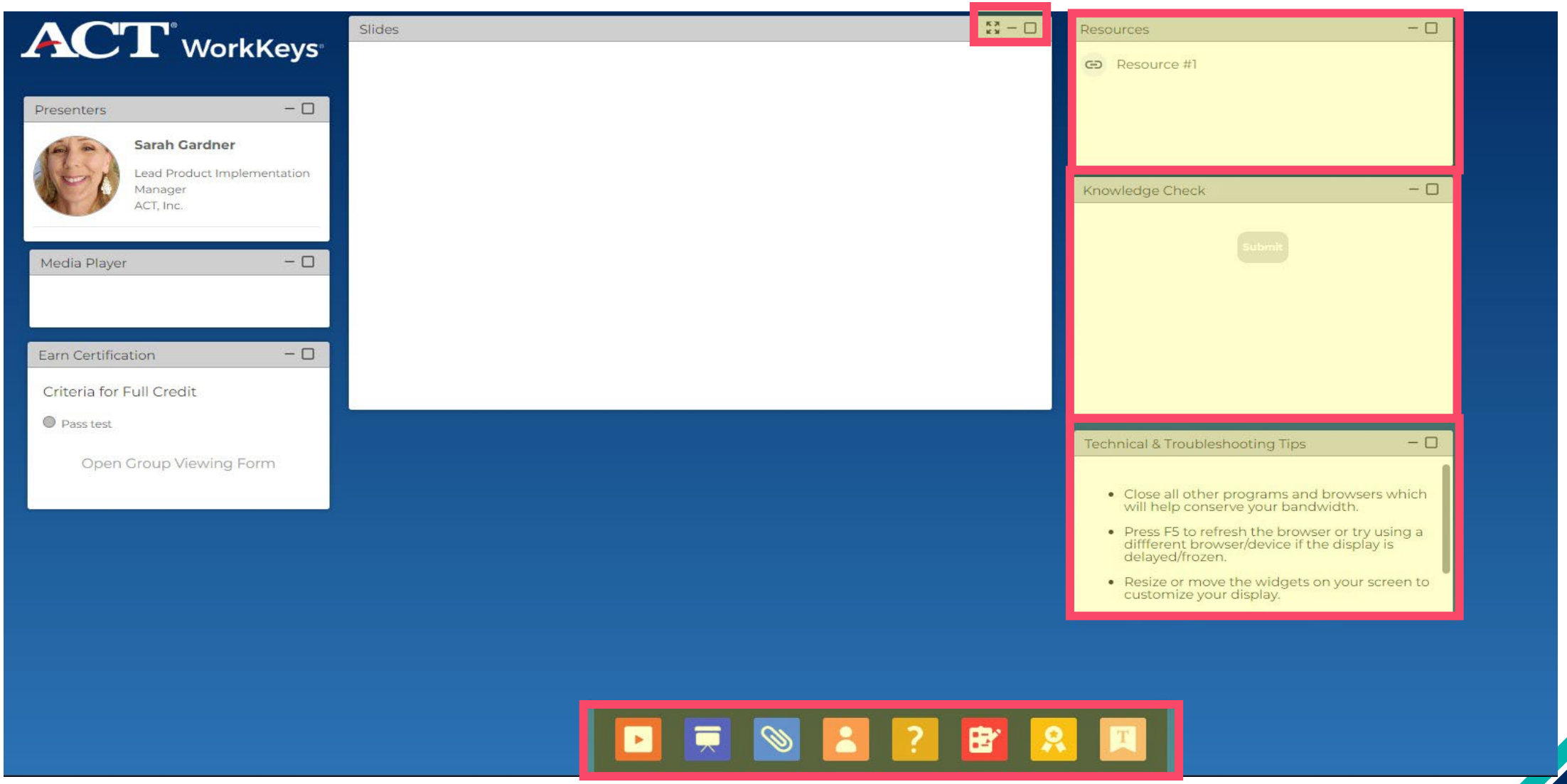
ACT® WorkKeys®

ACT WorkKeys NRS Online Test Administration for Test Coordinators

CJ16285

On Demand Webinar Tips



Agenda

- Overview of WorkKeys Assessments
- Test Coordinator Responsibilities
- Online Testing
- Accommodations
- Reporting

ACT® WorkKeys®

ACT WorkKeys

The power of the WorkKeys system provides skills-based career navigation resources that prepare adult learners to successfully transition to postsecondary education, apprenticeship programs, and the workforce maximizing career potential.

- Build confidence with nationally recognized stackable credentials
- Skills-based approach to career navigation aligned with occupational profile benchmarks
- Prepare to transition to postsecondary education with opportunity to earn college credit (ACE recommendation)
- Claim and share a digital badge, get a job

ACT® WorkKeys®

How the WorkKeys System Works

Placement

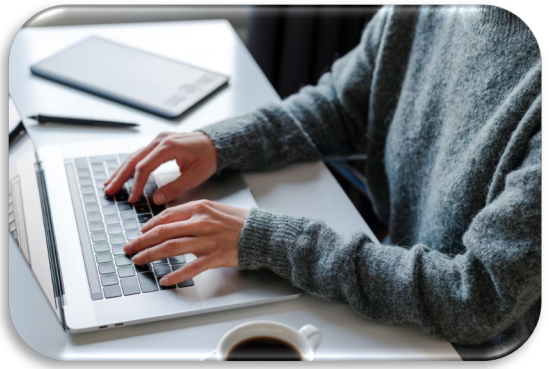
- No locater test is needed, a wide range of skills are covered on a single test form

Pre-Test

- Recommended within first 6 hours of instruction
- WorkKeys NRS-approved forms

Instruction

- WorkKeys Curriculum
- Classroom instruction



Post-Test

- Recommended after 30 hours of instruction
- WorkKeys NRS-approved forms

ACT® WorkKeys®

A Nationally Recognized Credential

The ACT **WorkKeys National Career Readiness Certificate (NCRC®)** is an evidence-based credential demonstrating the essential problem-solving and critical thinking skills needed for workplace success.

More than 5.7 million NCRCs have been awarded at one of the four levels:

More than 28,000 Employers
are requiring or recognizing the NCRC nationwide

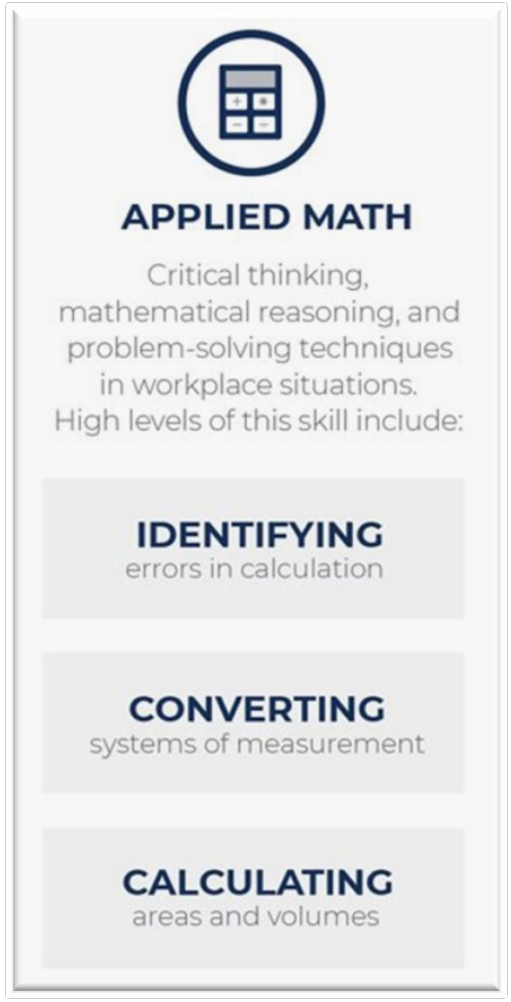
ACT® WorkKeys®

ACT WorkKeys Digital Badge by Credly

Credly

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®

Earn a National Career Readiness Certificate (NCRC)

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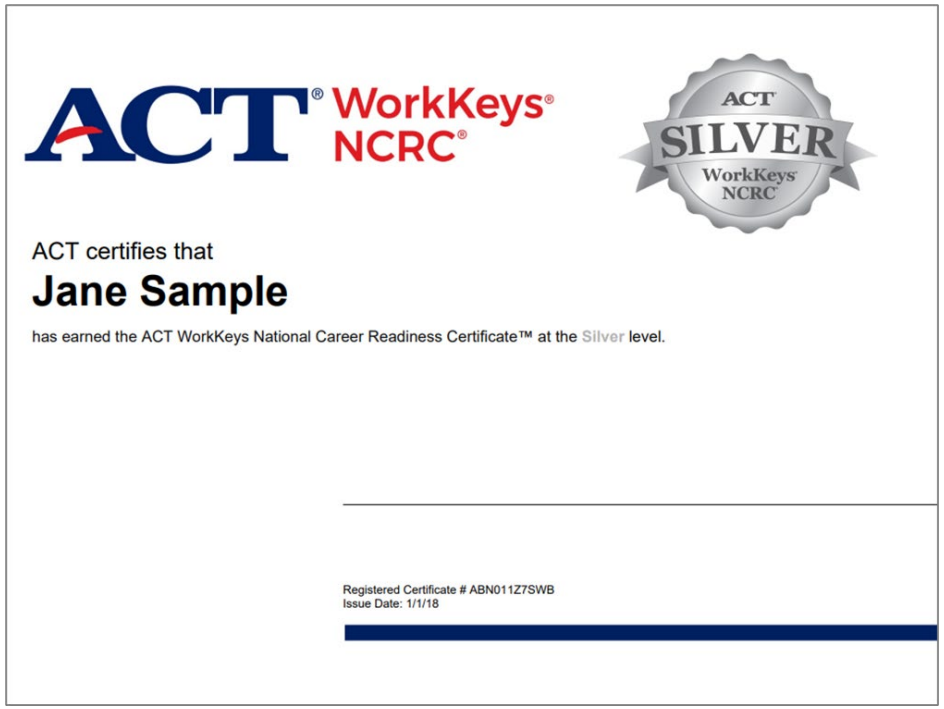

To learn more, click here.

