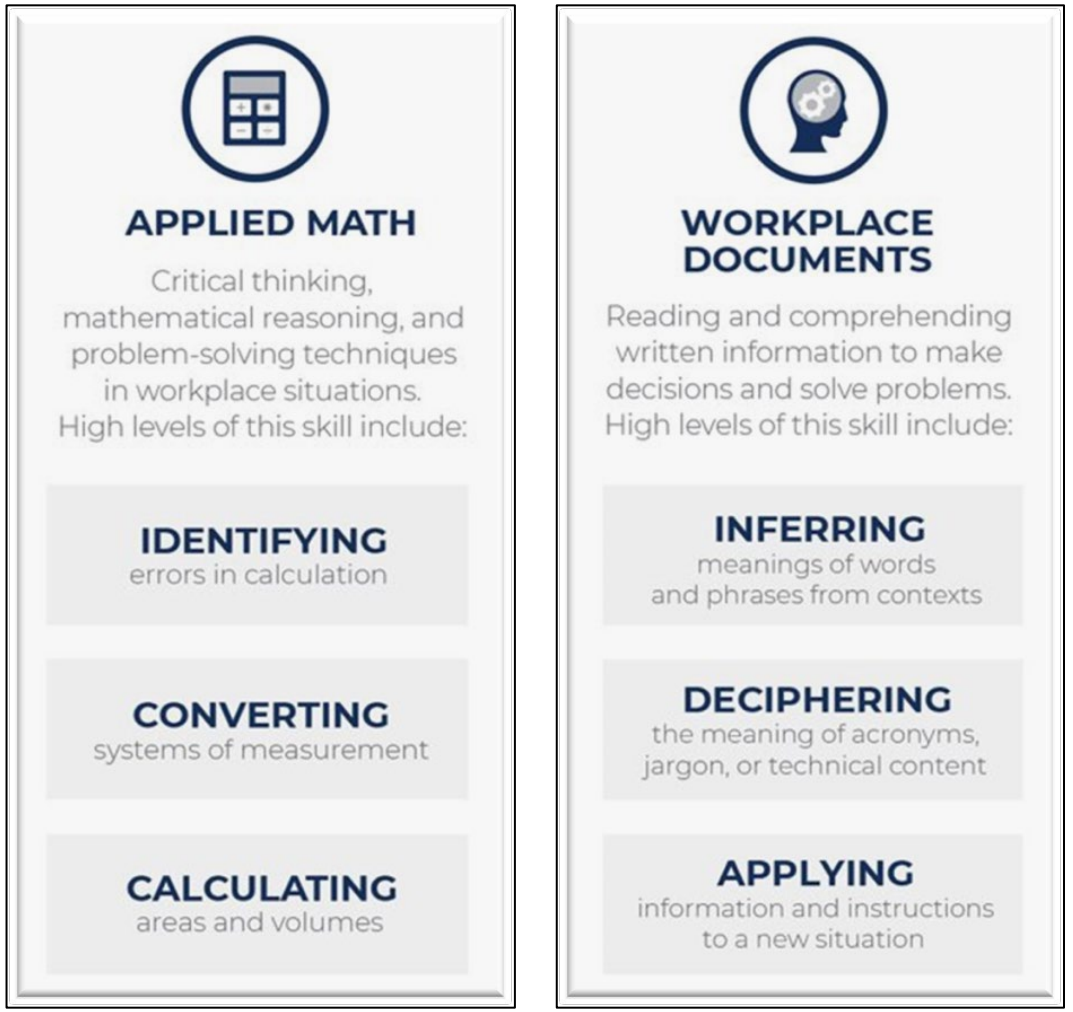
(70 minutes)

WORKPLACE DOCUMENTS

(70 minutes)

WorkKeys NRS Approved

Workforce Innovations Opportunity Act (WIOA) program funds can now be leveraged to offer eligible WorkKeys Assessments for all adult basic education programs.



ACT WorkKeys

Test Coordinator Responsibilities

Test Coordinator Responsibilities

- **Complete administrator training program**
- Create and manage accounts
- Ensure test security

Testing Staff Training Plan

Test Coordinator Responsibilities

- Complete administrator training program
- **Create and manage accounts**
- Ensure test security

Test Coordinator Responsibilities

- Complete administrator training program
- Create and manage accounts
- **Ensure test security**

Create and Manage Accounts

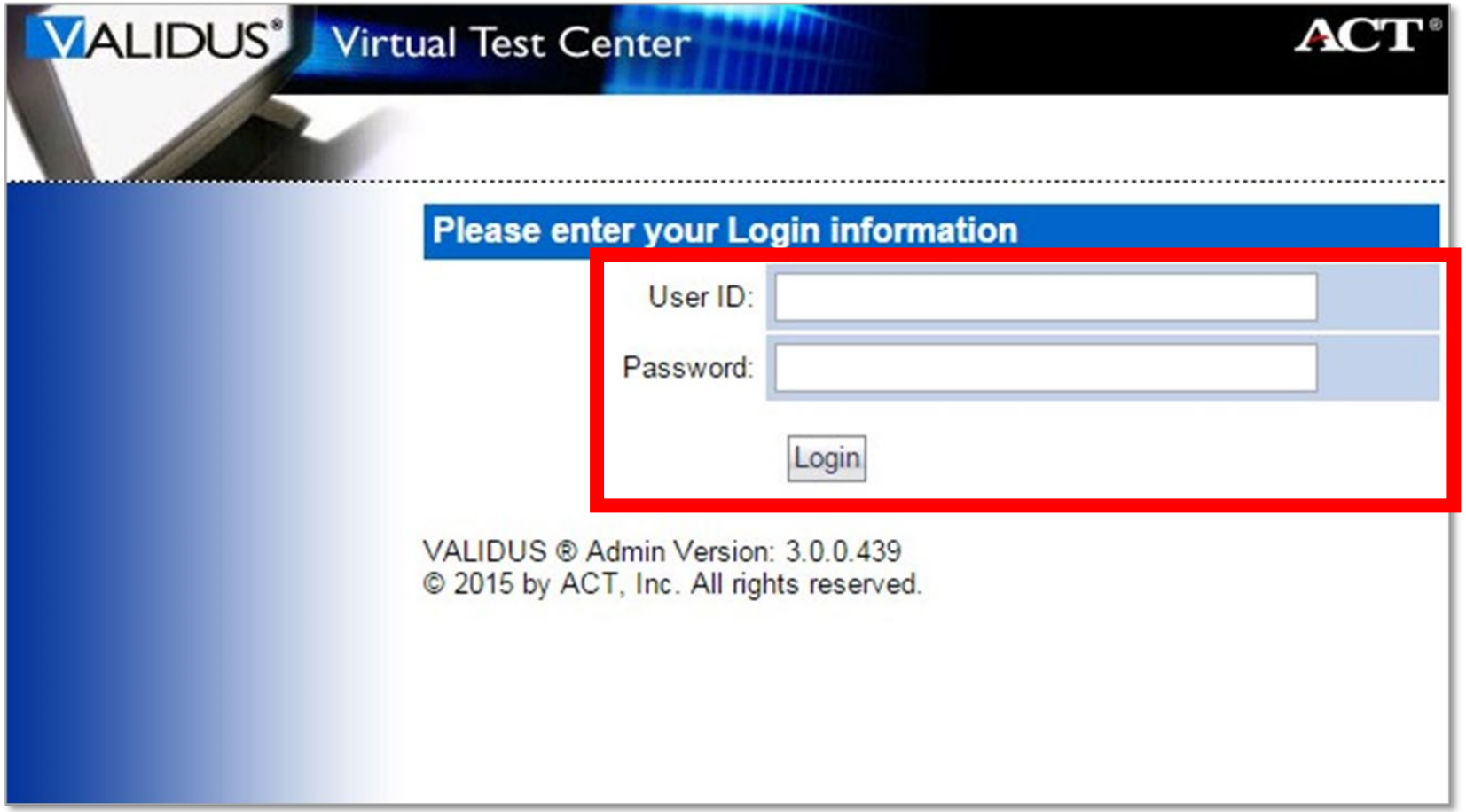
Create Accounts

Test coordinator creates accounts for:

- Additional test coordinators
- Proctors
- Examinees

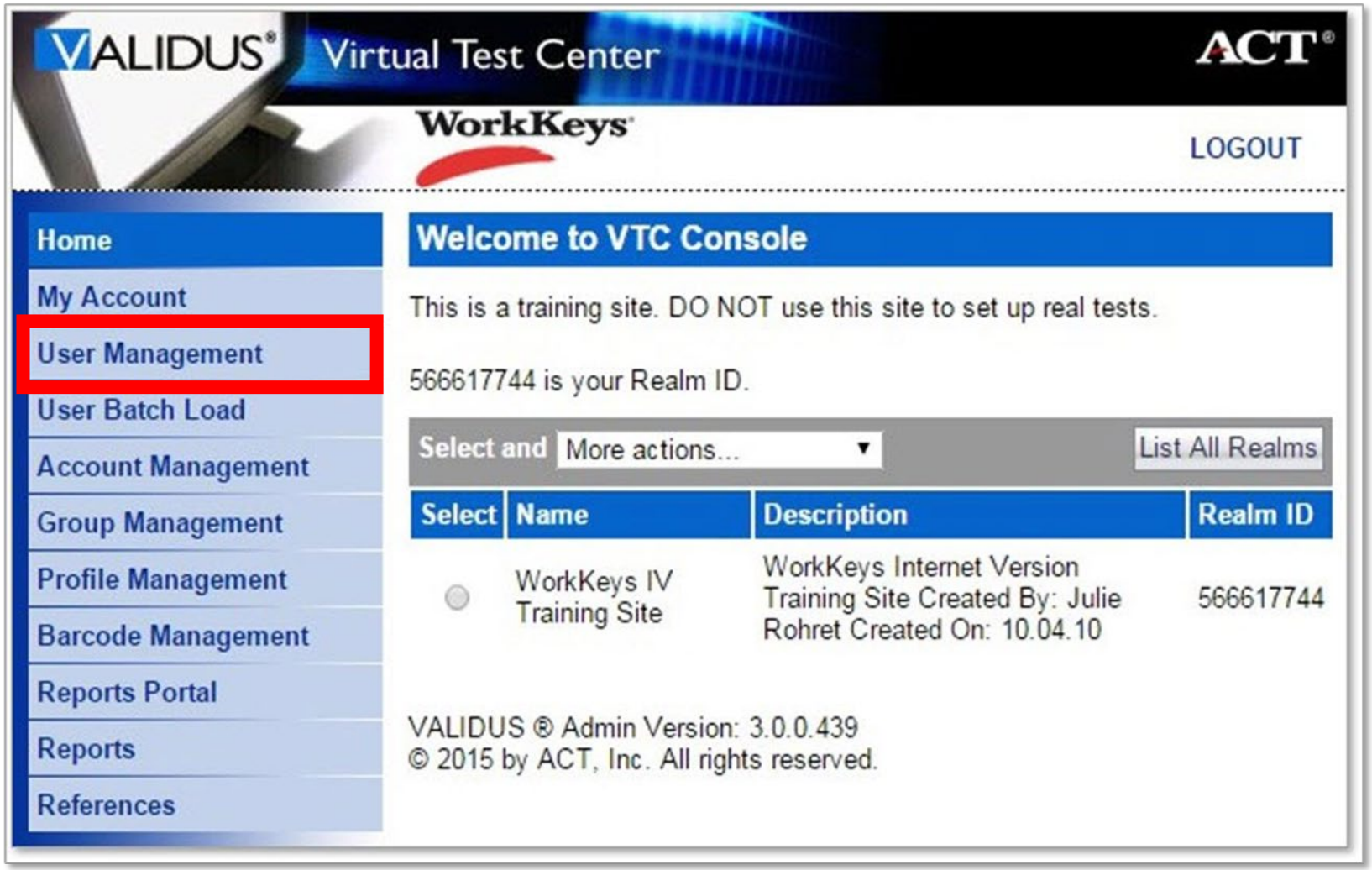
How to Create an Account (1 of 3)

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



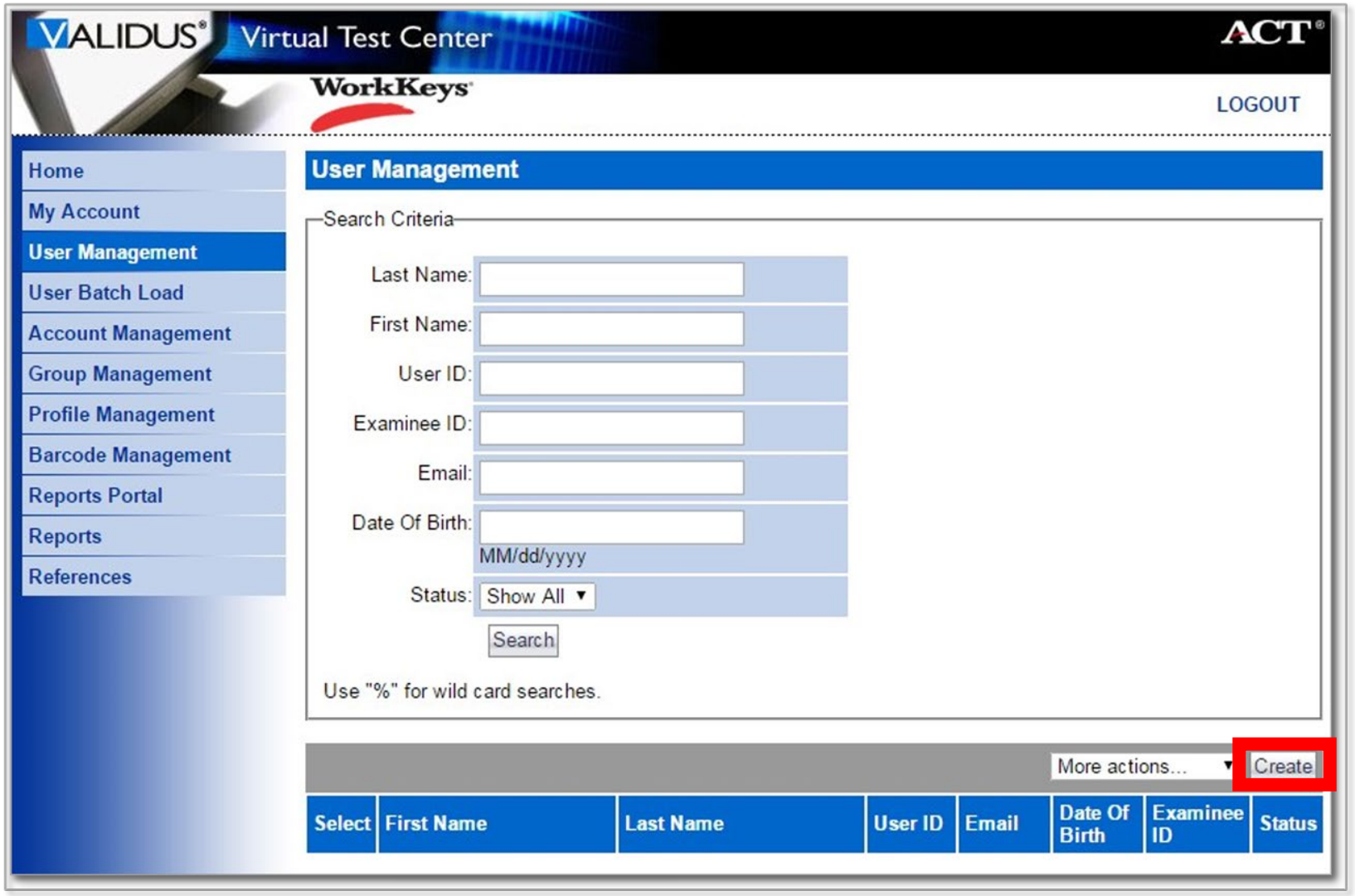
How to Create an Account (2of 3)

