Document Purpose

This document contains information for test coordinators and proctors to assign an ACT® WorkKeys® online text to speech test to a single examinee (not a group). Beginning in September 2020, this applies to three tests, known collectively as the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®) tests.

The available text to speech tests are:
- ACT® WorkKeys® Applied Math – Text To Speech
- ACT® WorkKeys® Graphic Literacy – Text To Speech
- ACT® WorkKeys® Workplace Documents – Text To Speech

Prerequisites

To perform this task, you must:

- Have your testing realm and login information as previously provided to you by ACT

- Be assigned the "User Manager" role within Validus VTC

Text To Speech Overview

1. Triple time (165 minutes) is built into each text to speech test. You will not have the option to add or reduce time.

2. Text to speech examinees MAY NOT test in the same room as paper testing examinees, including examinees testing with a reader script or prerecorded audio (USB).

3. Text to speech examinees MAY test in the same room as other text to speech examinees, provided that each examinee is on their own computer, each examinee wears headphones, and each examinee is taking the same test.

4. If an examinee earns an NCRC through text to speech tests, that WILL NOT be reflected on the examinee's NCRC.

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Procedure 1: Proctor Creates an Examinee User Account

Follow the steps below to **create** a secure user account for an examinee to do online testing.

If the examinee has an existing valid user account in the system: follow steps 1-3 to login. Search for their name in **User Management**, select their user account, select **Edit**, and choose the "Registration" tab. Then skip to Procedure 2 below.

If the examinee does not have an account, you'll need to create one by following steps 1-9.

Note: You may create an examinee user account and add test registrations prior to an examinee's actual test day, helping you prepare for proctoring their online tests. This is recommended.

1. On the proctor's computer, enter the url for your testing realm, which will look similar to the example shown below. This can be found in the email you received with realm information.

    https://vtc.act.org/123456789
    (The number after the last slash represents your site's realm number.)

    <u>Incorrect Results</u>: You will know that the url you used for your desired realm was **incorrect** if you see the **User ID** and **Password** with a **Realm** drop-down menu. Re-enter your correct realm url and try again.
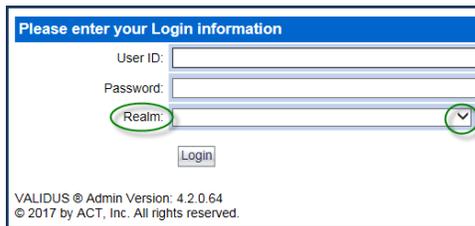
    <u>Correct Results</u>: Fields for only entering a **User ID** and **Password** should appear for you to be able to log into the Validus Virtual Test Center (VTC) system.
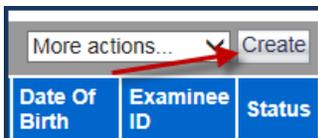

2. Enter your proctor **User ID** and **Password** and then select the **Login** button.

    Result: Your realm's "Home" page should appear on screen.

3. On the left side of the page, select the **User Management** navigation menu item.

4. On the right side of the page, select the **Create** button.

Result: A "Create User" page will appear. There are more fields in the form than what is shown below.

Note: Required fields are indicated with an asterisk (*).