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WorkKeys NRS Approved Test Forms

- ✓**Active Date:** July 2023
- ✓**Number of items:** 35
- ✓**Administration Time:** 55 minutes
- ✓**Pre-Test Recommendation:** Within first 6 hours of instruction
- ✓**Post-Test Recommendation:** 30 hours of instruction recommended
- ✓**Re-Testing Restrictions:** Cannot reuse the same form for 1 month (frequency bias), there are 4 forms of the test
- ✓**Training Requirements:** WorkKeys Training Website
- ✓**ACT WorkKeys Online Technical Specifications**

ACT® WorkKeys®

Adding NRS approved forms to your realm

WorkKeys Assessments Approved for WIOA by NRS

Talk to your ACT WorkKeys rep

ACT WorkKeys

Testing Dates

- No testing window/s
- Assessments can be administered at any time
- Assessments can be delivered individually or together

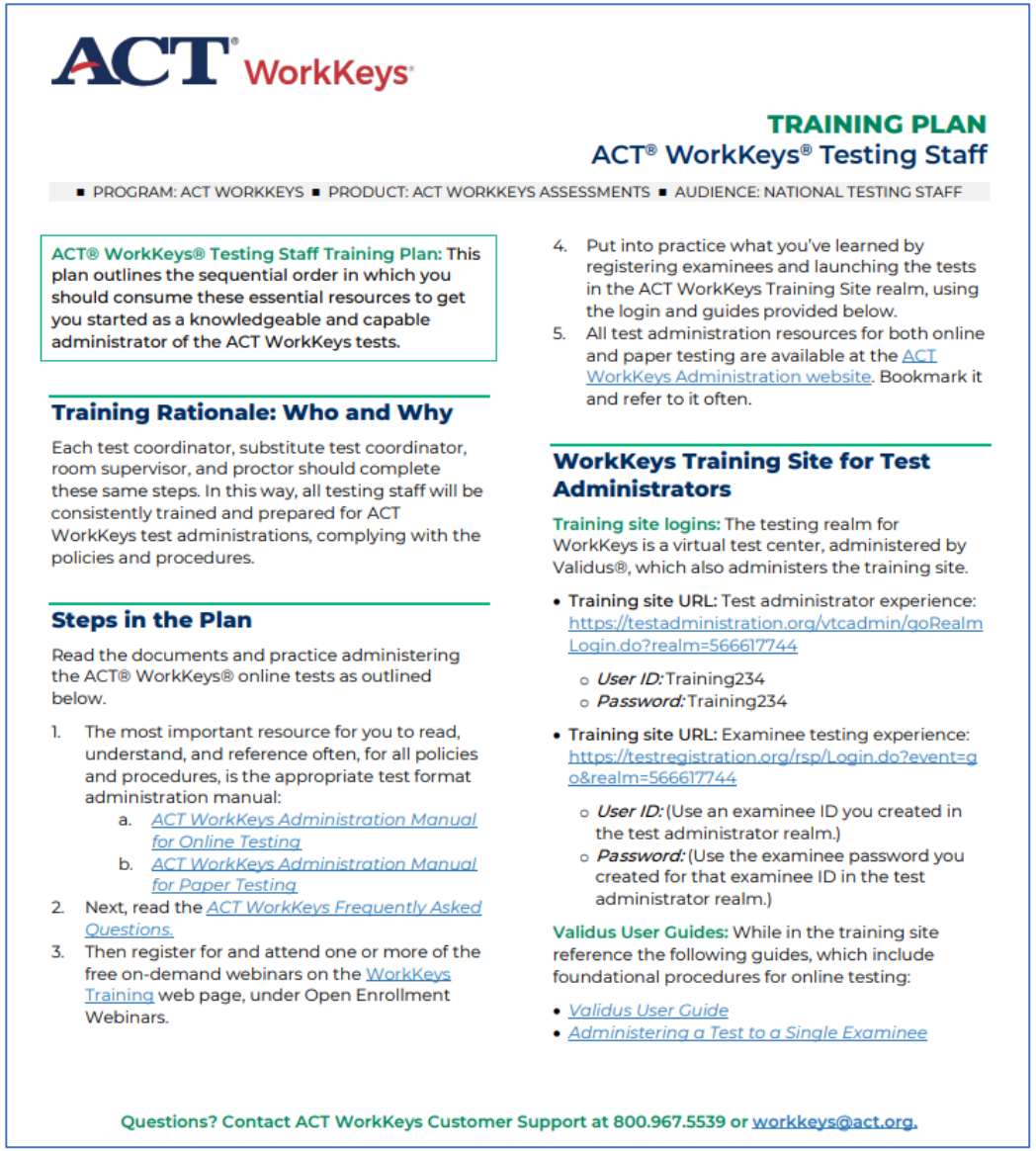
Test Coordinator Responsibilities

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



ACT WorkKeys

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/vtcadmin/goRealmLogin.do?realm=566617744
  - *User ID:* Training234
  - *Password:* Training234
- **Training site URL:** Examinee testing experience: https://testregistration.org/rsp/Login.do?event=go&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.

ACT WorkKeys

Test Coordinator Responsibilities

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

Validus User Guide

Test Coordinator Responsibilities

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

Training Resources Available

ACT WorkKeys

Create and Manage Accounts

ACT® WorkKeys®

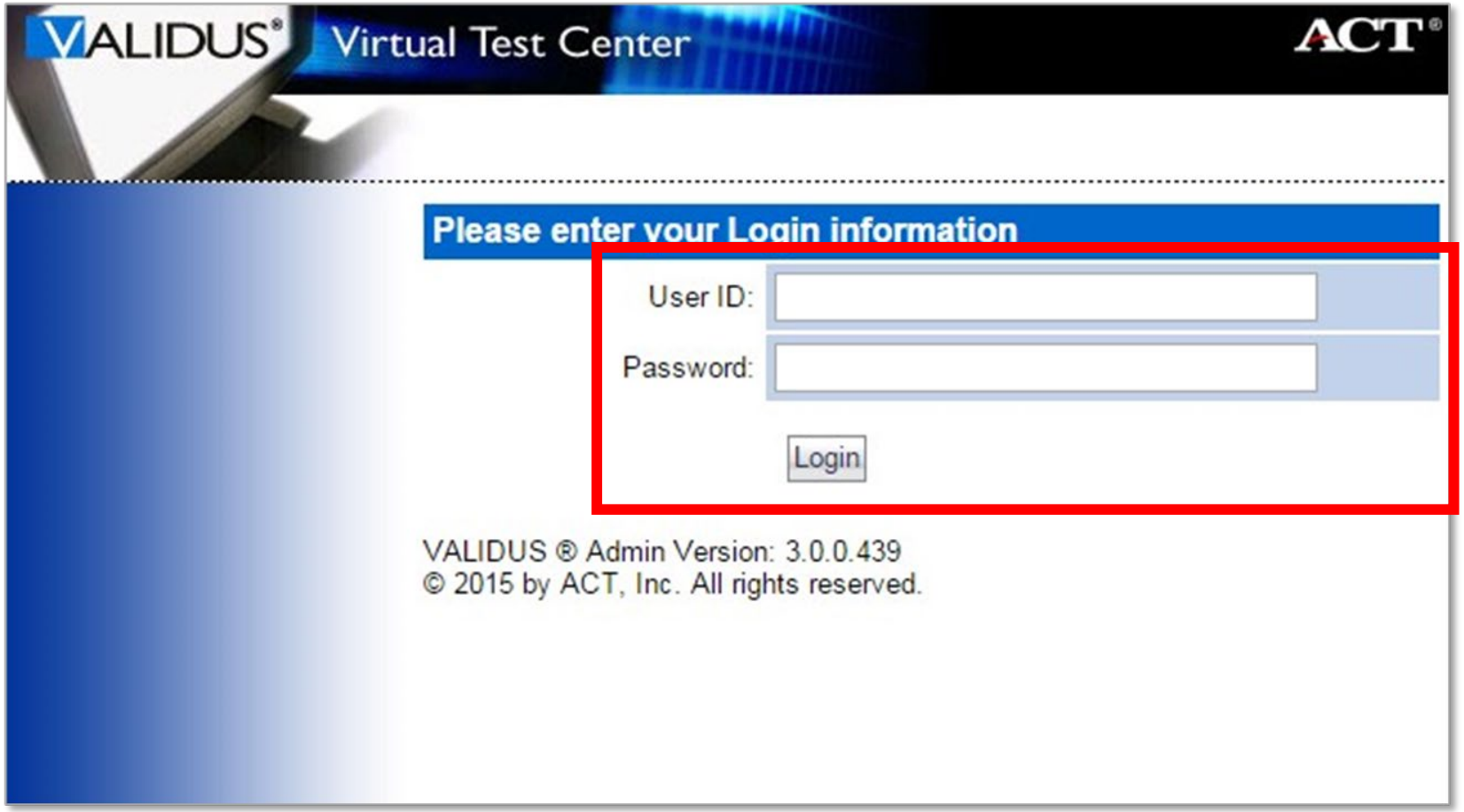
Create Accounts

Test coordinator creates accounts for:

- Additional test coordinators
- Proctors
- Examinees

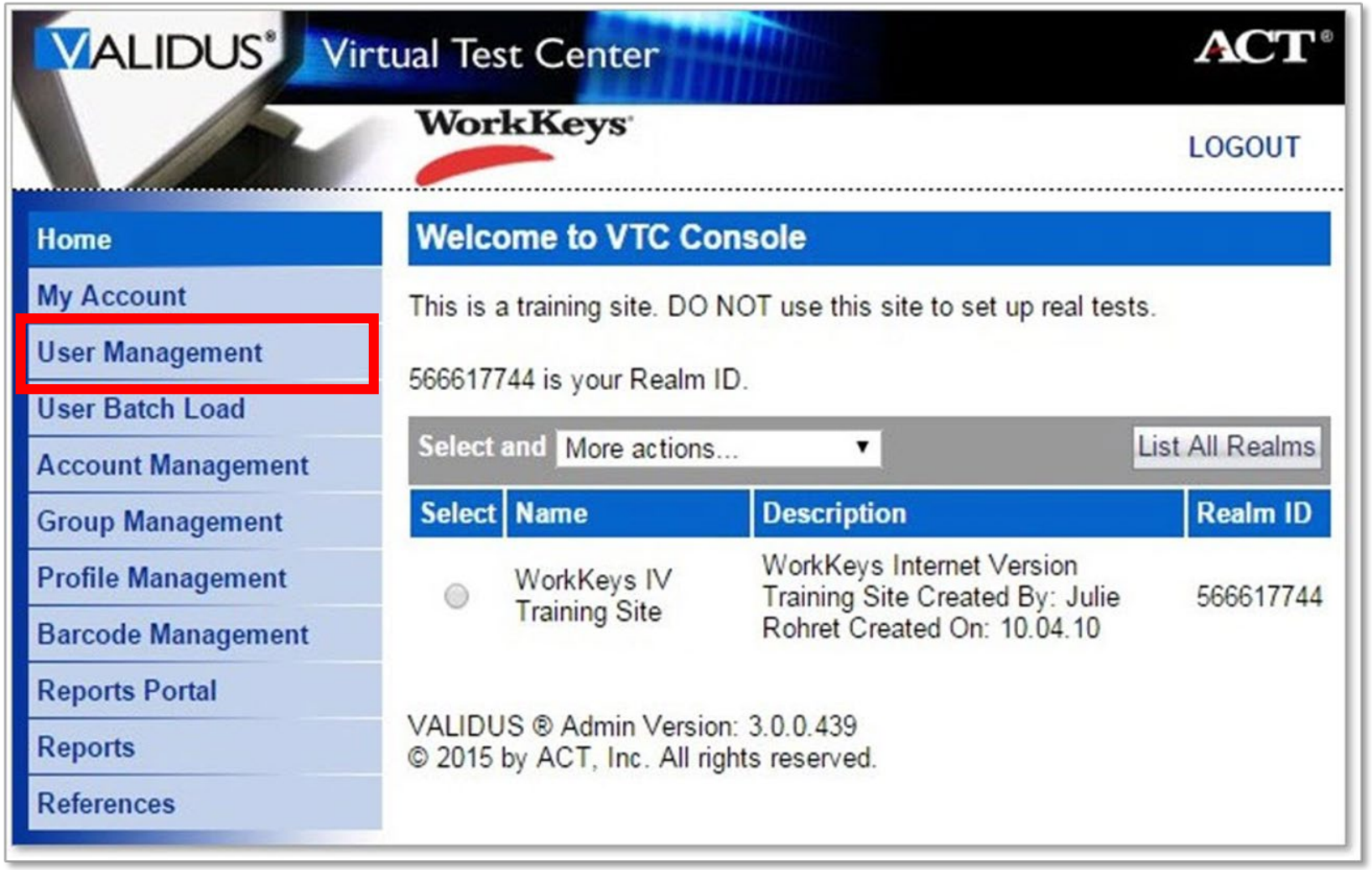
How to Create an Account (1 of 3)

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



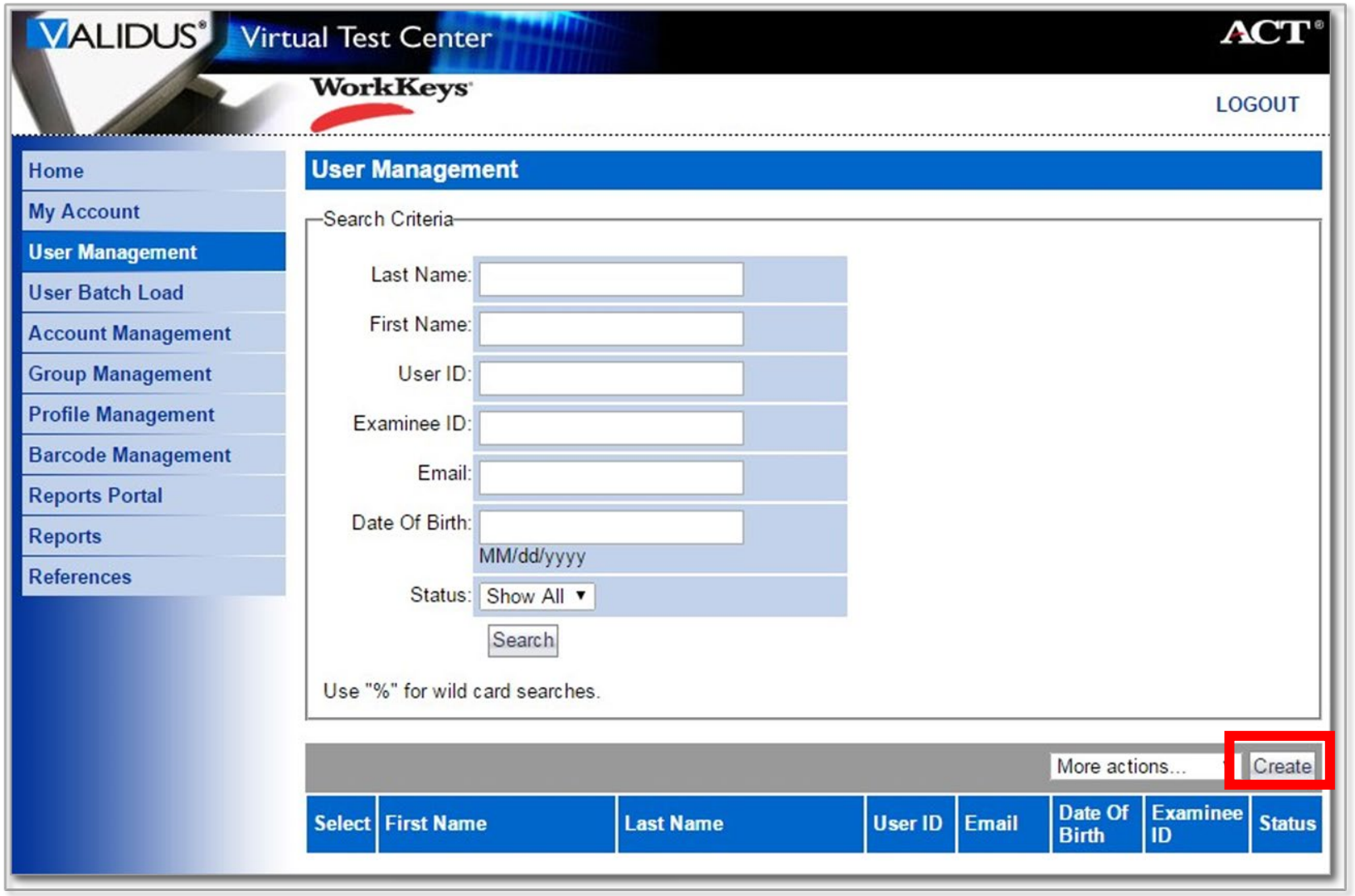
How to Create an Account (2of 3)