Select **User Management**



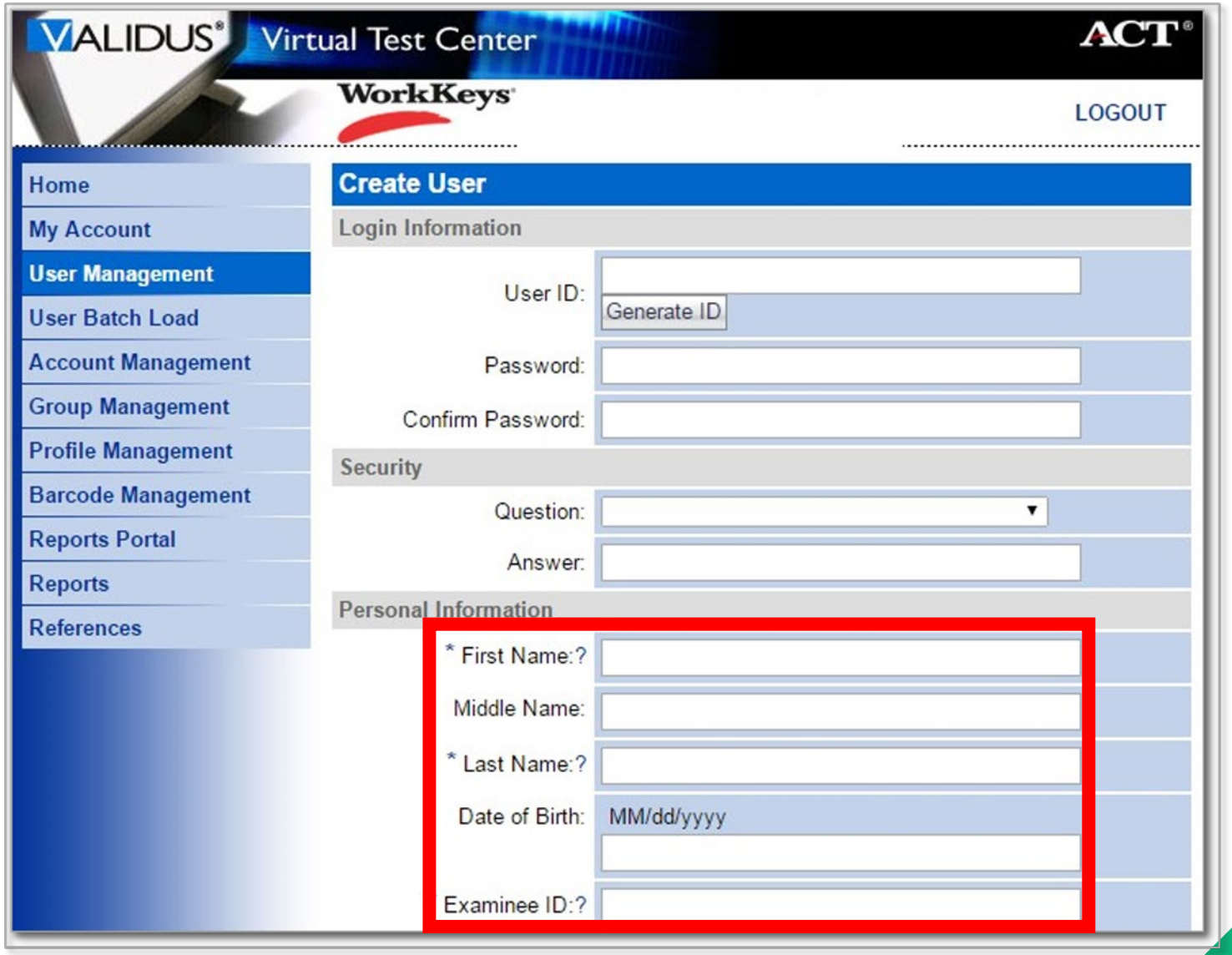
How to Create an Account (3 of 3)

select the **Create** button



Create Proctor User Account

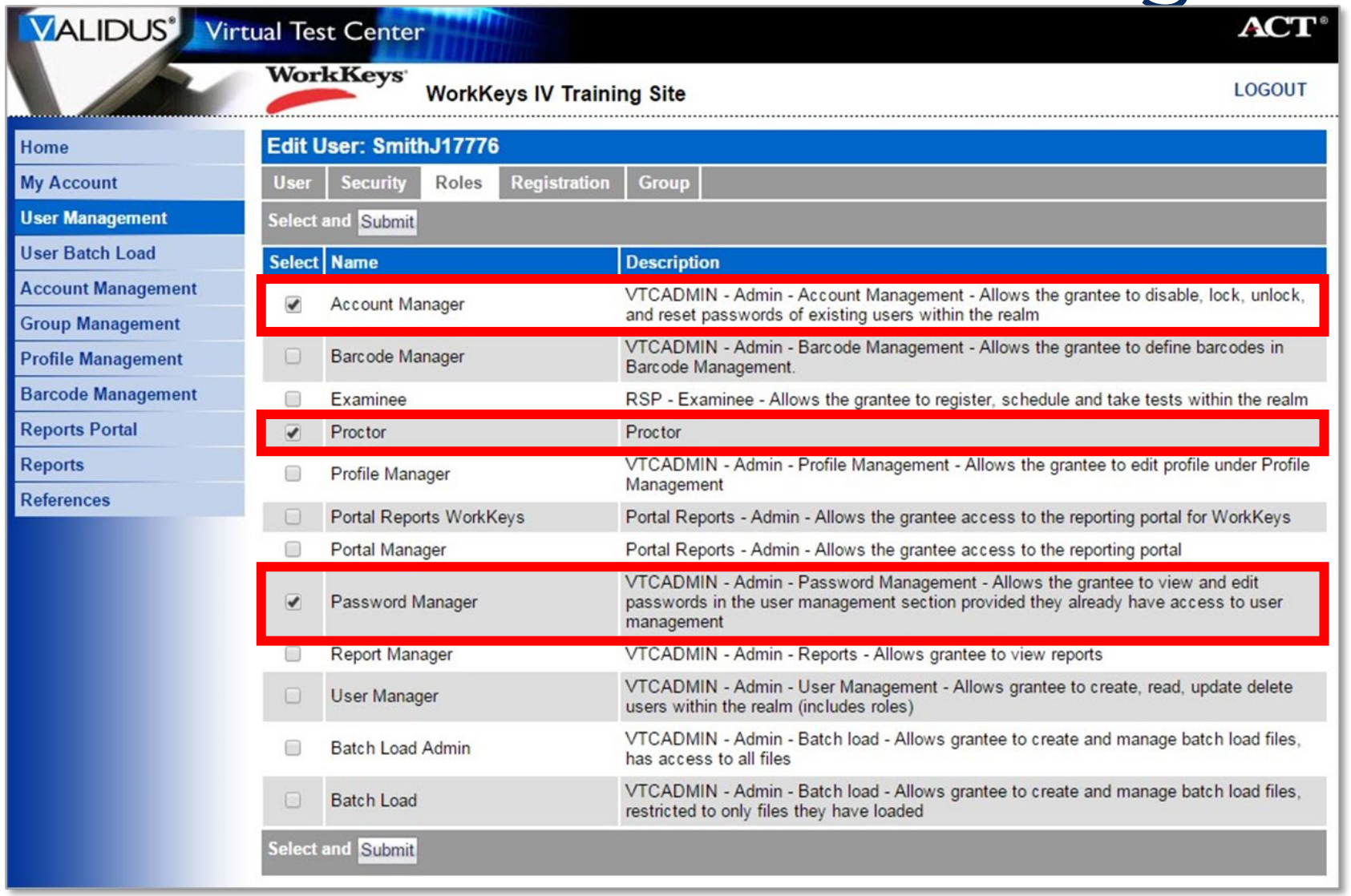
- A **Create User** page will appear
- This is where you will create an account
- Enter **First Name** and **Last Name**