5. Fill in **all** required fields for the examinee who is going to test. Here is information you need to know about certain fields.
   a. **First Name**
      - This needs to be the examinee's actual first name, which may not necessarily be the name the examinee goes by. Use appropriate case so the examinee's name can display correctly on future certificates
      - Keep in mind that when examinees arrive to take the test, they will need to present a photo ID. The name on the account needs to match the name on the photo ID. Slight variations are allowed, such as "Dave" instead of "David."
      - If an examinee earns an ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®), the name listed on the certificate will be the same as the name listed on this account.
      - This is **one of the five (5) match criteria** used to produce the ACT WorkKeys NCRC. **It's critical that the same first name be used on all of the examinee's ACT WorkKeys tests**.
   b. **Last Name**
      - As with the first name, the examinee name on the account needs to match the name on the photo ID and should be in appropriate case.
      - If an examinee earns an ACT WorkKeys NCRC, the name printed on the certificate will be the same as the name listed in this account.
      - This is **one of the 5 match criteria** used to produce the ACT WorkKeys NCRC.
   c. **Examinee ID**
      - This should be a series of numbers unique to the examinee. A suggestion would be a student ID number or an employee ID number.
      - Do **not** use the examinee's driver's license number, Social Security Number (SSN), or any number that contains a portion of the SSN.
      - The number can include a **maximum** of 11 digits.
      - This is **one of the 5 match criteria** used to produce the ACT WorkKeys NCRC.
6. Although not marked (with an *) as being required, we *highly recommend* that you enter the following information.
   a. **Date of Birth**
      - The **birth month** is **one of the 5 match criteria** used for the ACT WorkKeys NCRC.
      - The **birth day** is also **one of the 5 match criteria**.
   b. **User ID**
      - The User ID you create is what the examinee will use to log in and take the tests.
      - The User ID must be a **minimum** of 3 characters long. It may be a combination of letters and/or numbers and is not case sensitive
      - You may either select the **Generate ID** button or create your own User ID unique to the examinee. The Generate ID button only works if the last name and first name fields have been populated.
      - We suggest creating a User ID that is easy to remember, such as the examinee's email address, or the examinee's last name and first initial of the first name, followed by a number.
      - Do **not** use the examinee's driver's license number, Social Security Number (SSN), or any number that contains a portion of the SSN.
      - Once a User ID has been entered into the system, it is **permanent**. It **cannot** be changed or duplicated. This applies to the entire Validus system, not just your site's realm.

c. **Password (and Confirm Password)**
  - The system can generate a password for the examinee, but we recommend that you create one. The examinee can change it later if they desire.
  - The password is **case sensitive**.
  - The password can be a combination of letters and/or numbers.
  - The password must contain at least one numeric value.
  - The password must be a **minimum** of 6 characters and a **maximum** of 30 characters long.

Note: You may fill in more information if you'd like, but it's not required. The examinee will need to review and complete any information prior to launching the test. But remember, the User ID cannot be altered.

7. Review your selections and entries. When you are confident that the information is accurate, select the **Submit** button at the bottom of the form.

   Result: The "Roles" page appears. See the tabs at the top of the page: User, Security, Roles, Registration, and Group. The Roles tab is highlighted after selecting.
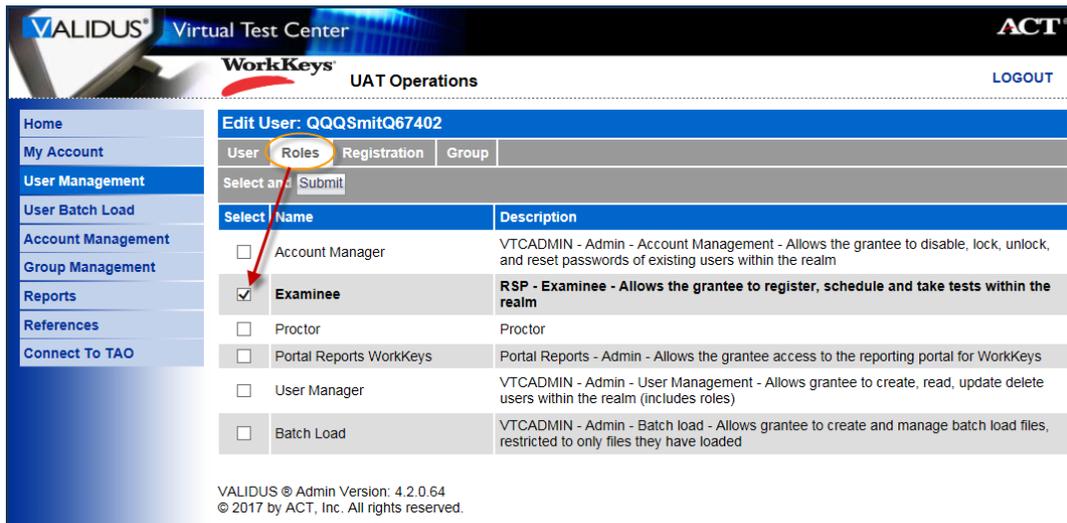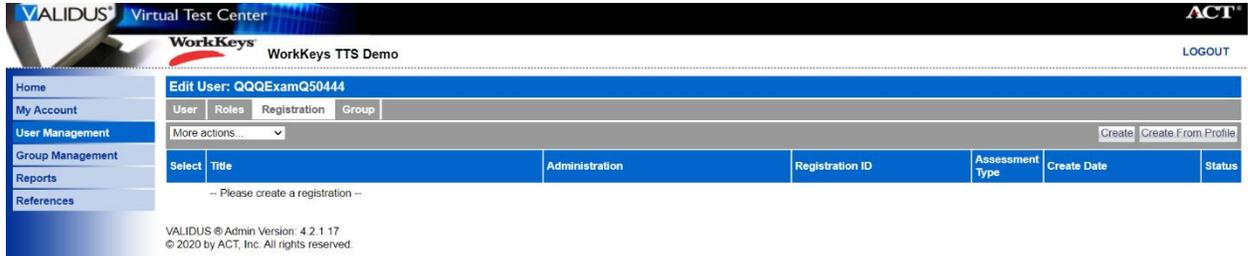