Click on User Management



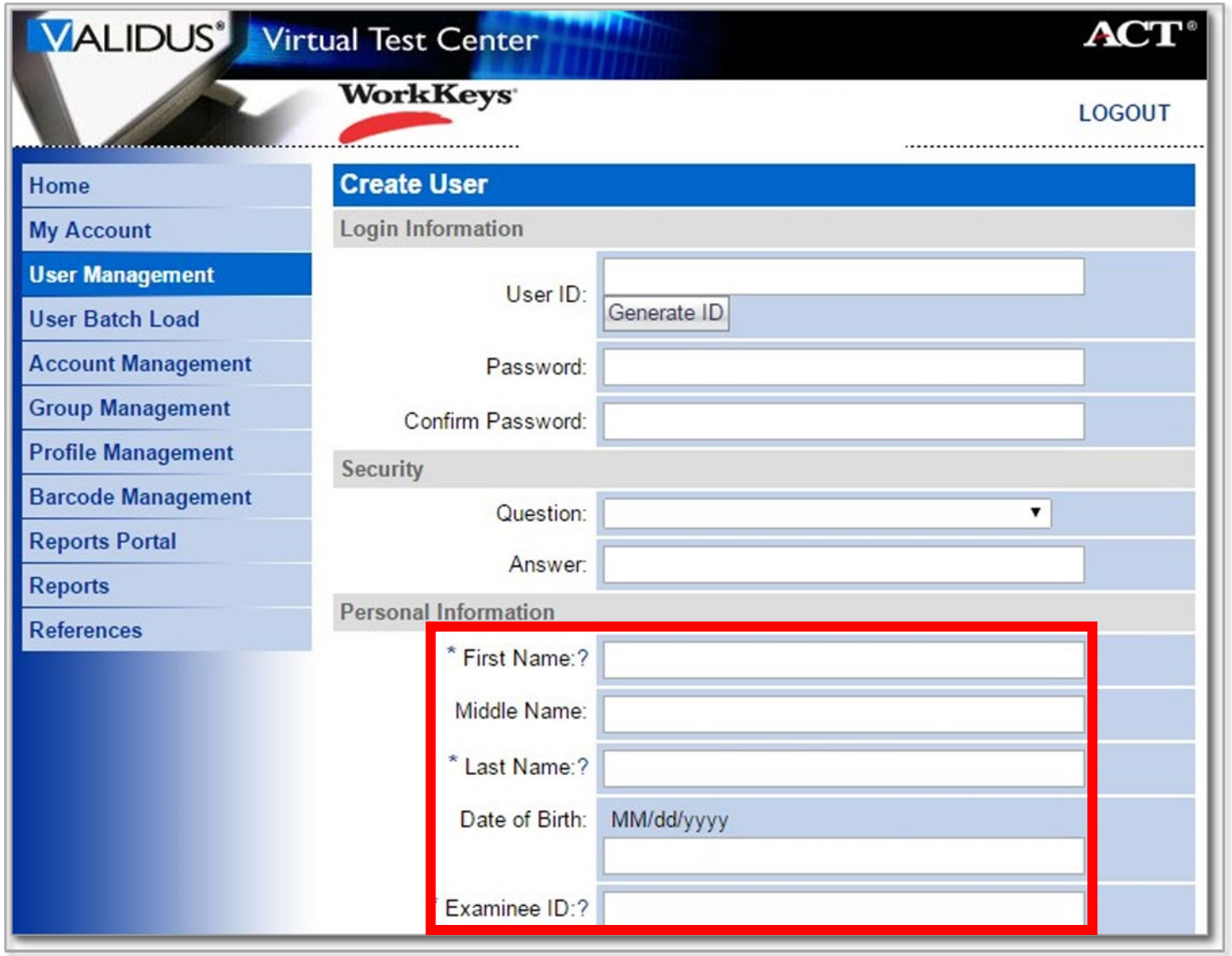
How to Create an Account (3 of 3)

Click the Create button



Create Proctor User Account

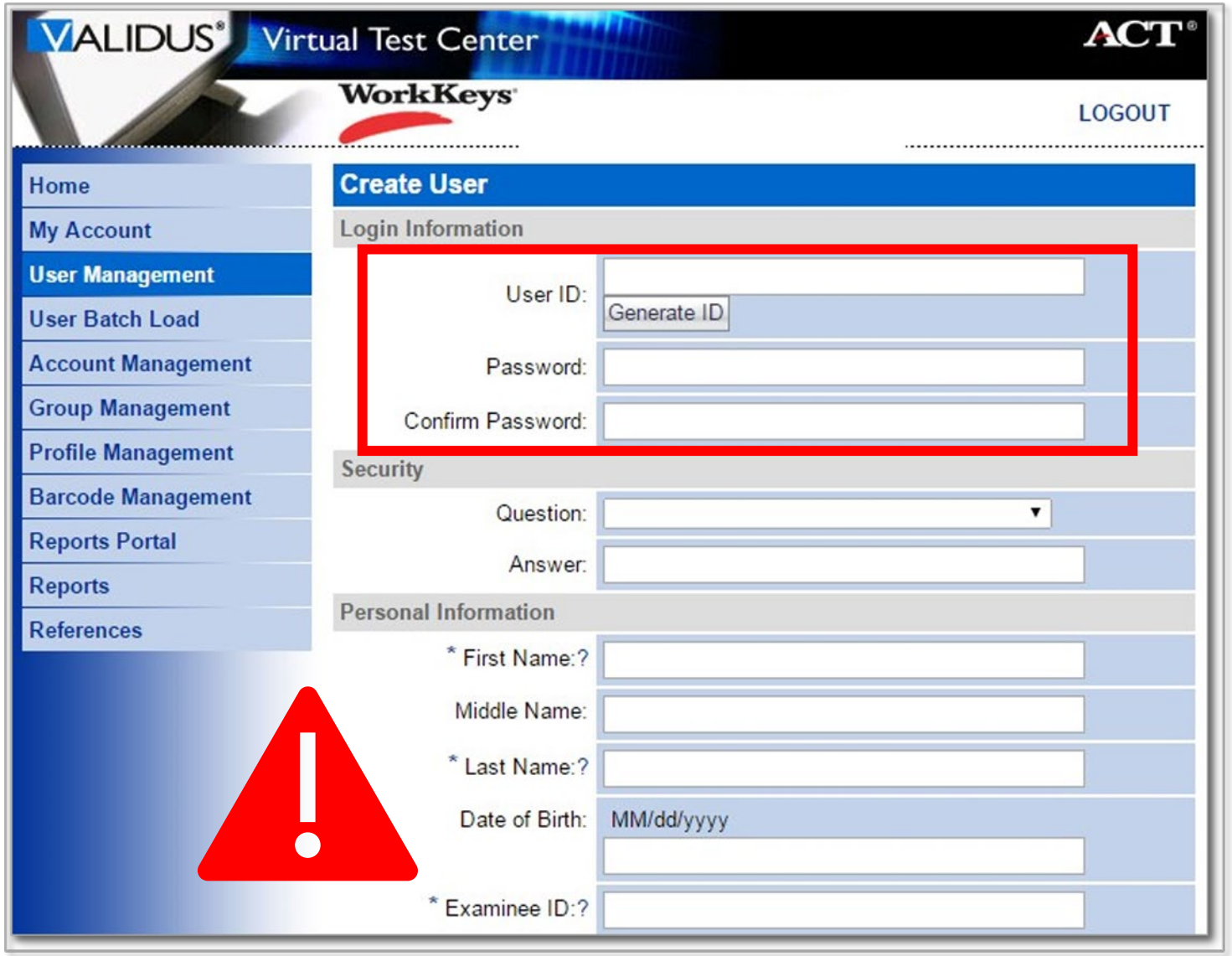
- A "Create User" page will appear
- This is where you will create an account
- Enter first and last name
- Enter Examinee ID