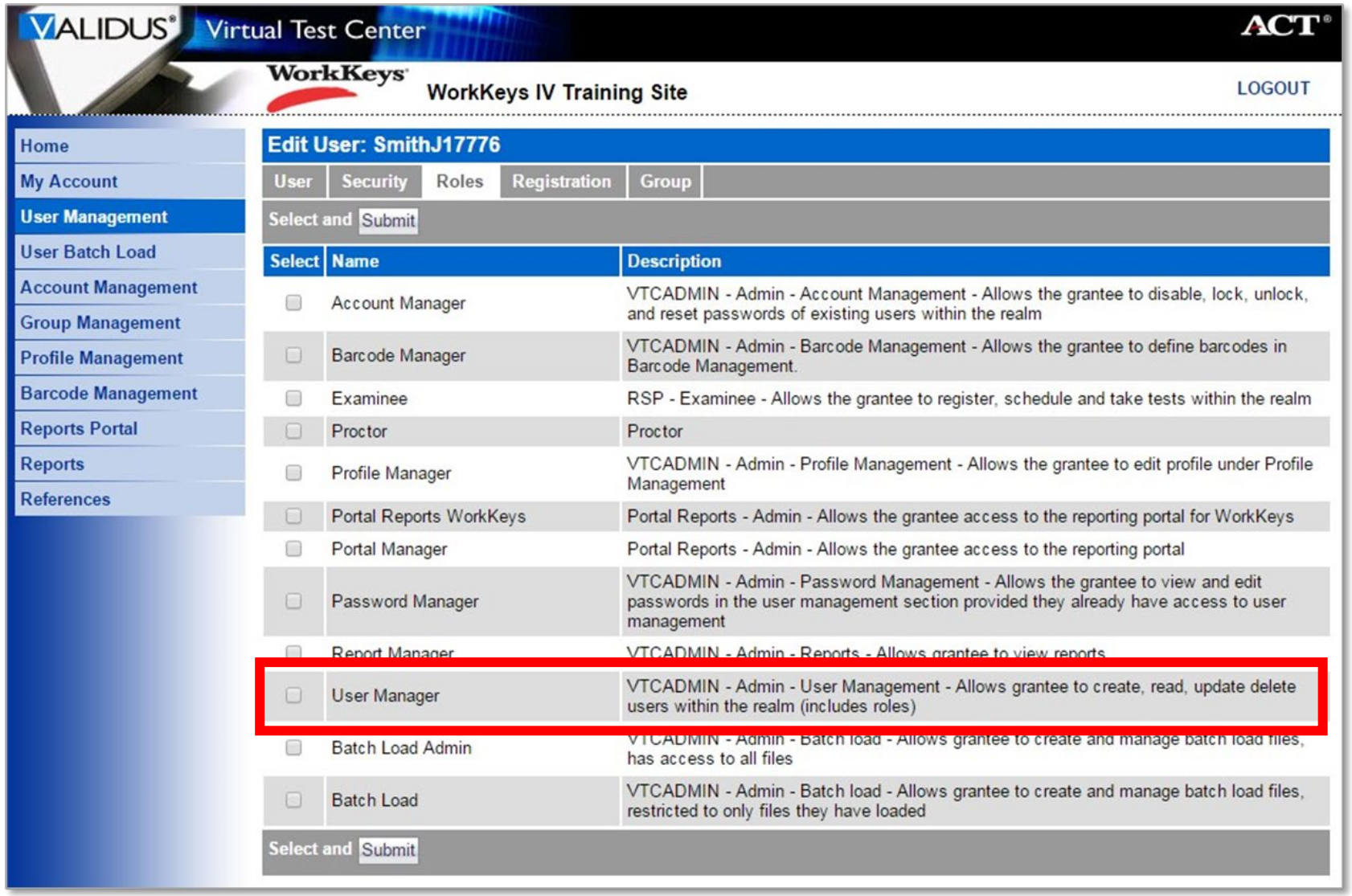
Create Proctor User—User ID

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

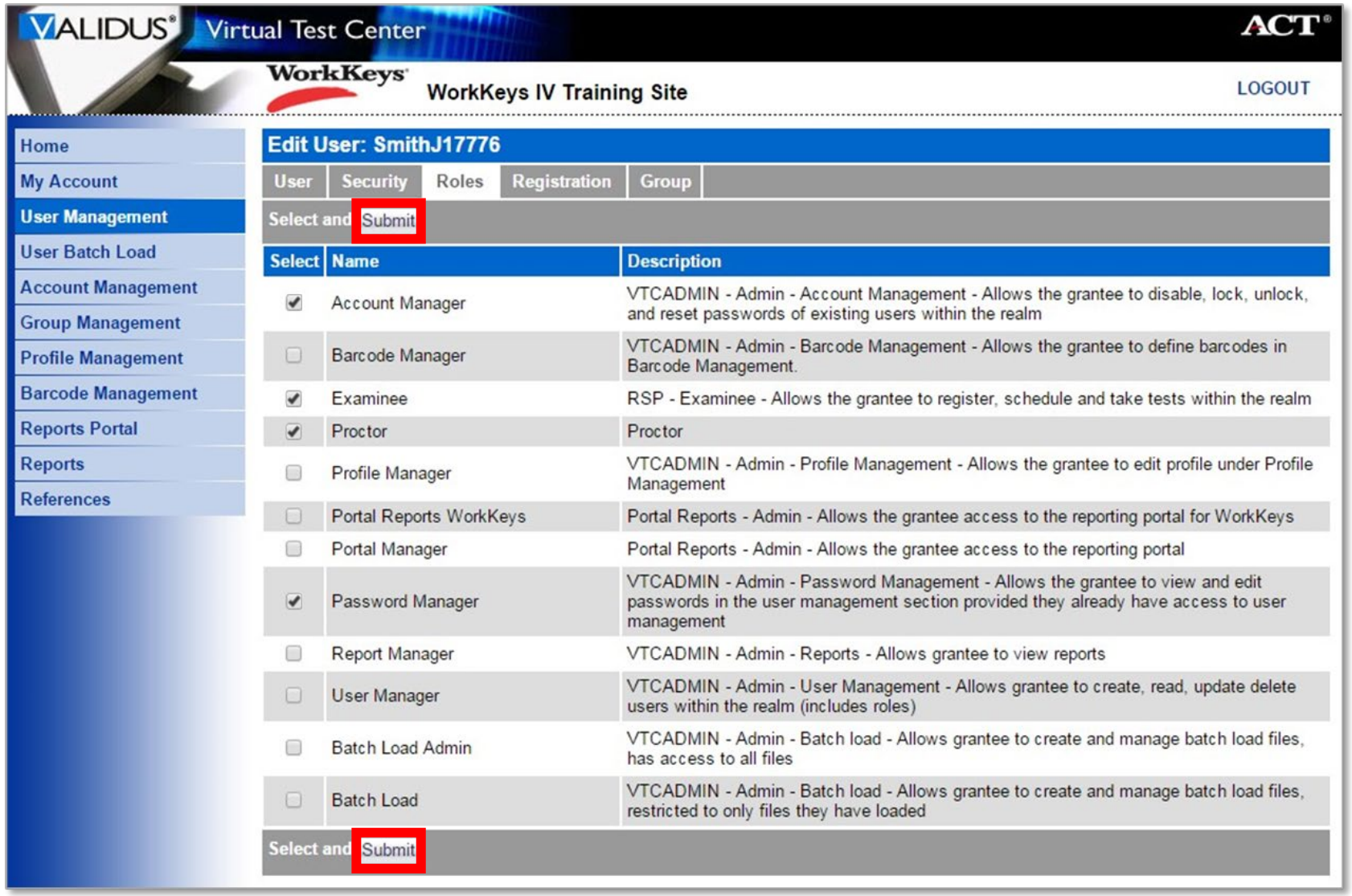
Create Proctor Account—Assign Roles



Create Proctor Account—Assign Roles

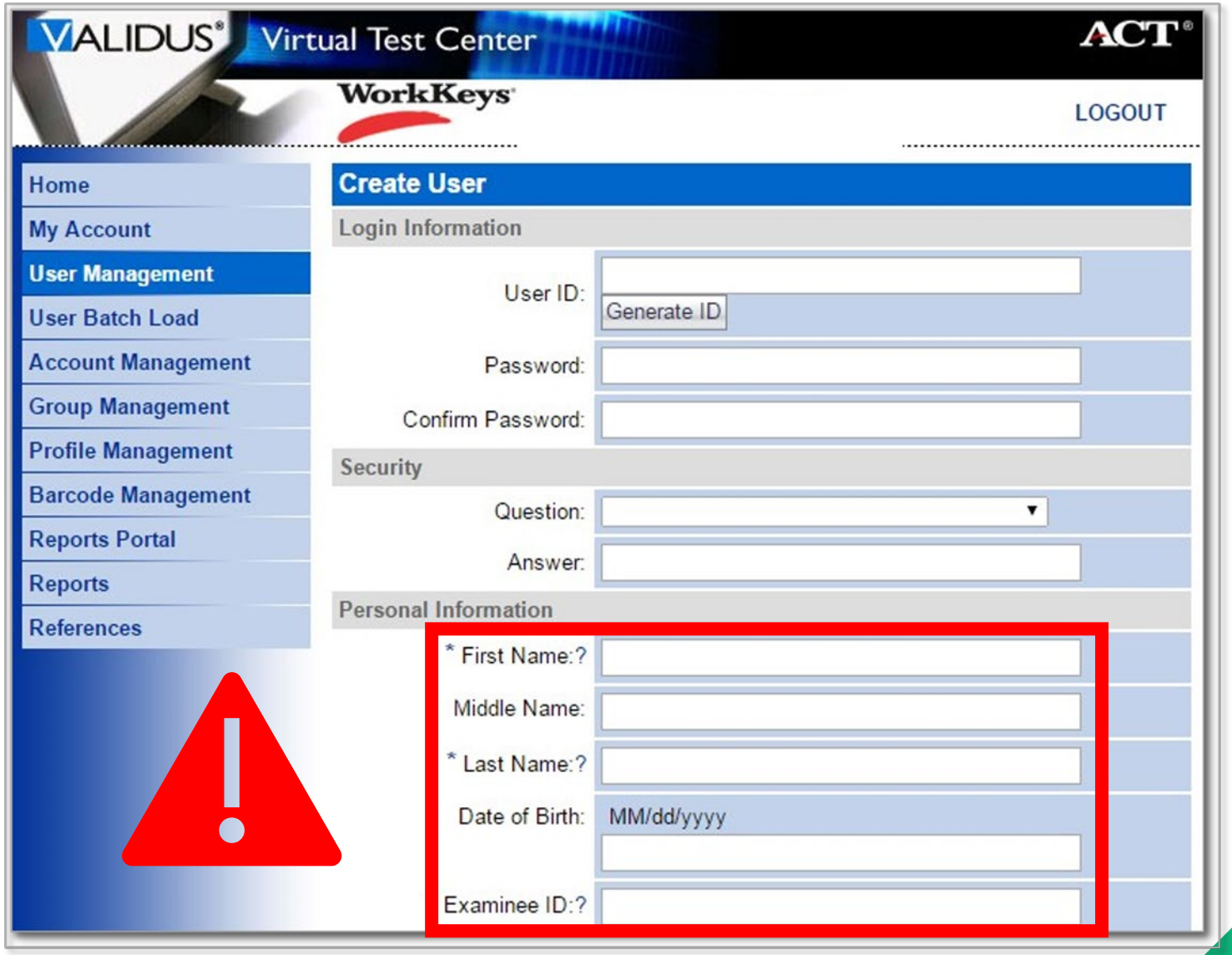


Create an Account—Submit



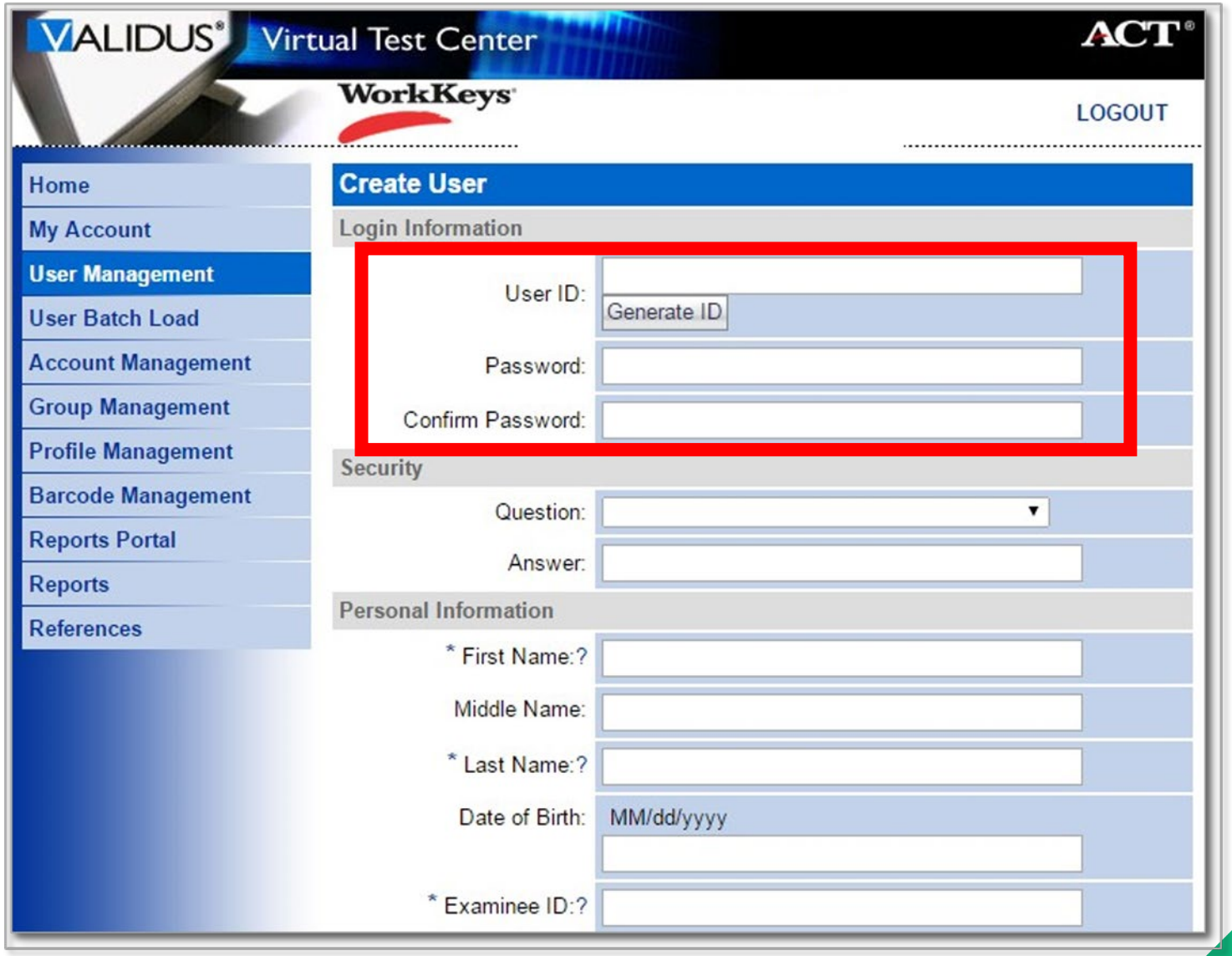
Create Examinee User Account

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



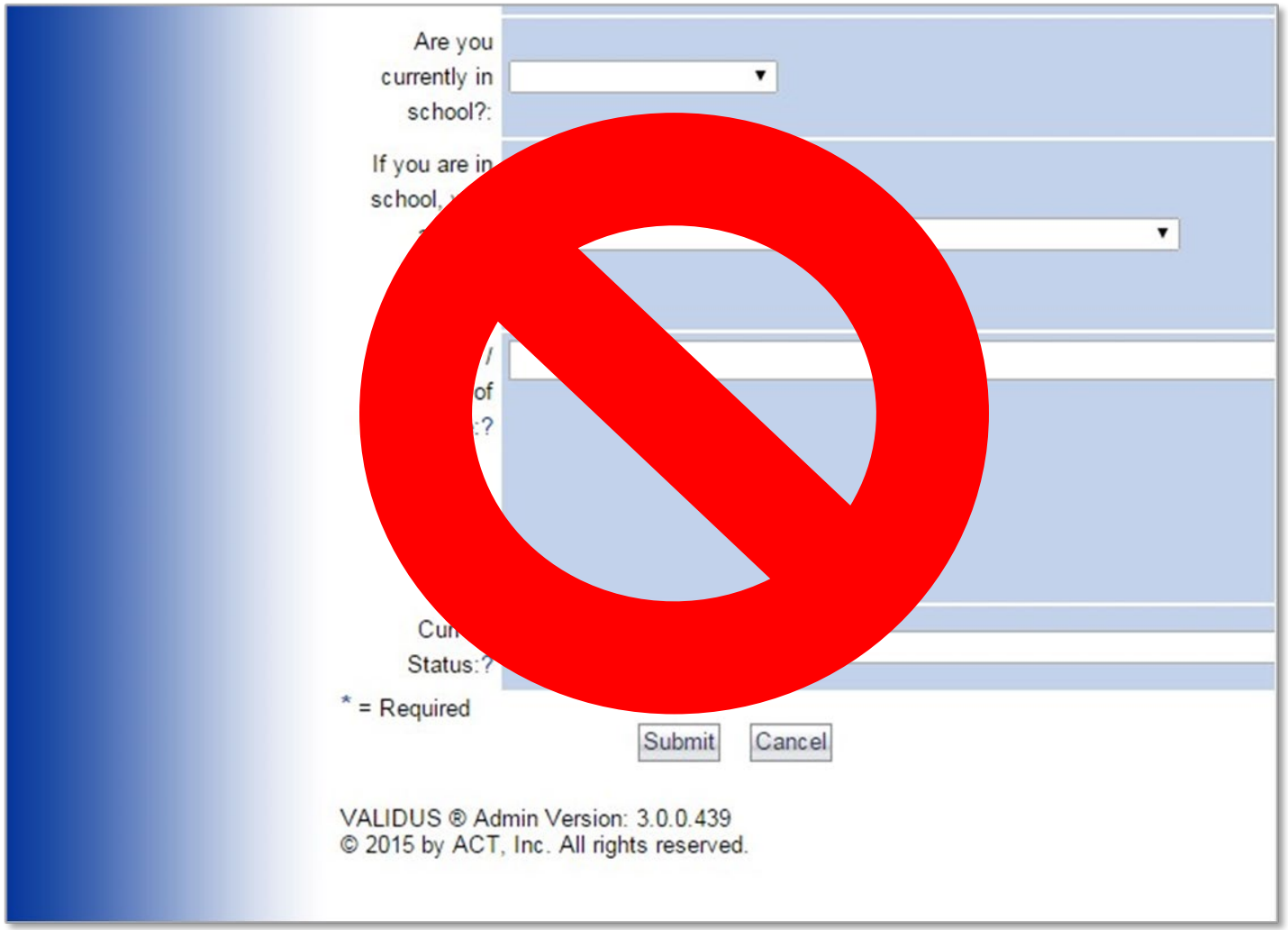
Create Examinee User—User ID

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

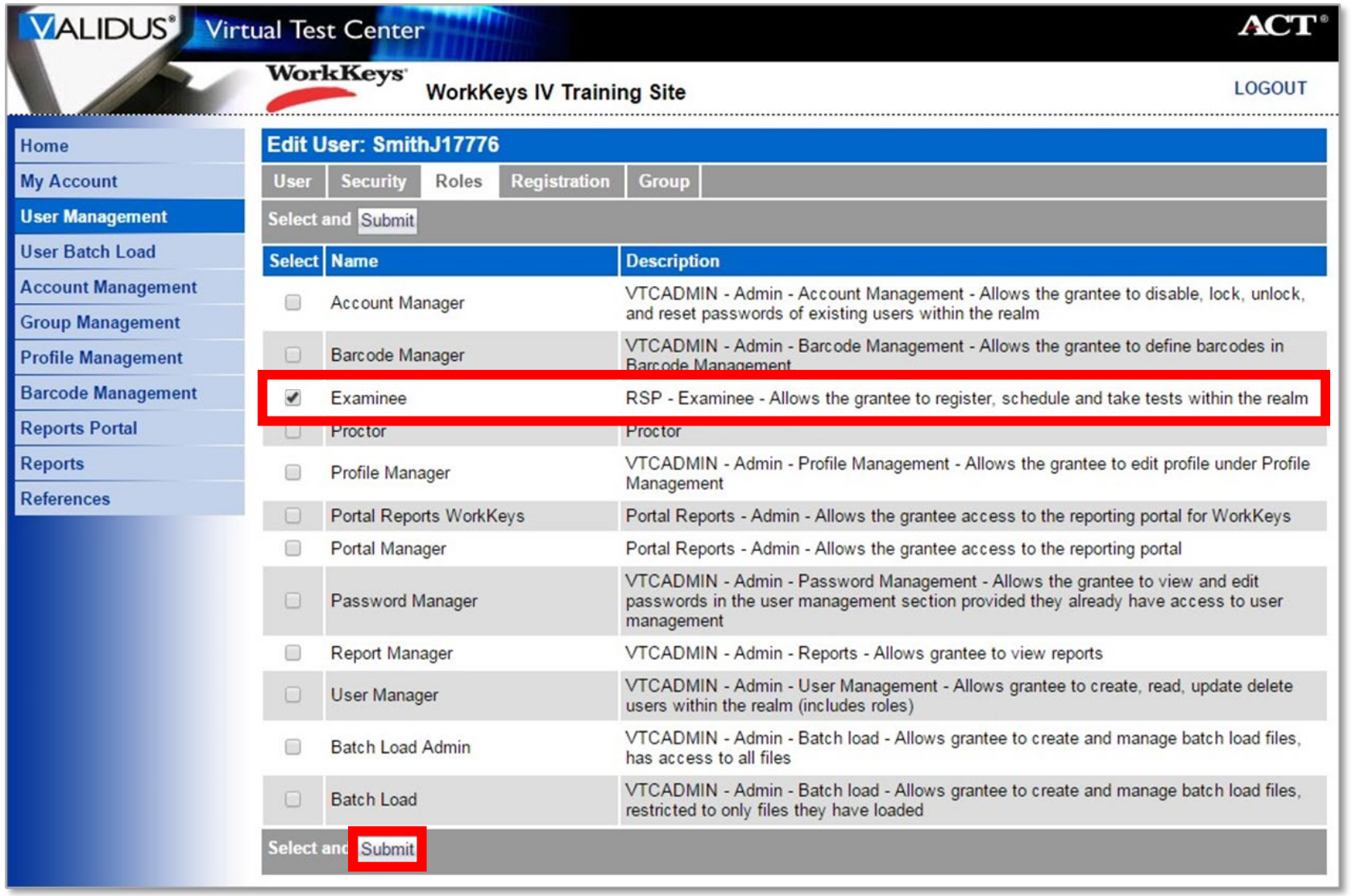


Create User—User ID

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

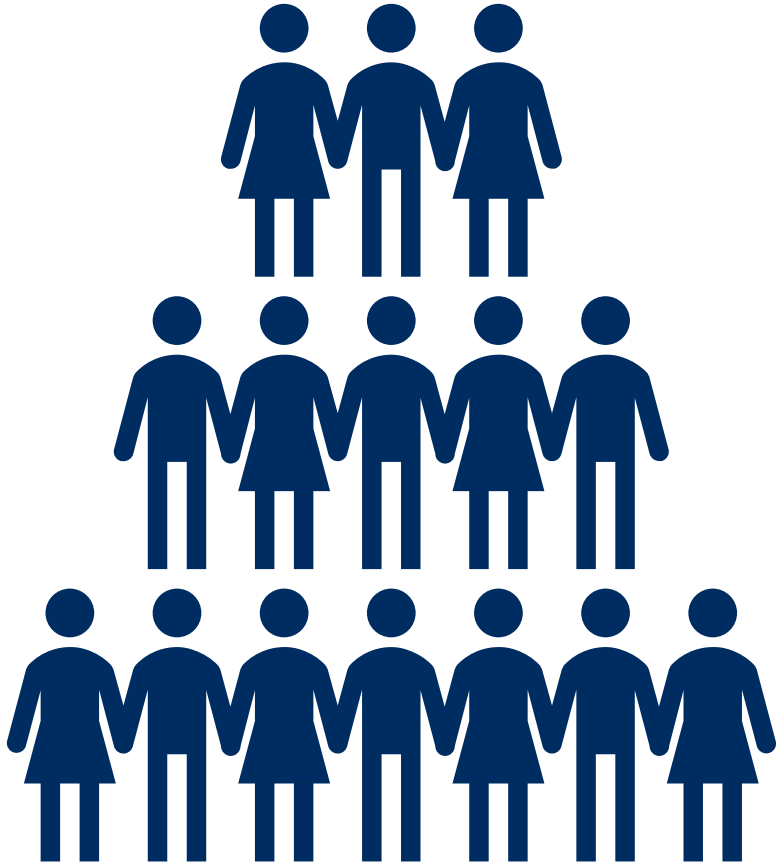


Create an Account—Assign Roles



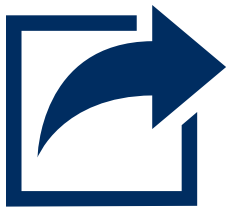
Groups & Batch Loading

- Create a group to make it easier to register examinees testing at different times
- Use Batch Load to create many accounts at one time



Pre-Test Activities

Loading Examinees/Assigning Tests