8. ONLY select the box next to the **Examinee** role so that a check mark appears in that box.
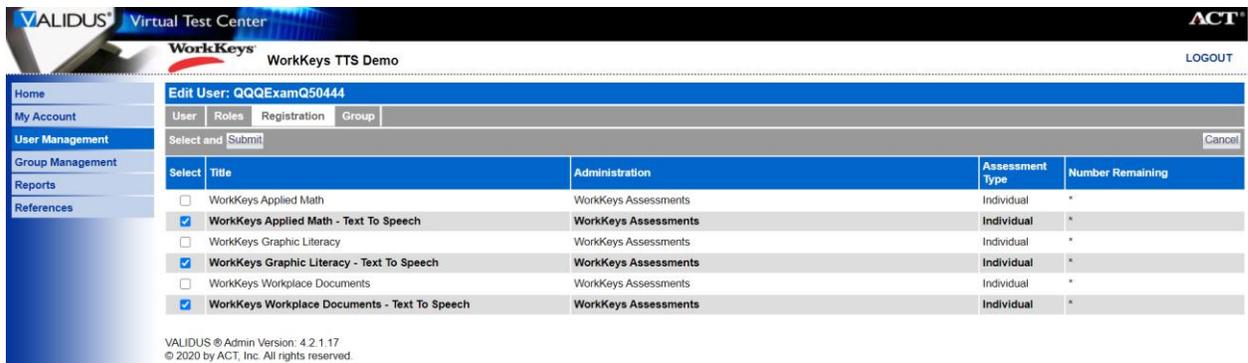9. Select the **Submit** button to save that selection.

   IMPORTANT! If you do **not** choose the Submit button, the Examinee role will not become activated and the examinee will not be able to log in to take the test. Instead, the examinee will receive an error message when trying to log in to the testing site. If this occurs, you will need to go into the Roles tab of the examinee's user account in Validus to add the Examinee role.

Procedure 2: Proctor Adds Test Registrations

1. The "**Registration**" page appears. Select the **Create** button on the right side of the page to create test registration(s) for the examinee.

2. In the "Select" column, choose the box next to the first title of the test for which you want to register the examinee. A check mark will appear in that box. You may select more than one test title for the examinee. For instance, you can choose the three ACT WorkKeys NCRC – Text To Speech tests.

3. Review your selections. Once you are confident that you have selected the correct test(s), select the **Submit** button at either the top or the bottom of the page.

Procedure 3: Financial Profile

Note: The next steps regarding the Financial Profile may, or may not, appear. It depends on whether the user account is able to access more than one financial profile (contract).

1. If a **Financial Profile** selection field does appear for a test title, choose from the drop-down list, the appropriate profile type that applies to this test registration.

2. Select the **Submit** button at the bottom of the page.

    Note: The Financial Profile field will appear for each test title that was selected for this examinee account. As soon as Submit is chosen, the next test title screen will appear. Make the appropriate Financial Profile selections and Submit, until you see the screen below.

Result: The Registration screen now displays the test titles you selected for this examinee's account with a Status of "Created" for each one. The examinee has been registered for WorkKeys text to speech tests.

*Note: If an examinee has previous unused test registrations that you would like to remove, they can be deleted by using the **More actions** drop down on the **Registrations** tab. Used test registrations cannot be deleted.*

Your Next Steps May Include

1. If you are not yet ready to authorize any of these tests, because you're working ahead of the examinee's arrival to the test center, or you have other examinee accounts to set up like this, select **User Management** and go through Procedure 1 again.

2. If you are finished for now, you may log out of Validus.

3. Creating a group.

4. Adding this examinee to an existing group.

5. Registering a Group for One or More Tests

6. Authorizing a Test for a Group of Examinees.

7. Administering a Test to a Single Examinee.