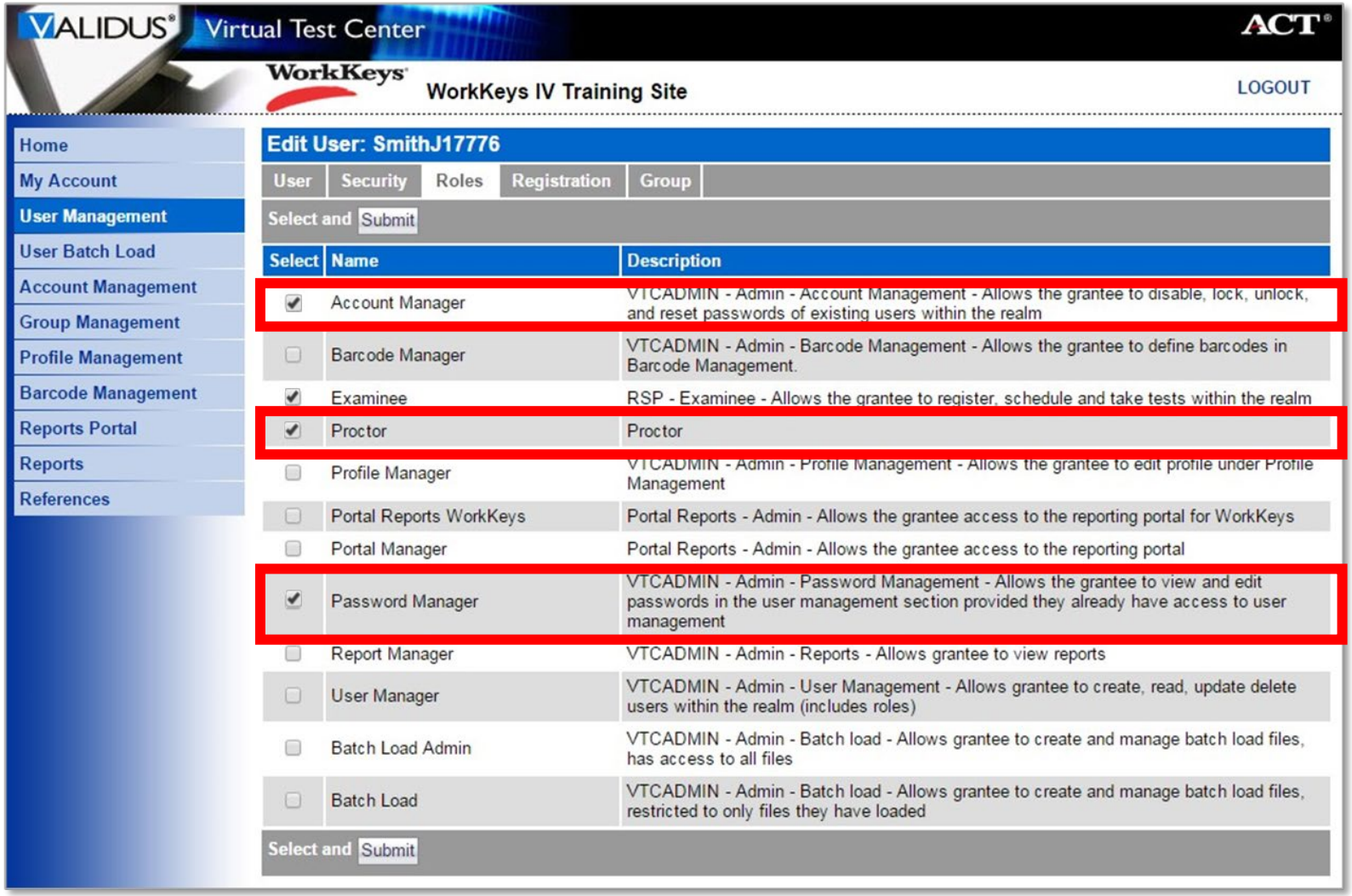
ACT WorkKeys

Create Proctor User – User ID

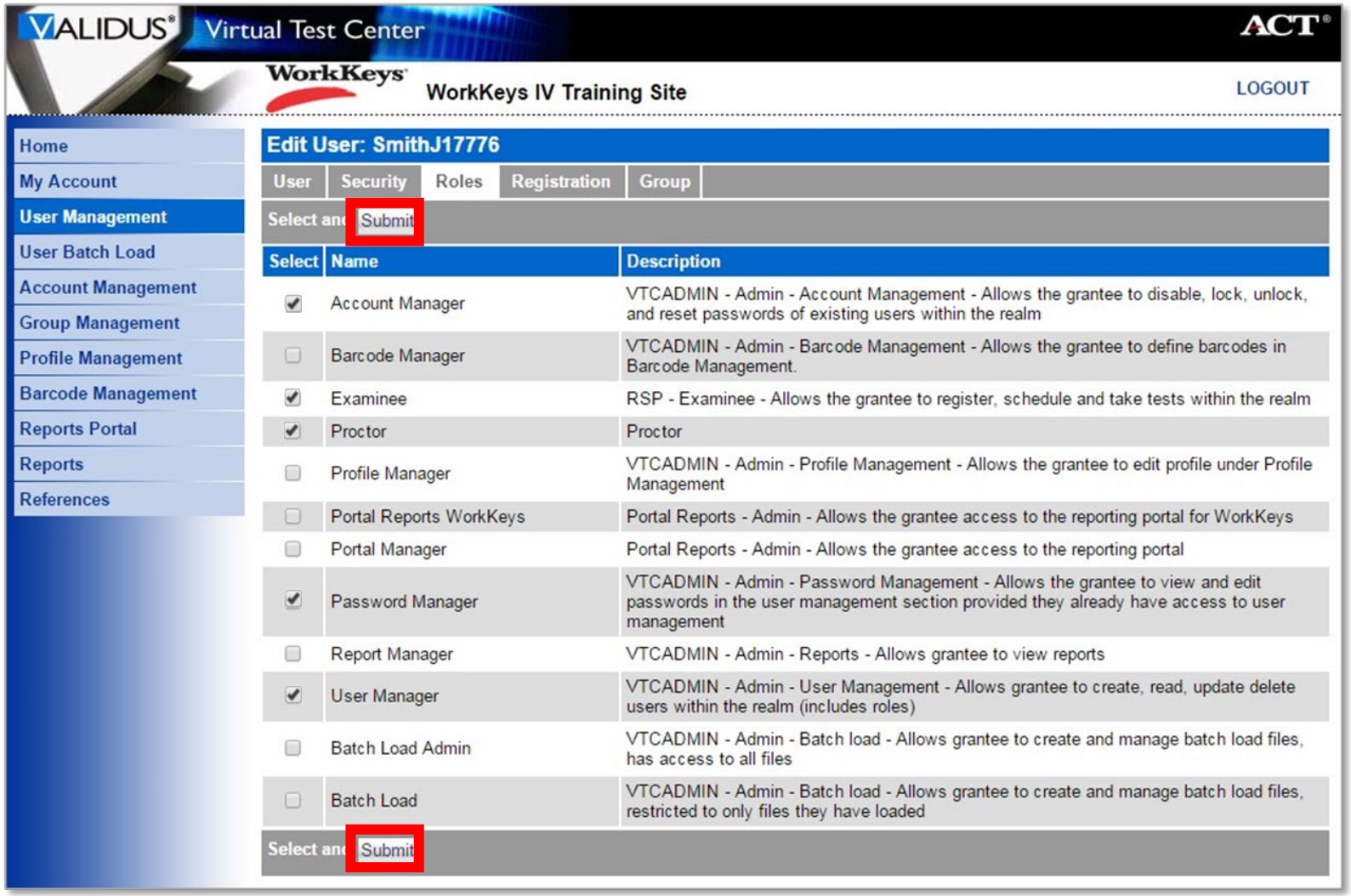
We recommend you enter a User ID - This must be unique to the examinee