User Guide will help with:

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

Prepare Testing Rooms

Allow 15–30 standard-time examinees to each room

Single-level classrooms

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

Cover test-related bulletin boards

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

Online Test Administration

System Check

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

https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments/administration/technical.html

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

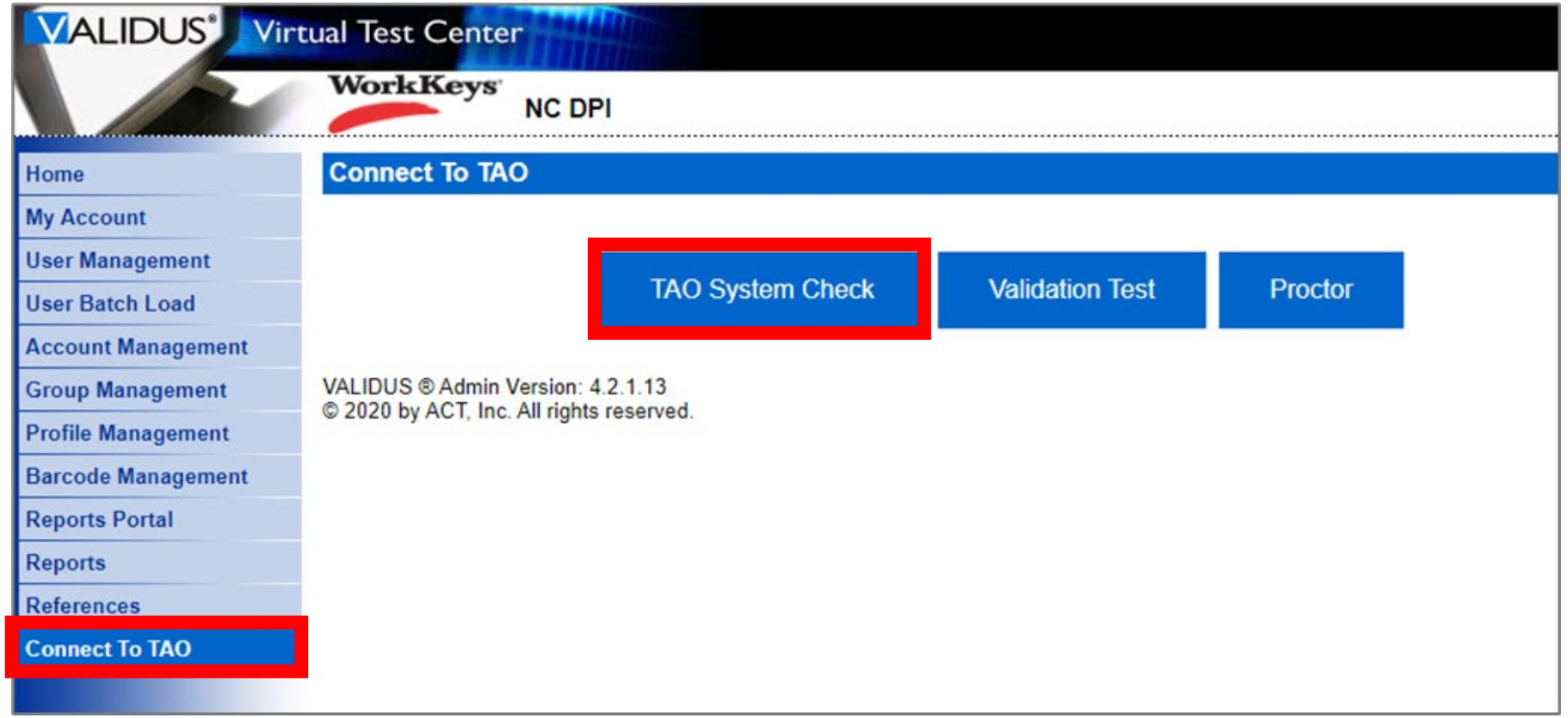
- Firefox 90+
- Chrome 93+

Screen Resolution

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

System Check

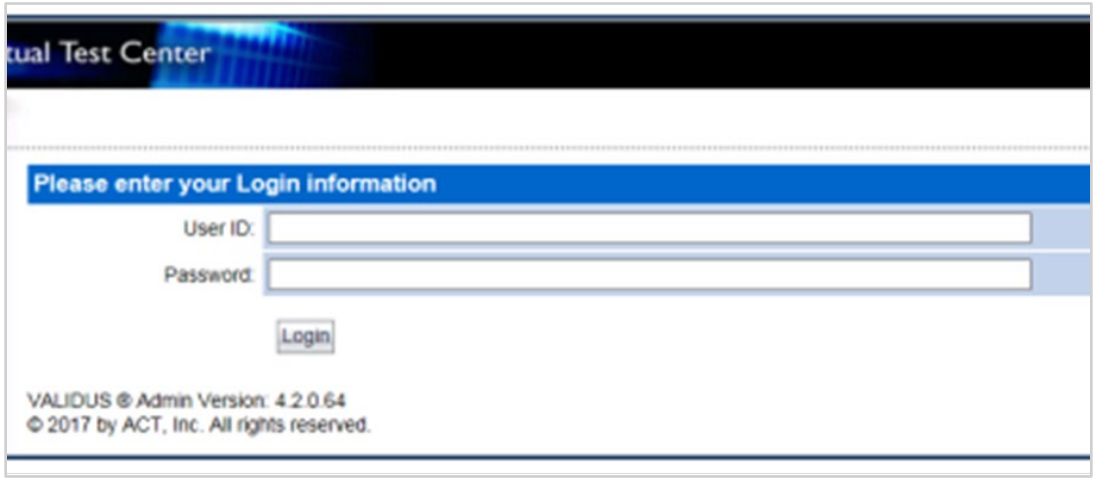
- TAO System Check and Validation Test



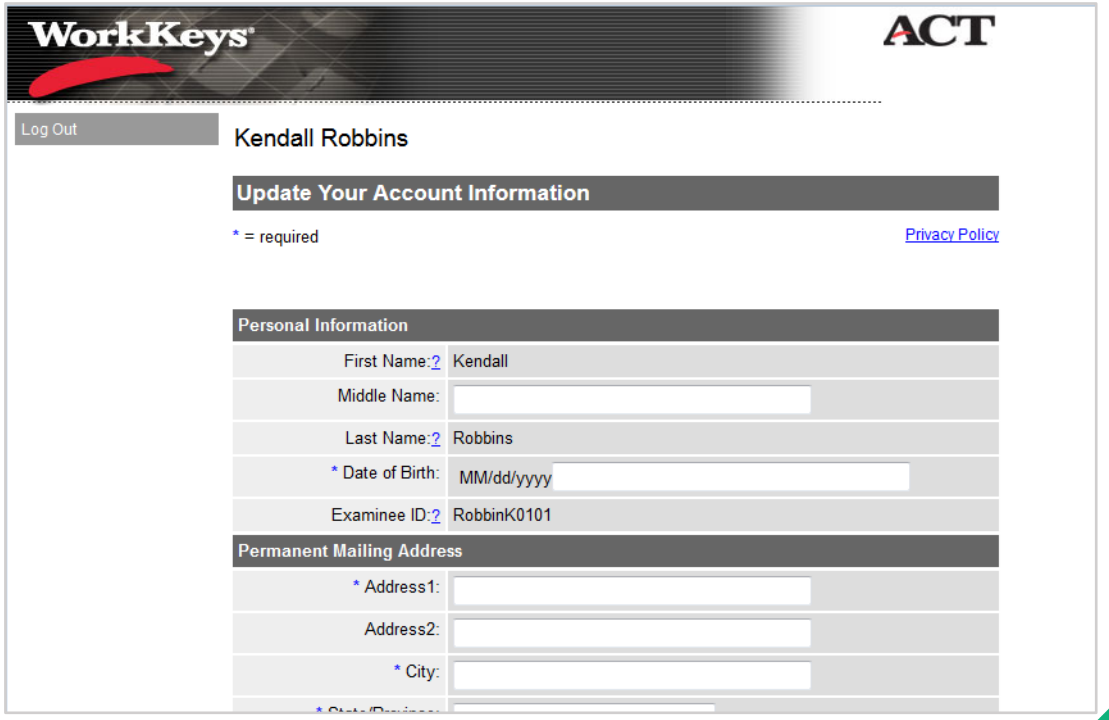
ACT® WorkKeys®

Log In to TAO Test Delivery System

Administrator Login:

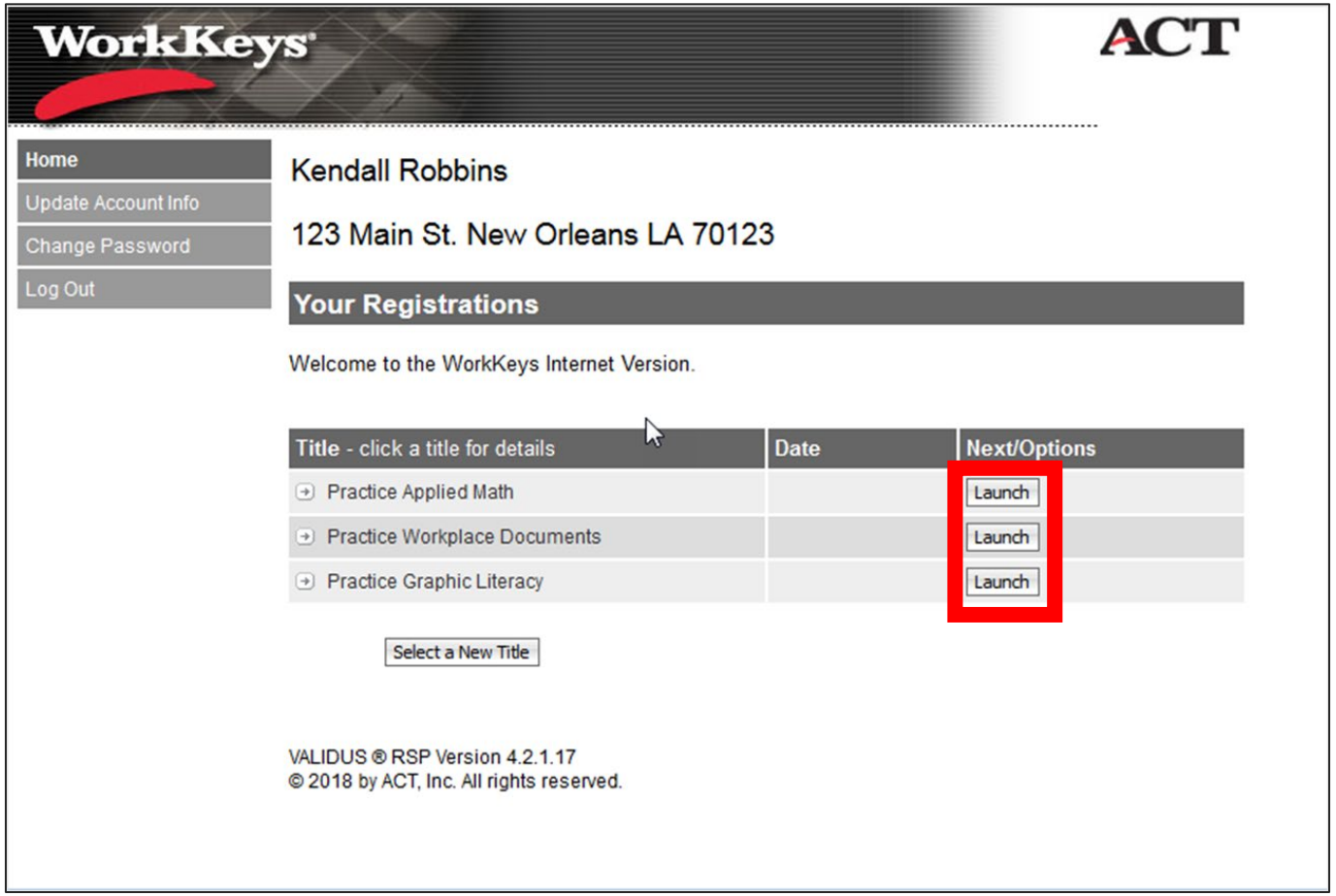


Examinee Login:



ACT WorkKeys

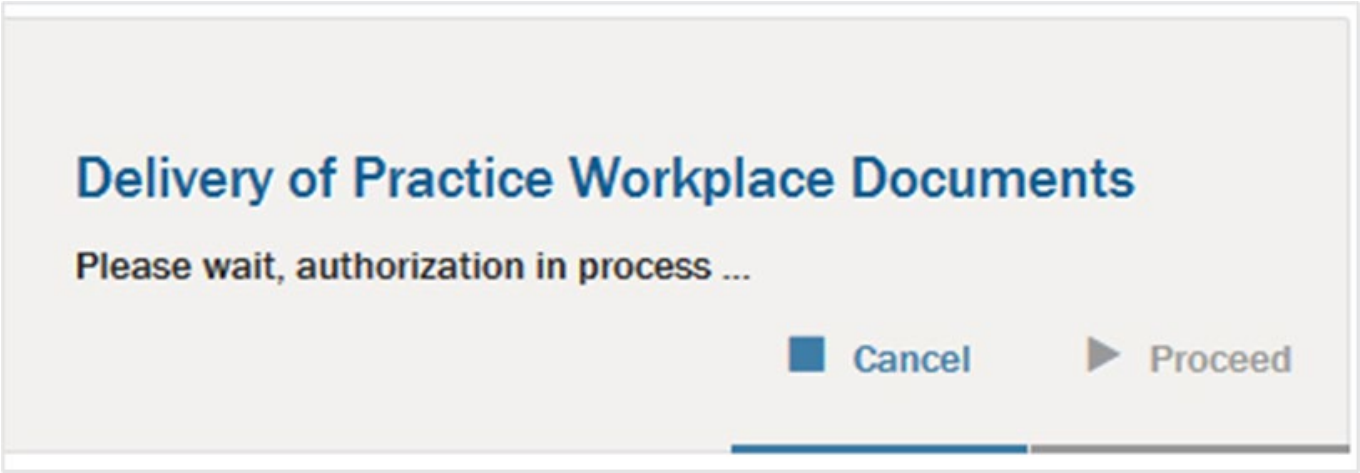
Examinee Test Launch Page



ACT WorkKeys

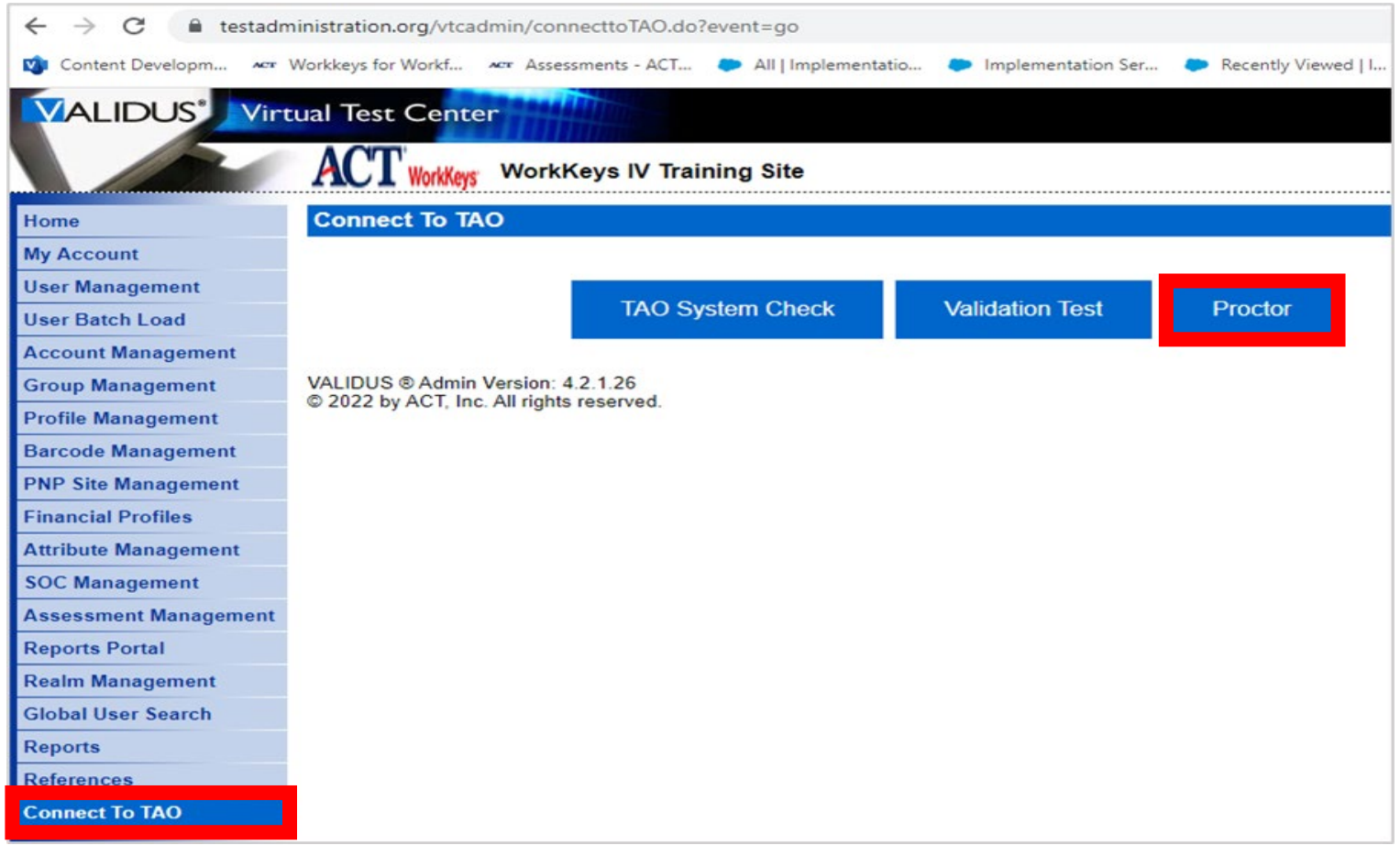
Launch Test

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



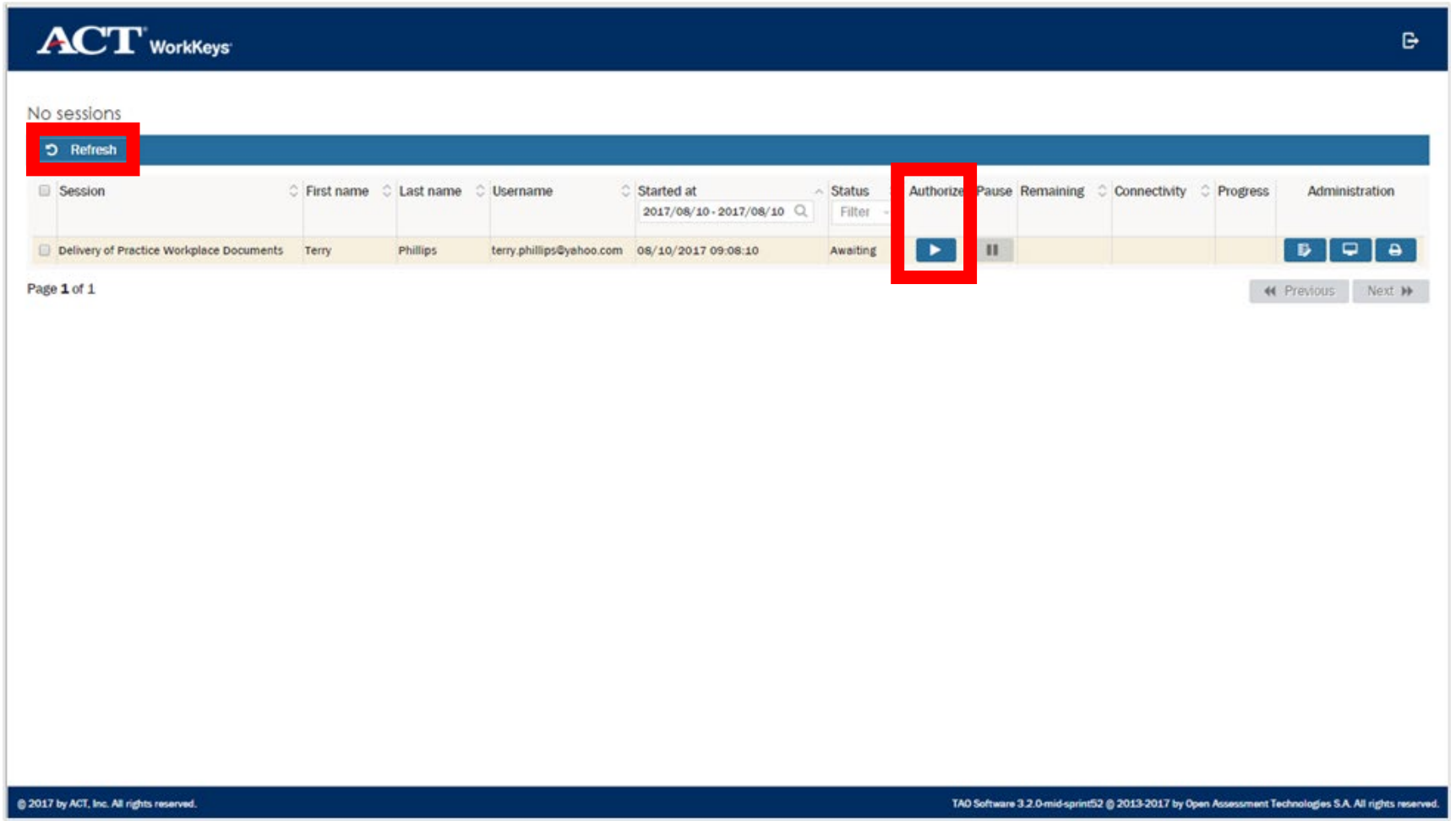
Launch Test

- Proctor connects to TAO and then chooses Proctor



Authorize with TAO

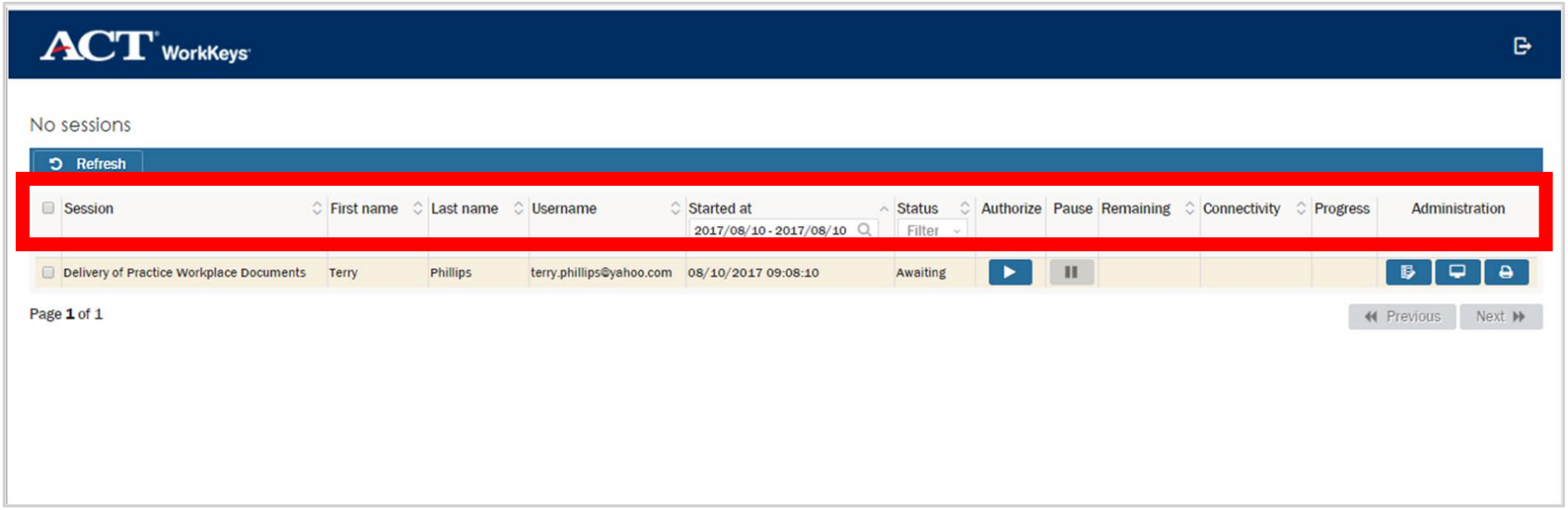
- TAO Proctor window shows any activity in your testing center for the day including completed tests