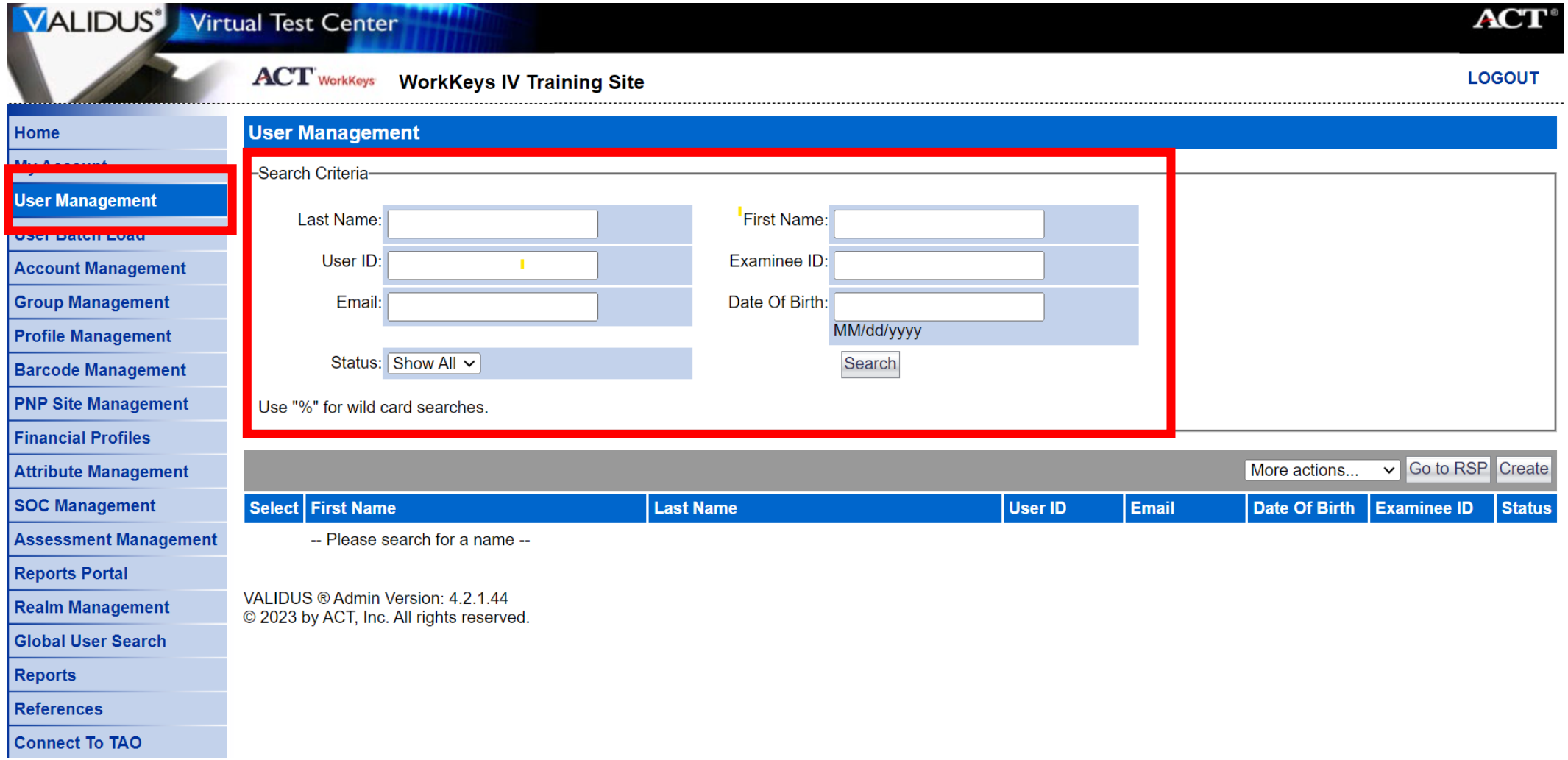
Create Proctor Account – Assign Roles



Create an Account – Submit



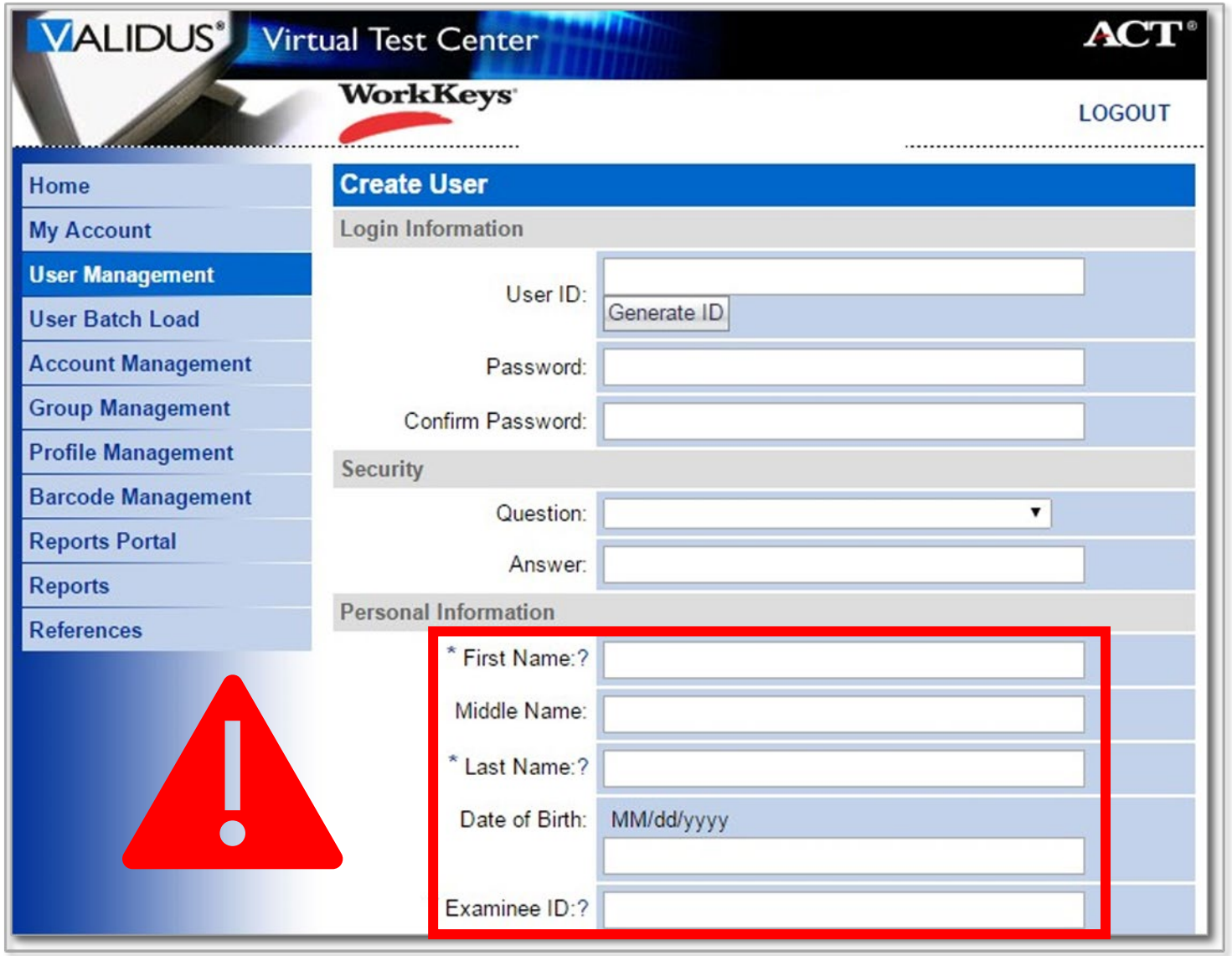
Existing Examinee User Account



ACT WorkKeys

Create Examinee User Account

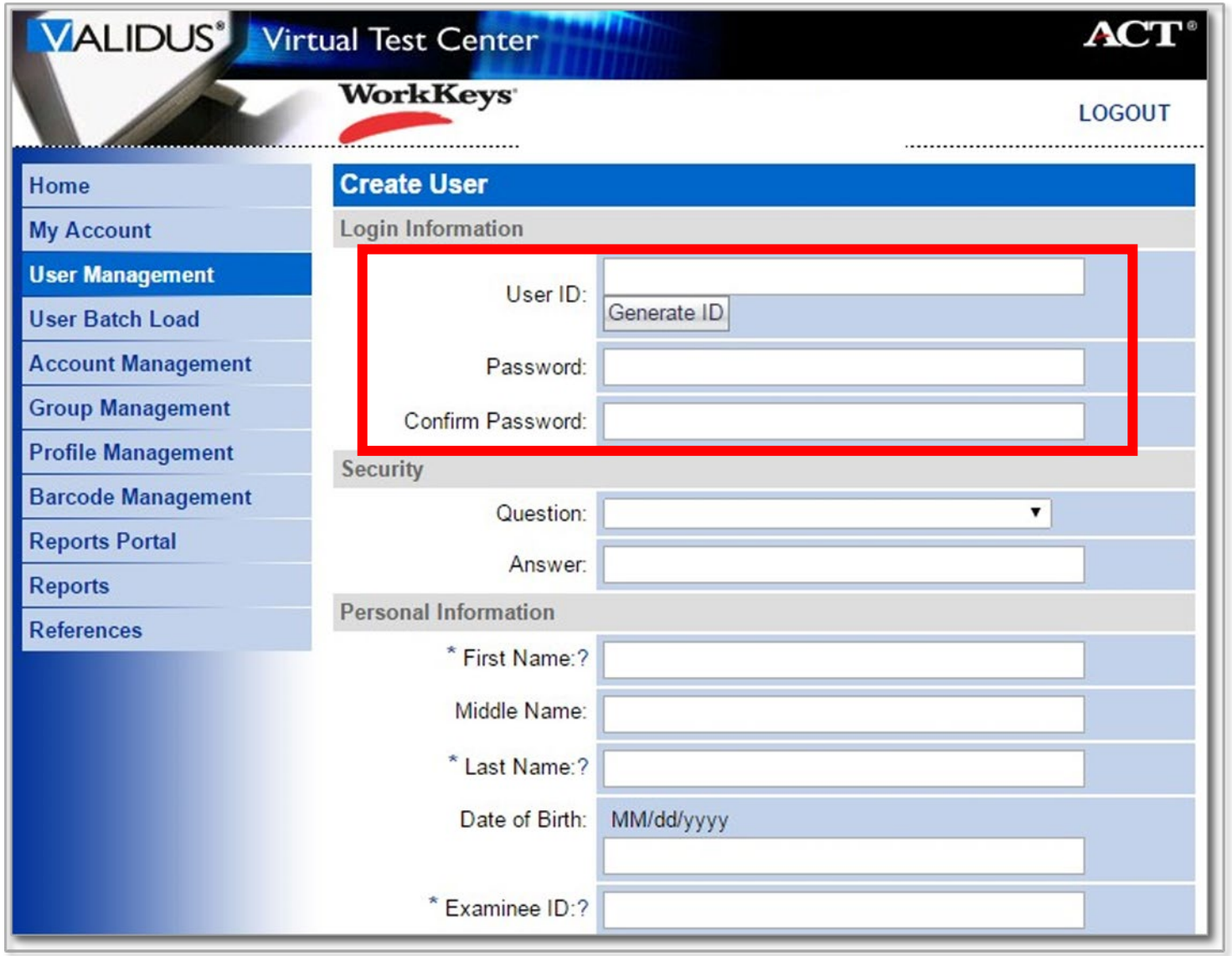
NOTE: It is very important that First Name, Last Name, Date of Birth, and Examinee ID fields contain accurate information



ACT WorkKeys

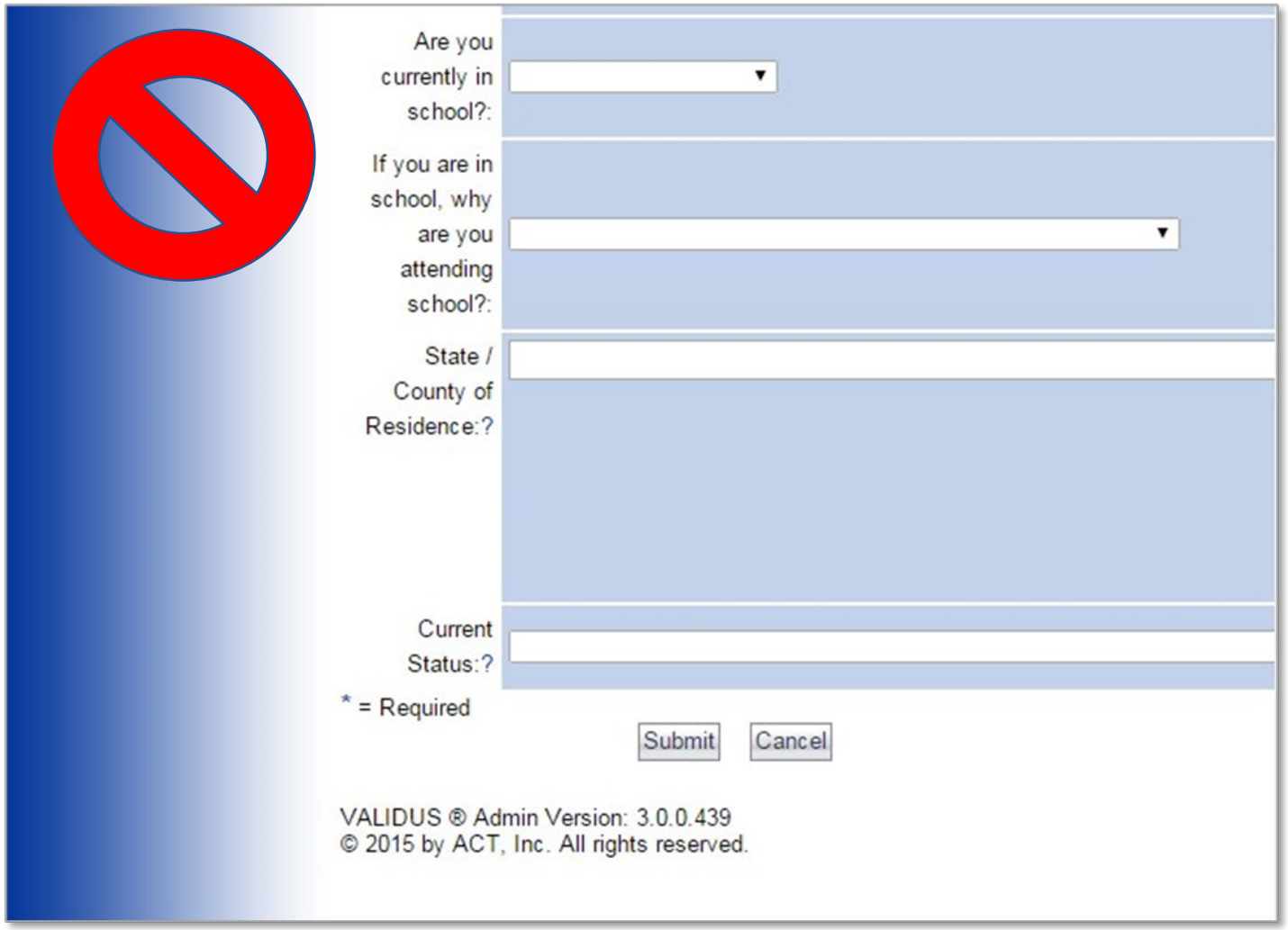
Create Examinee User – User ID

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

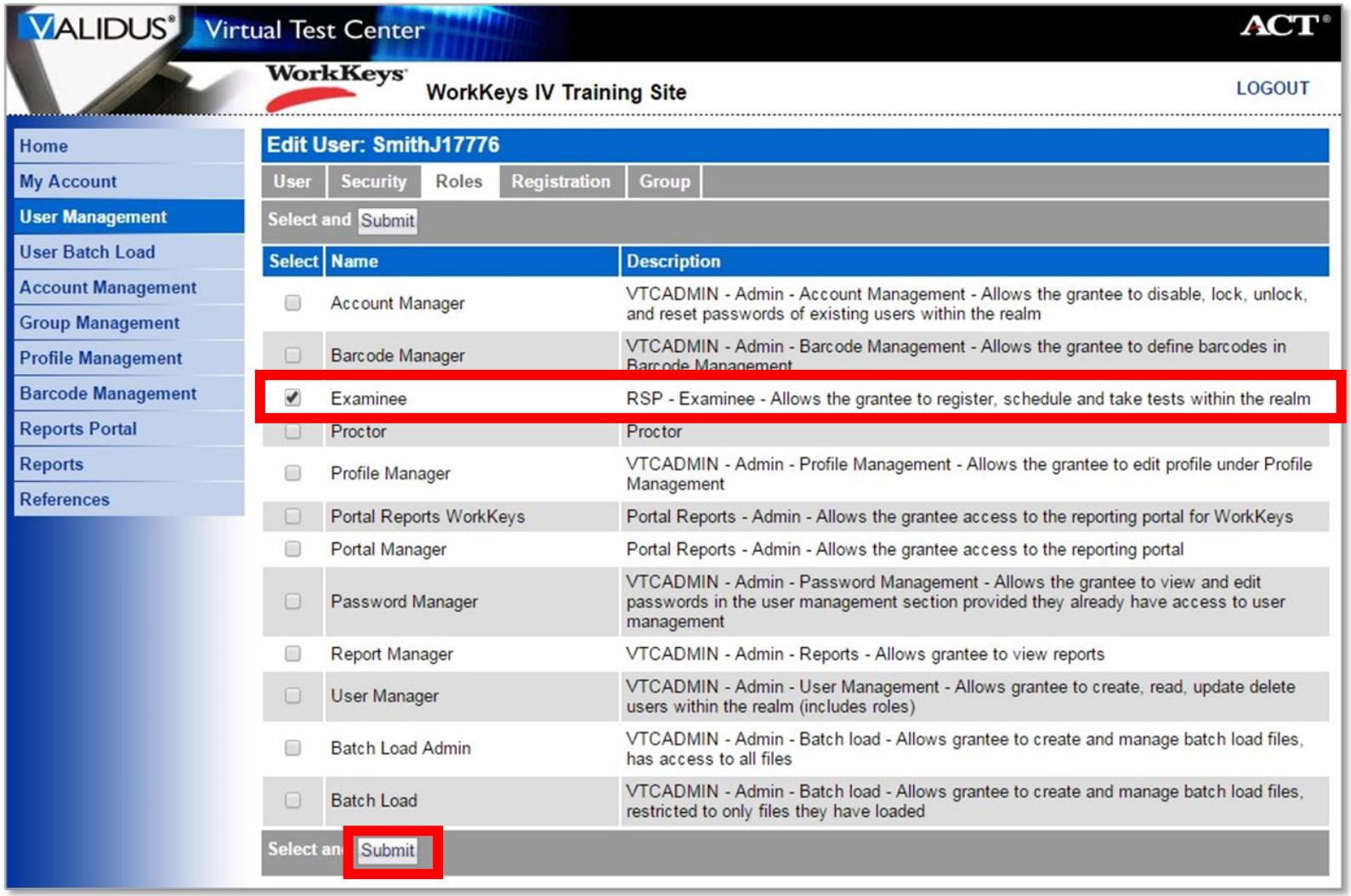


Create User – User ID

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

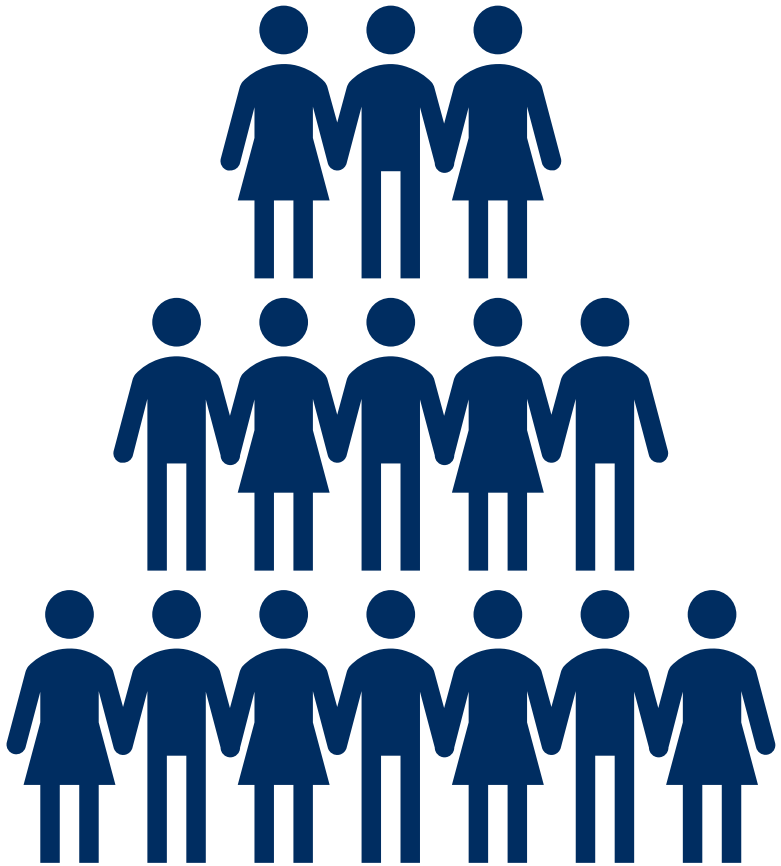


Create an Account – Assign Roles



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



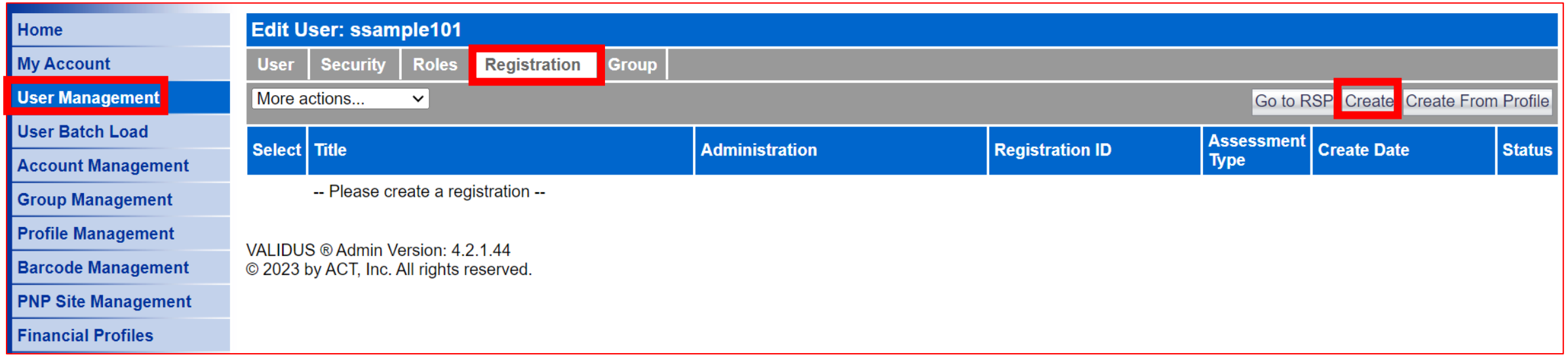
Groups and Batch Loading Video

Loading Examinees / Assigning Tests

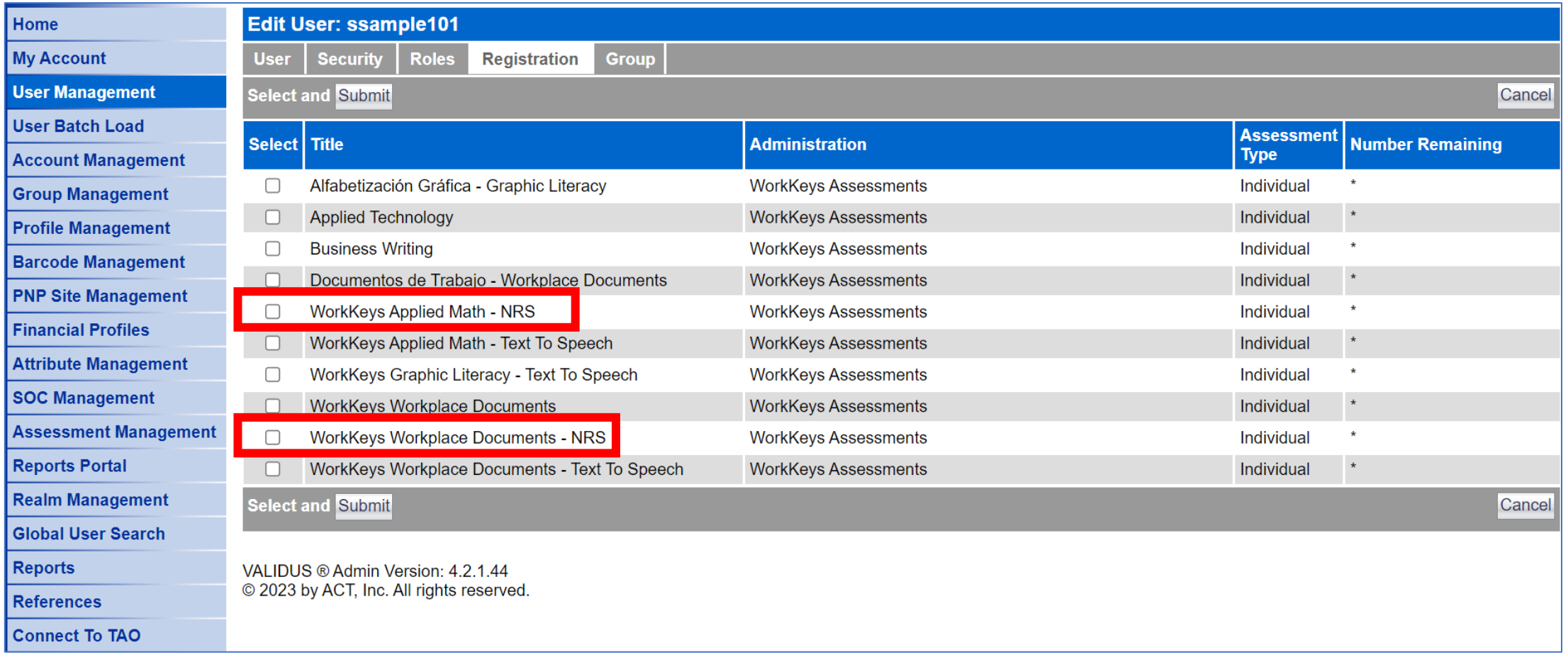
The User Guide explains:

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

Add NRS Test Registrations for an Examinee



Selecting Pretest Forms



Add NRS Test Registrations for an Examinee

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	*
☑	**WorkKeys Applied Math - NRS**	**WorkKeys Assessments**	**Individual**	*
☐	WorkKeys Applied Math - Text To Speech	WorkKeys Assessments	Individual	*
☐	WorkKeys Graphic Literacy - Text To Speech	WorkKeys Assessments	Individual	*
☐	WorkKeys Workplace Documents	WorkKeys Assessments	Individual	*
☑	**WorkKeys Workplace Documents - NRS**	**WorkKeys Assessments**	**Individual**	*
☐	WorkKeys Workplace Documents - Text To Speech	WorkKeys Assessments	Individual	*

Select and Submit — Cancel

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Add NRS Test Registrations for an Examinee

- Follow the normal process to add the Financial Profile on the Registration page if it appears.
- Follow the normal process to allow examinee to test.