ACT WorkKeys

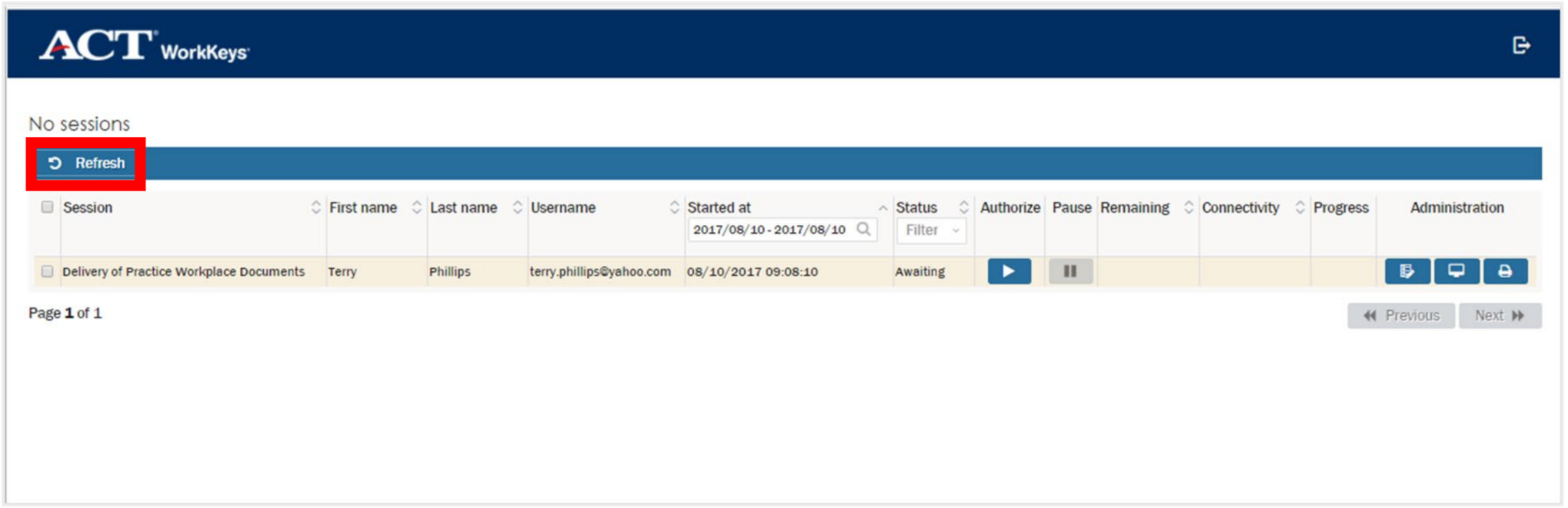
Authorize with TAO

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



ACT WorkKeys

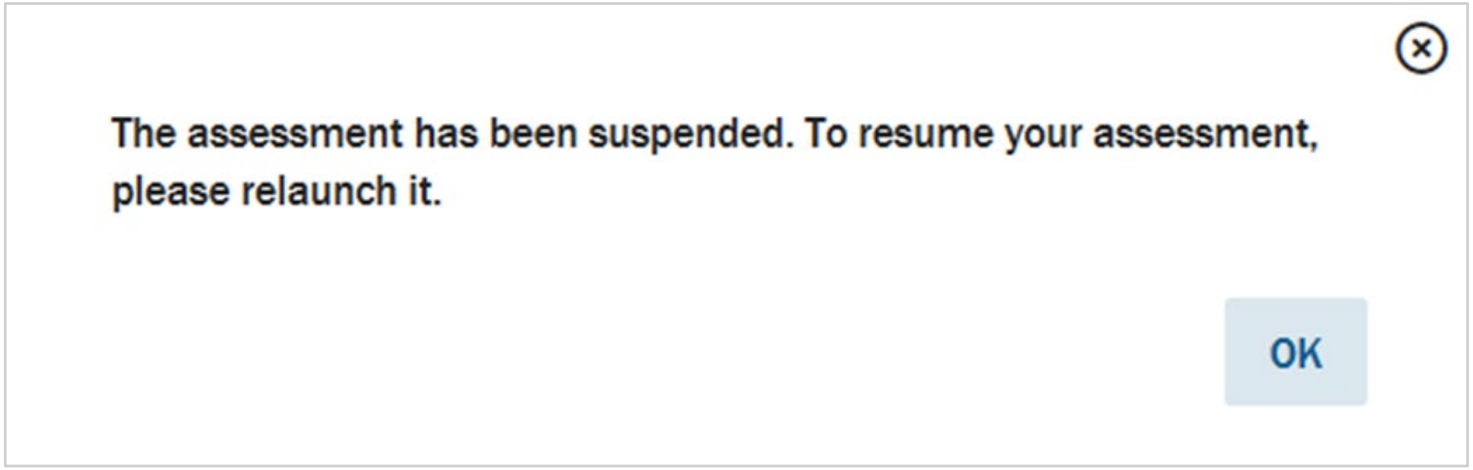
Authorize with TAO



ACT WorkKeys

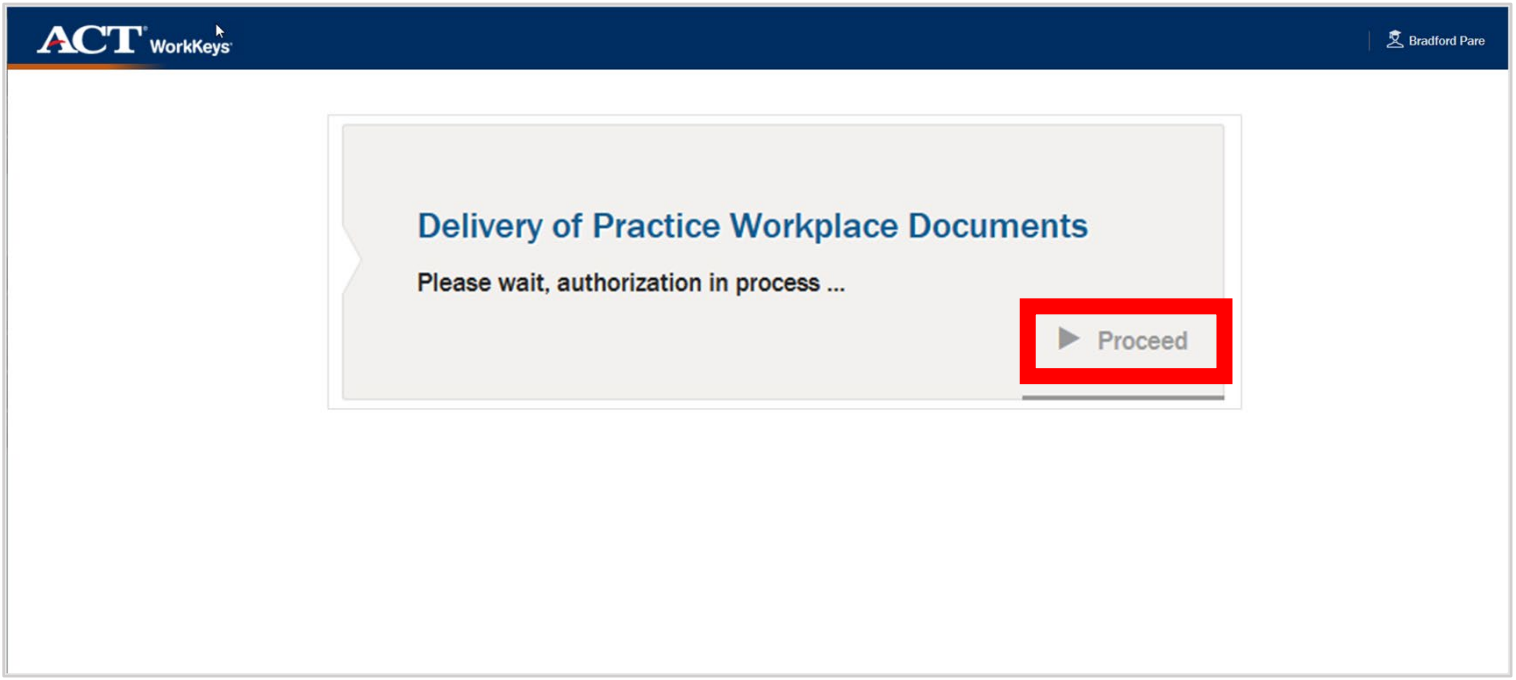
Test Delivery

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



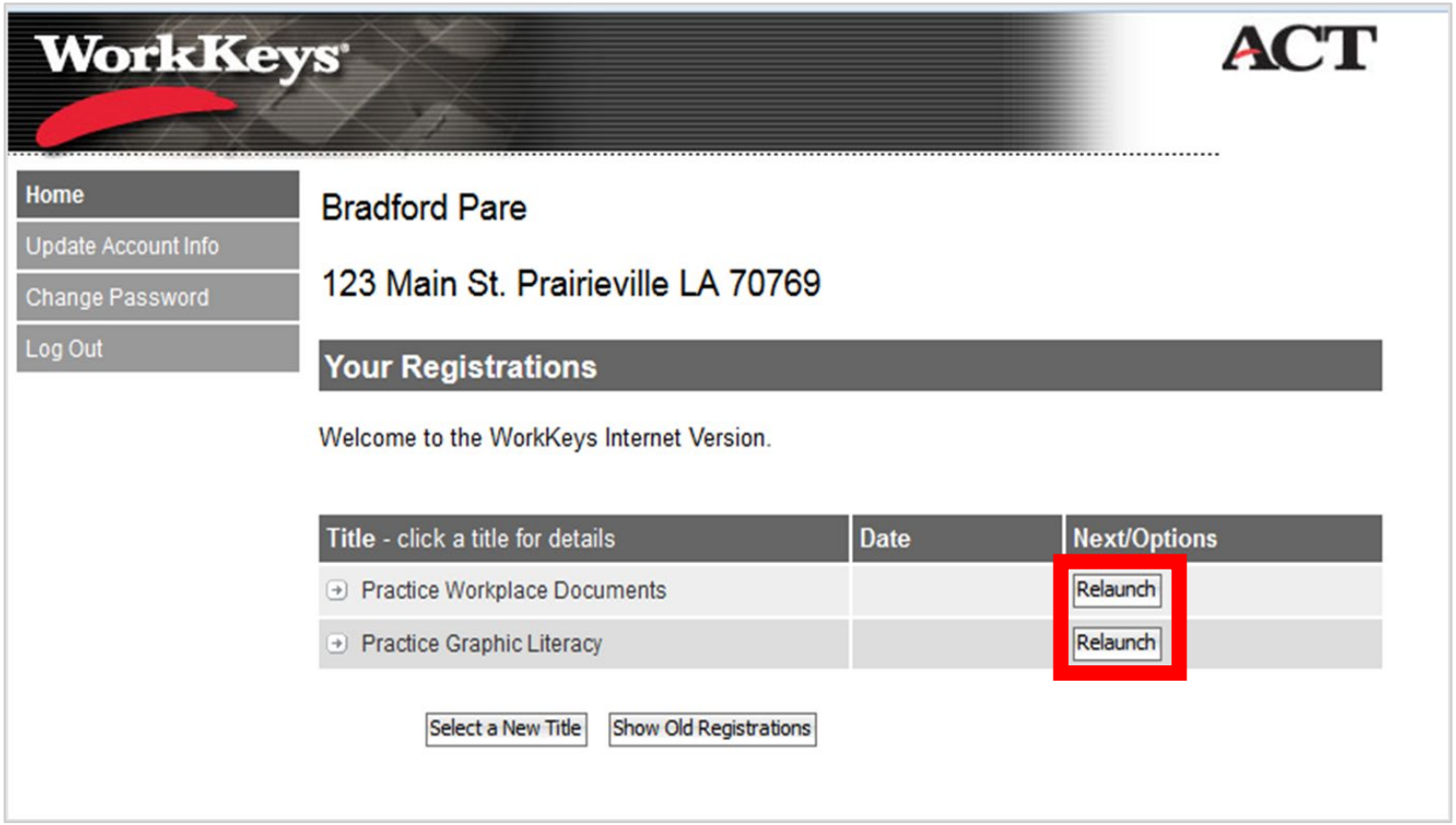
Test Delivery

- Examinee should see the Wait for Authorization screen



Test Delivery

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



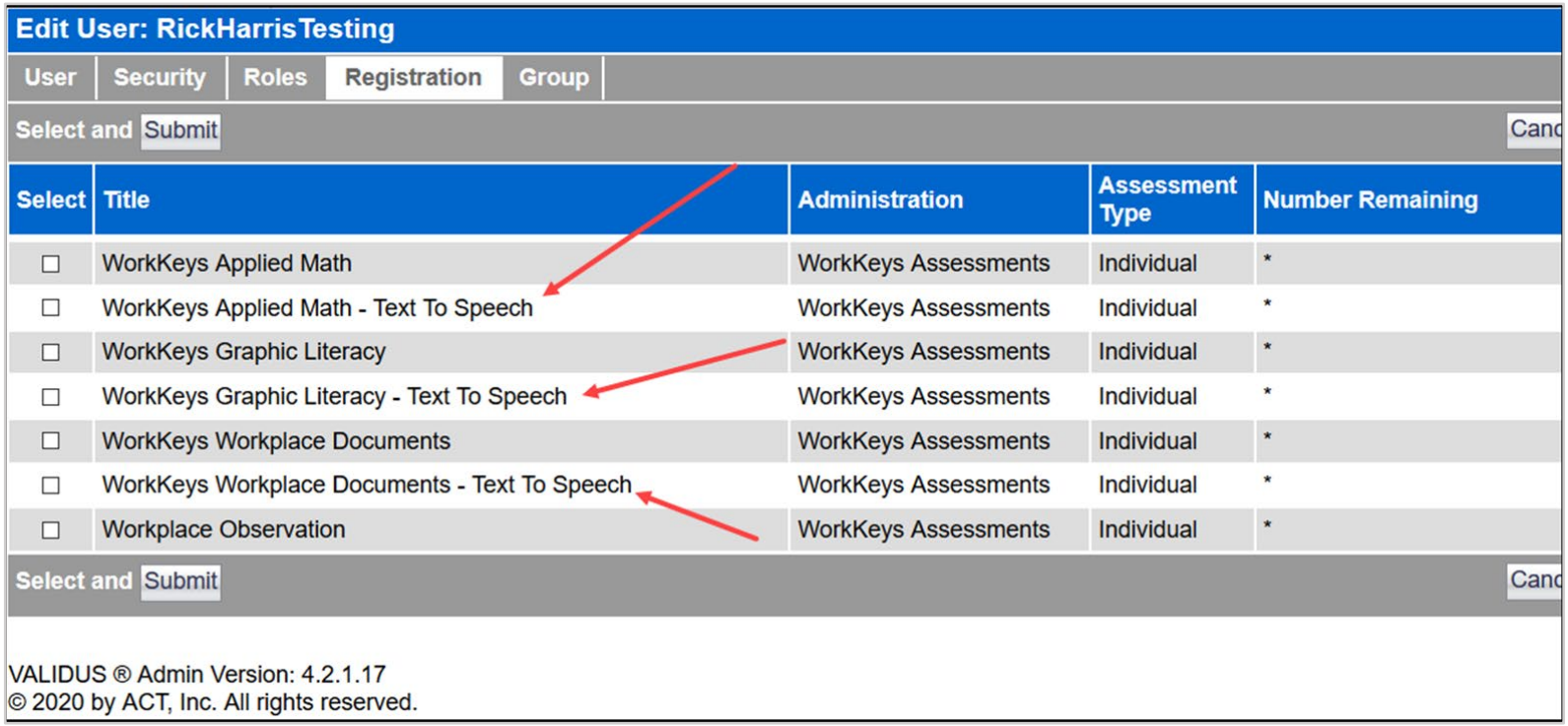
Online Accommodations

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



ACT WorkKeys

Screen Reader Software

User | Security | Roles | Registration | Group

Select and Submit — Cancel

Select	Title	Administration	Assessment Type	Number Remaining
☐	Alfabetización Gráfica - Graphic Literacy	WorkKeys Assessments	Individual	*
☐	Applied Technology	WorkKeys Assessments	Individual	*
☐	Business Writing	WorkKeys Assessments	Individual	*
☐	Documentos de Trabajo - Workplace Documents	WorkKeys Assessments	Individual	*
☐	Fit Assessment	WorkKeys Assessments	Individual	*
☐	Matemáticas Aplicadas - Applied Math	WorkKeys Assessments	Individual	*
☐	Talent Assessment	WorkKeys Assessments	Individual	*
☐	WorkKeys Applied Math	WorkKeys Assessments	Individual	*
☐	WorkKeys Applied Math - Remote Proctor	WorkKeys Assessments	Individual	*
☑	**WorkKeys Applied Math - Screen Reader**	**WorkKeys Assessments**	**Individual**	*
☐	WorkKeys Applied Math - Text To Speech	WorkKeys Assessments	Individual	*
☐	WorkKeys Graphic Literacy	WorkKeys Assessments	Individual	*
☐	WorkKeys Graphic Literacy - Remote Proctor	WorkKeys Assessments	Individual	*
☑	**WorkKeys Graphic Literacy - Screen Reader**	**WorkKeys Assessments**	**Individual**	*
☐	WorkKeys Graphic Literacy - Text To Speech	WorkKeys Assessments	Individual	*
☐	WorkKeys Workplace Documents	WorkKeys Assessments	Individual	*
☐	WorkKeys Workplace Documents - Remote Proctor	WorkKeys Assessments	Individual	*
☑	**WorkKeys Workplace Documents - Screen Reader**	**WorkKeys Assessments**	**Individual**	*
☐	WorkKeys Workplace Documents - Text To Speech	WorkKeys Assessments	Individual	*
☐	Workplace Observation	WorkKeys Assessments	Individual	*

Select and Submit — Cancel

Reporting Irregularities

What are Irregularities?

Individual Irregularities:

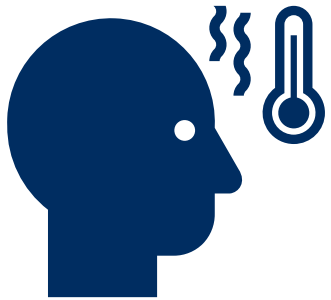
- An individual irregularity is one that affects a single person or several individuals involved in a single circumstance

Group Irregularities:

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

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 manual

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

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

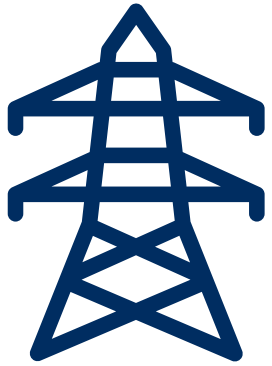
Emergency Evacuation

Types of Irregularities

Examples of Group Irregularities

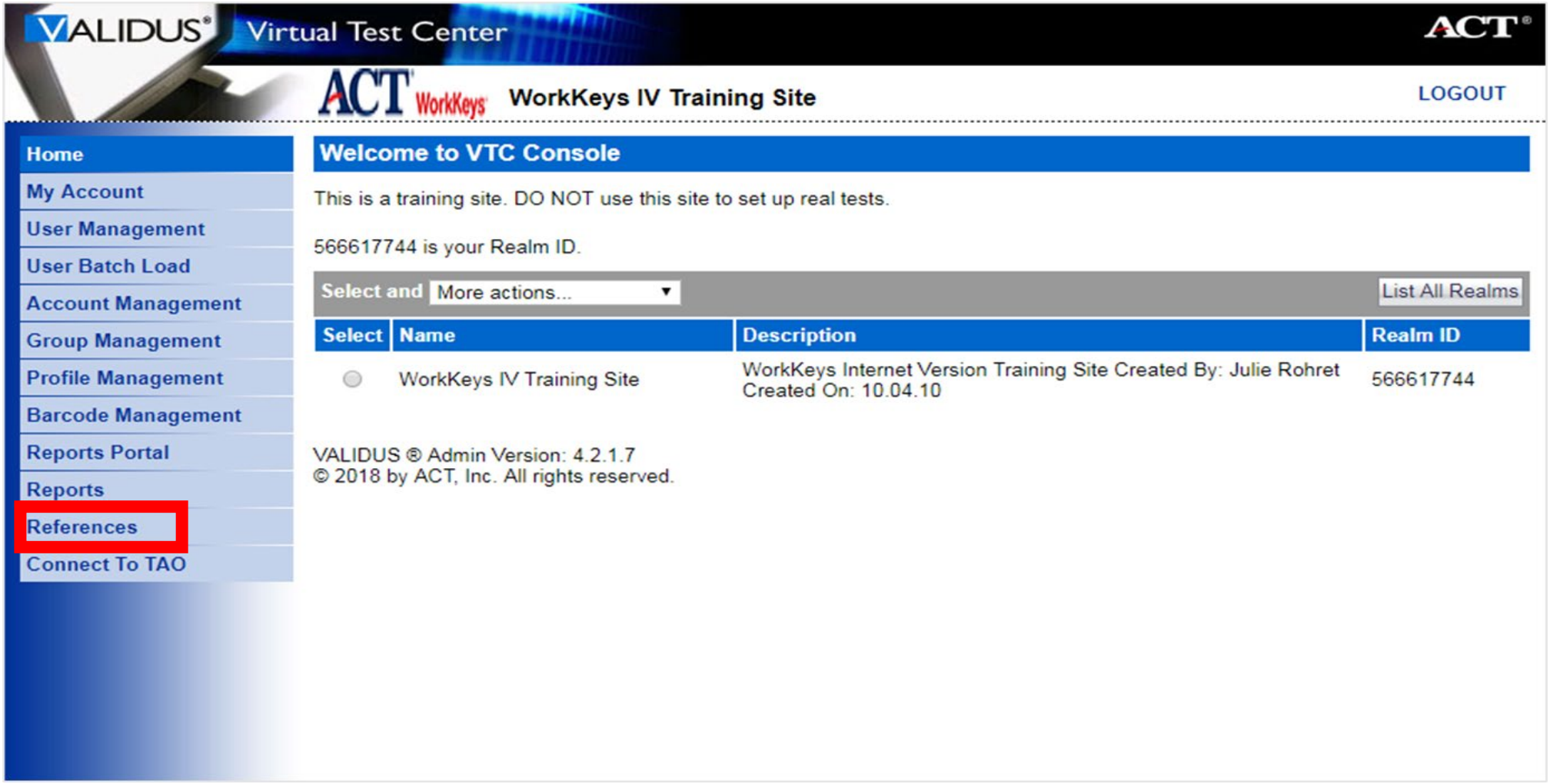
Inclement Weather

Copying Tests

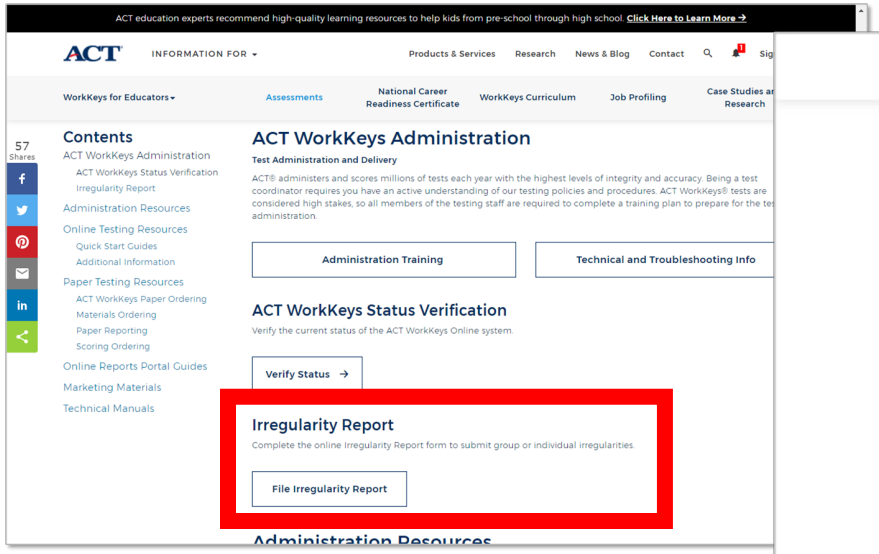


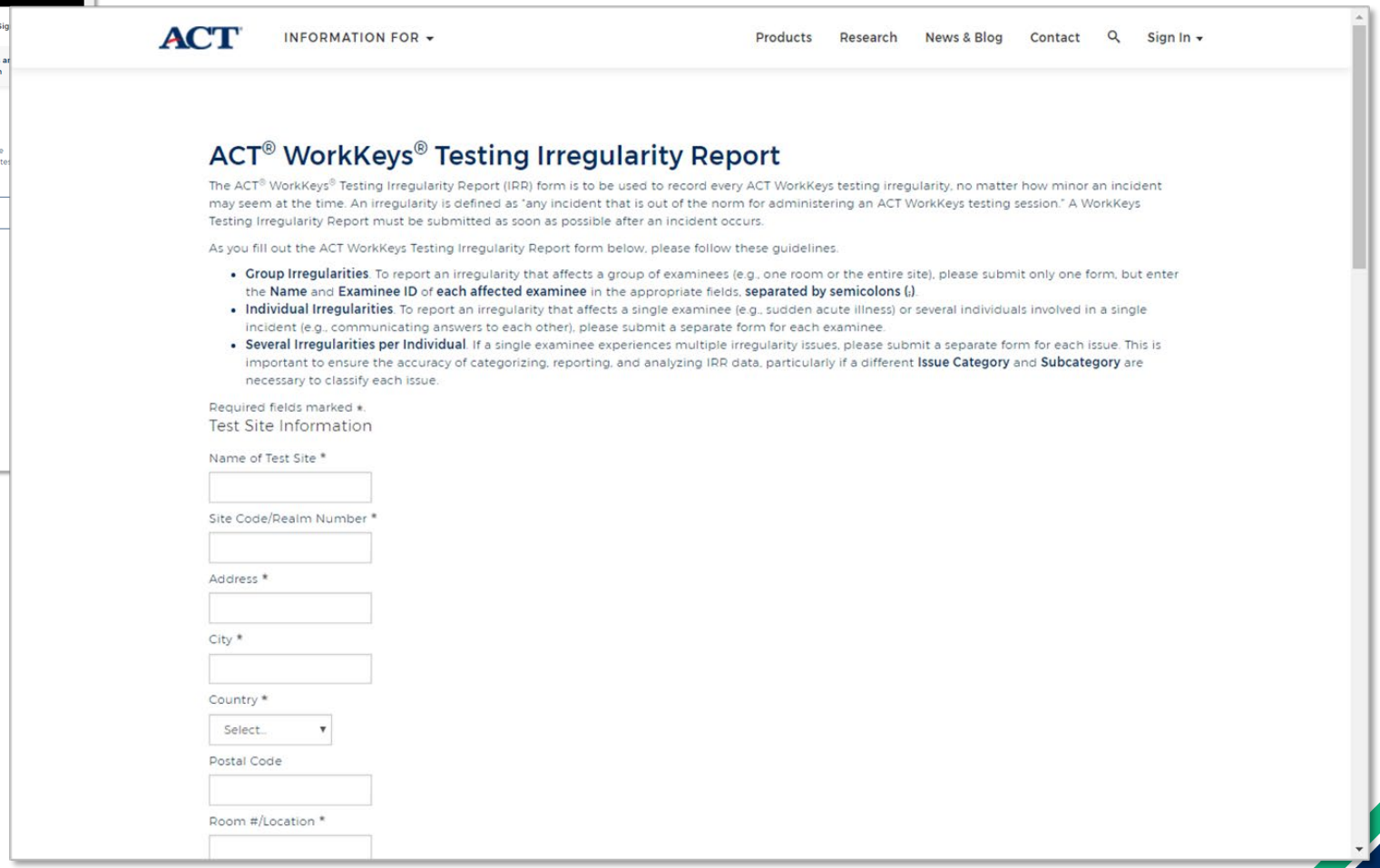
Power Failure

Accessing the Irregularity Report

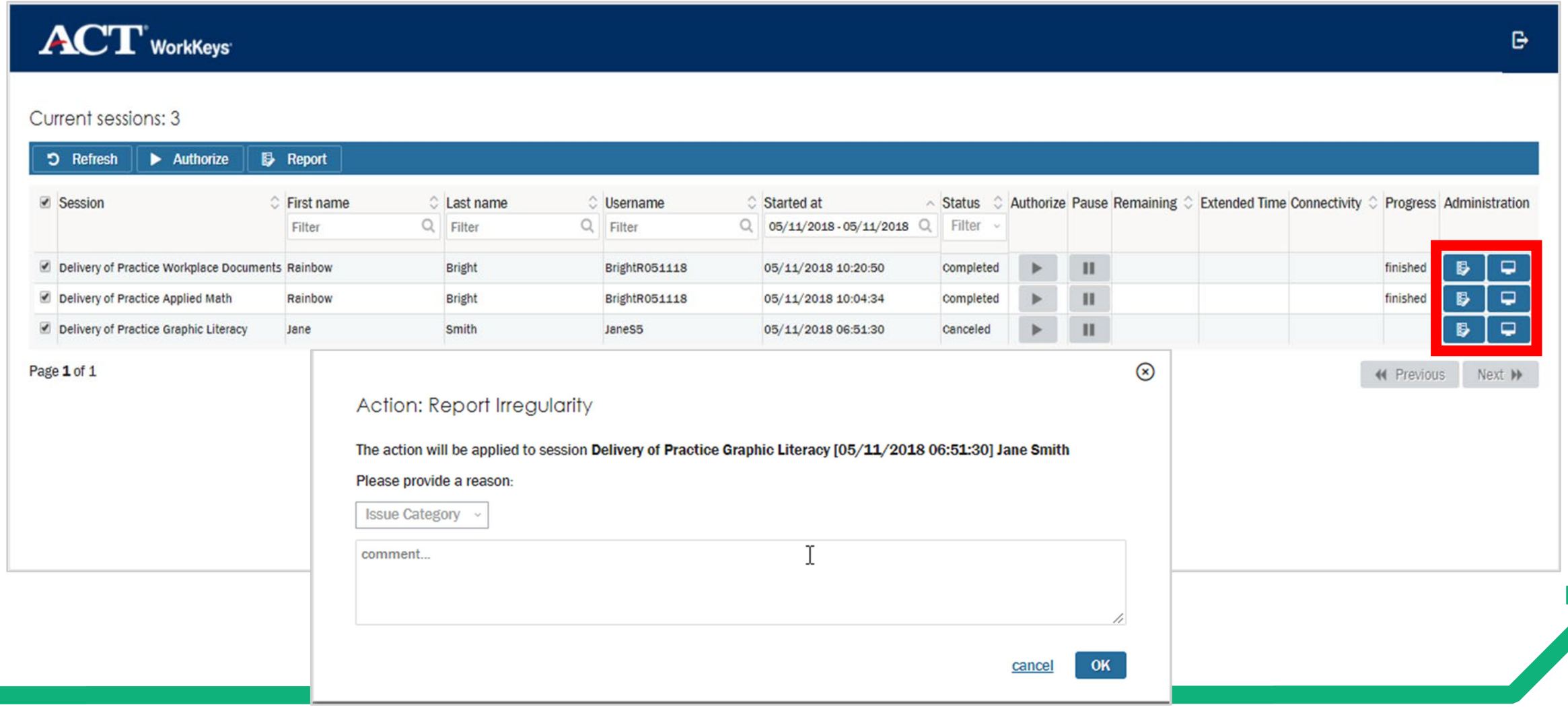


Accessing the Irregularity Report



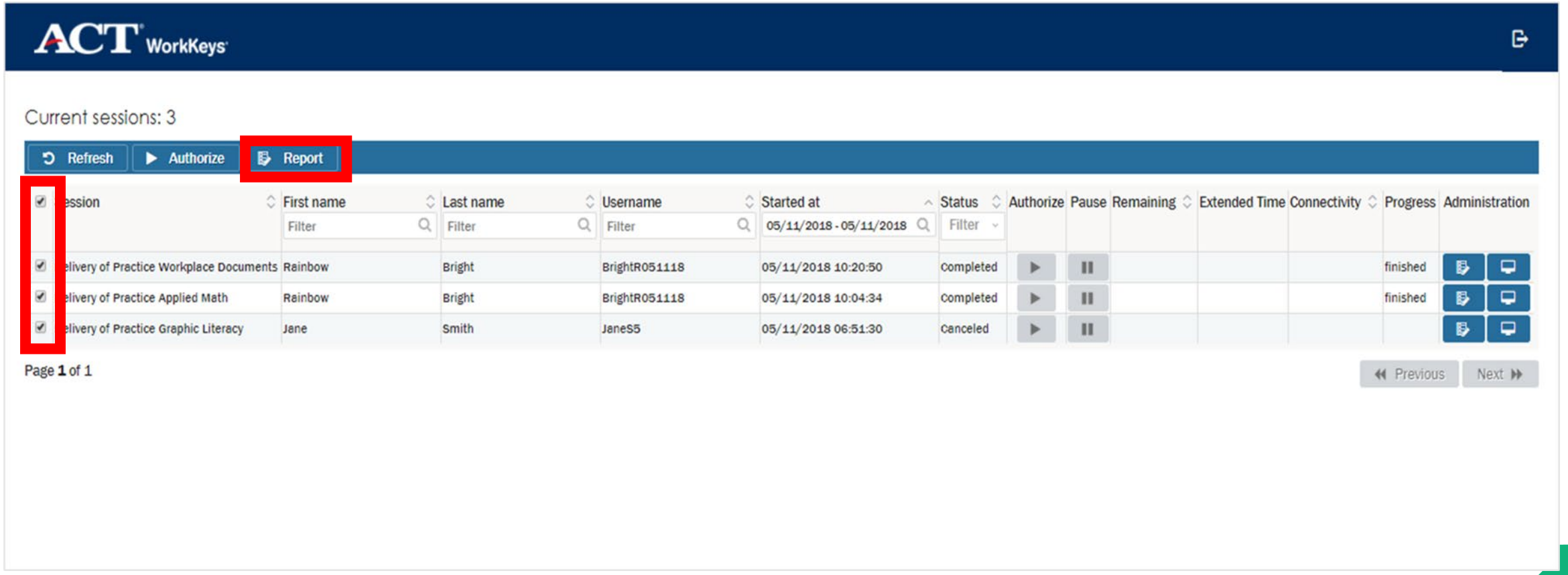


Accessing the Irregularity Report



ACT WorkKeys

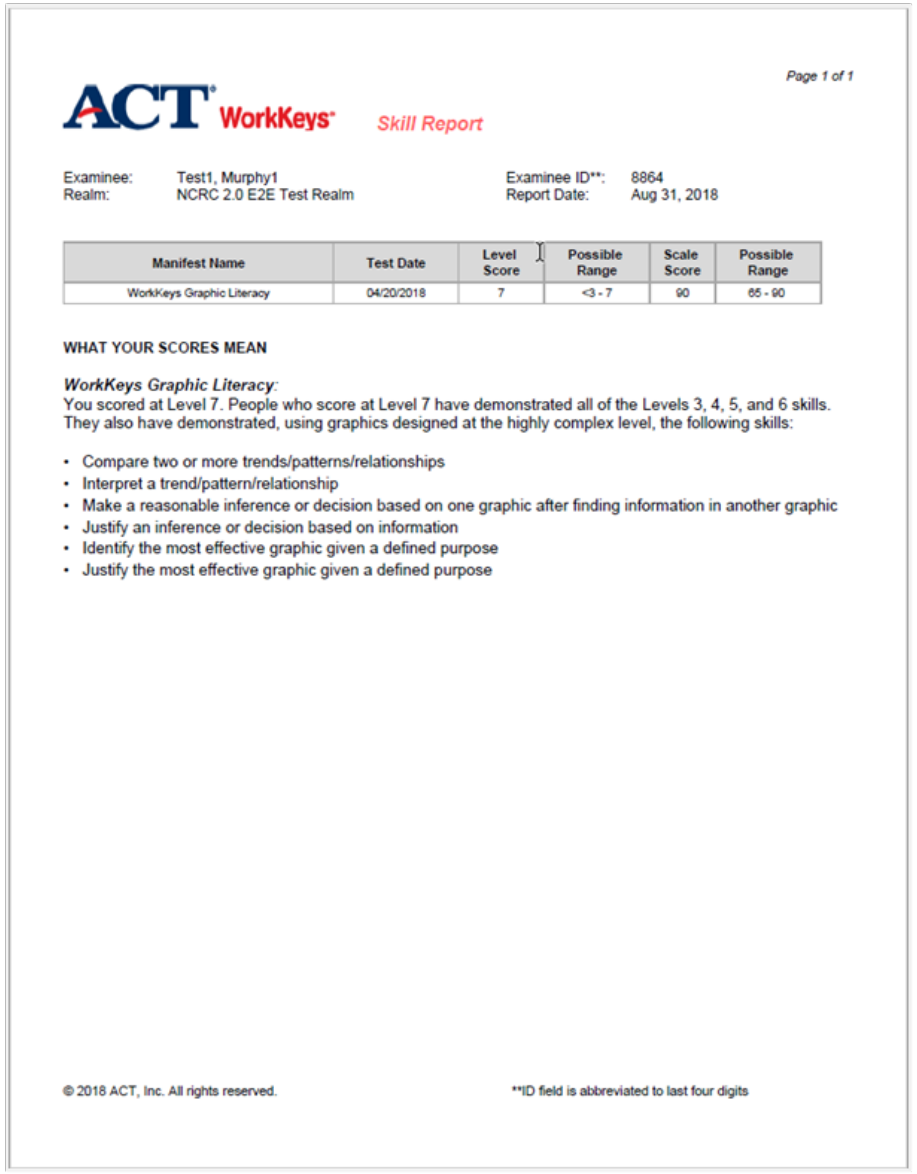
Accessing the Irregularity Report



Scores and Reports

Generate Score Reports

- Score reports must be safeguarded



Page 1 of 1

ACT WorkKeys Skill Report

Examinee: Test1, Murphy1
Realm: NCRC 2.0 E2E Test Realm

Examinee ID**: 8864
Report Date: Aug 31, 2018

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Graphic Literacy	04/20/2018	7	<3 - 7	90	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Graphic Literacy:
You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated, using graphics designed at the highly complex level, the following skills:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

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**ID field is abbreviated to last four digits

Score Reports—Validus VTC

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

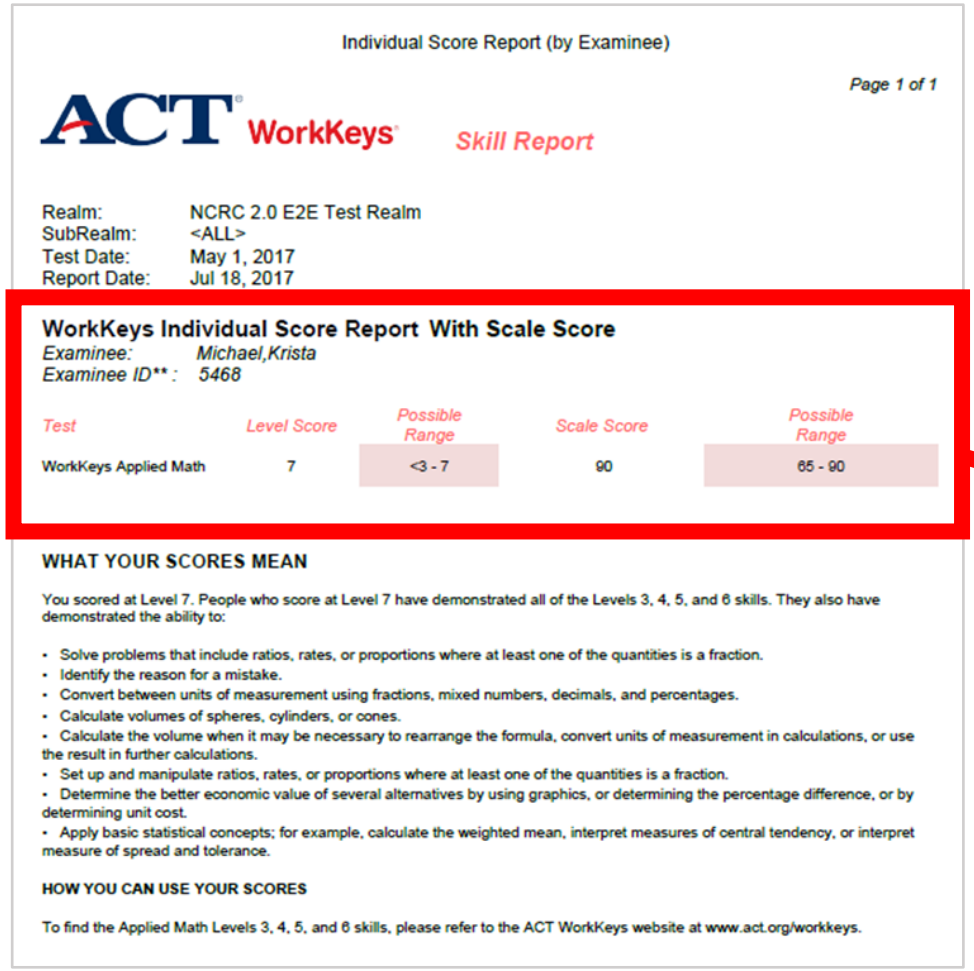
Generate Instant Score Report

- 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

“Instant” Individual Score Report



Individual Score Report (by Examinee)

Page 1 of 1

ACT WorkKeys *Skill Report*

Realm: NCRC 2.0 E2E Test Realm
SubRealm: <ALL>
Test Date: May 1, 2017
Report Date: Jul 18, 2017

WorkKeys Individual Score Report With Scale Score
Examinee: *Michael,Krista*
*Examinee ID** :* *5468*

Test	*Level Score*	*Possible Range*	*Scale Score*	*Possible Range*
WorkKeys Applied Math	7	<3 - 7	90	65 - 90

WHAT YOUR SCORES MEAN

You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated the ability to:

- Solve problems that include ratios, rates, or proportions where at least one of the quantities is a fraction.
- Identify the reason for a mistake.
- Convert between units of measurement using fractions, mixed numbers, decimals, and percentages.
- Calculate volumes of spheres, cylinders, or cones.
- Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations.
- Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction.
- Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost.
- Apply basic statistical concepts; for example, calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance.

HOW YOU CAN USE YOUR SCORES

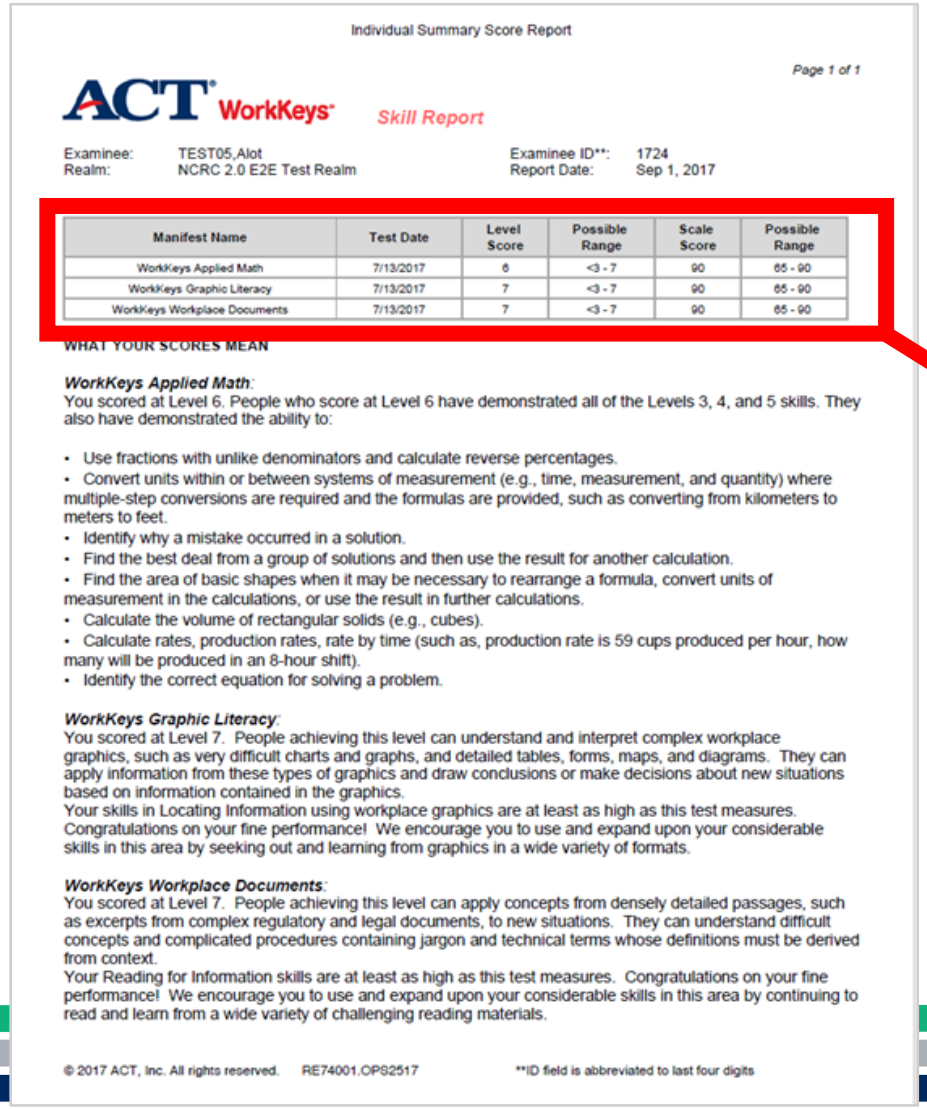
To find the Applied Math Levels 3, 4, 5, and 6 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

WorkKeys Individual Score Report With Scale Score
Examinee: *Michael,Krista*
*Examinee ID** :* *5468*

Test	*Level Score*	*Possible Range*	*Scale Score*	*Possible Range*
WorkKeys Applied Math	7	<3 - 7	90	65 - 90

ACT WorkKeys

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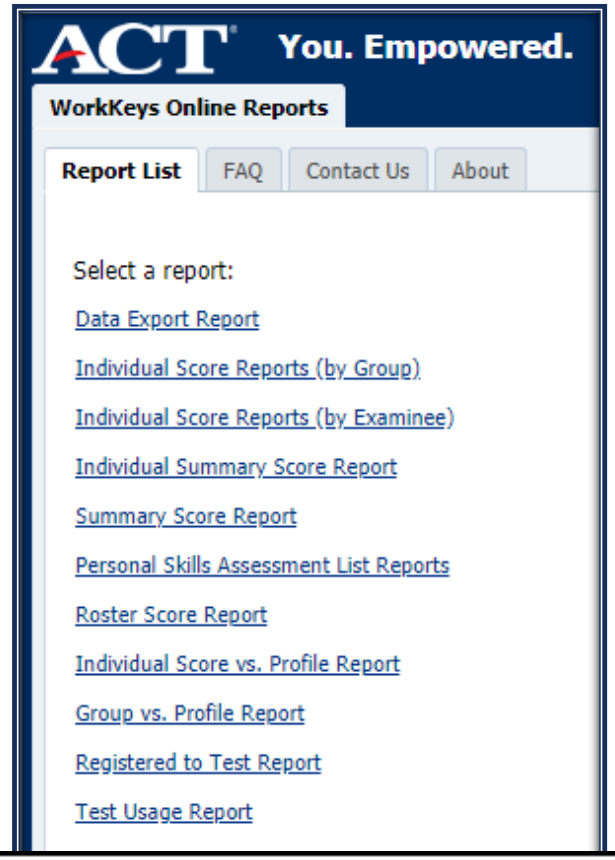
Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7/13/2017	6	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	7/13/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	7/13/2017	7	<3 - 7	90	65 - 90

ACT WorkKeys

Validus Reports Portal

- View score results in the Reports Portal in Validus
- Setting up a new staff account
- Roles in Validus
- Access the 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 WorkKeys

ACT Contact Information

ACT Customer Support:

800.553.6244, ext. 2800

workkeys@act.org

Hours:

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

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