After Examinee has completed the Pre-Test

- Generate a score report
- Run a Data Export Report

Online Accommodations

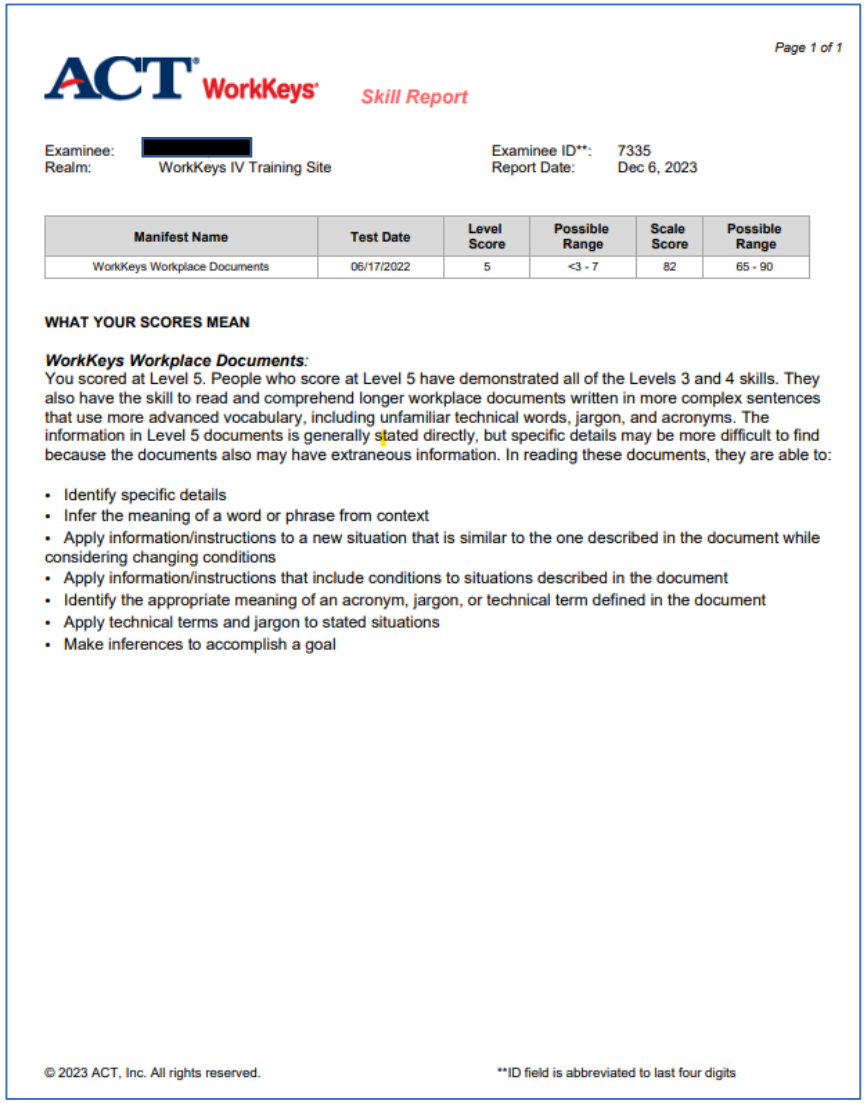
Extra time options:

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

Scores and Reports

Generate Score Reports

- Score reports must be safeguarded



ACT WorkKeys Skill Report

Examinee: [redacted]
Realm: WorkKeys IV Training Site

Examinee ID**: 7335
Report Date: Dec 6, 2023

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Workplace Documents	06/17/2022	5	<3 - 7	82	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Workplace Documents:
You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have the skill to read and comprehend longer workplace documents written in more complex sentences that use more advanced vocabulary, including unfamiliar technical words, jargon, and acronyms. The information in Level 5 documents is generally stated directly, but specific details may be more difficult to find because the documents also may have extraneous information. In reading these documents, they are able to:

- Identify specific details
- Infer the meaning of a word or phrase from context
- Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions
- Apply information/instructions that include conditions to situations described in the document
- Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document
- Apply technical terms and jargon to stated situations
- Make inferences to accomplish a goal

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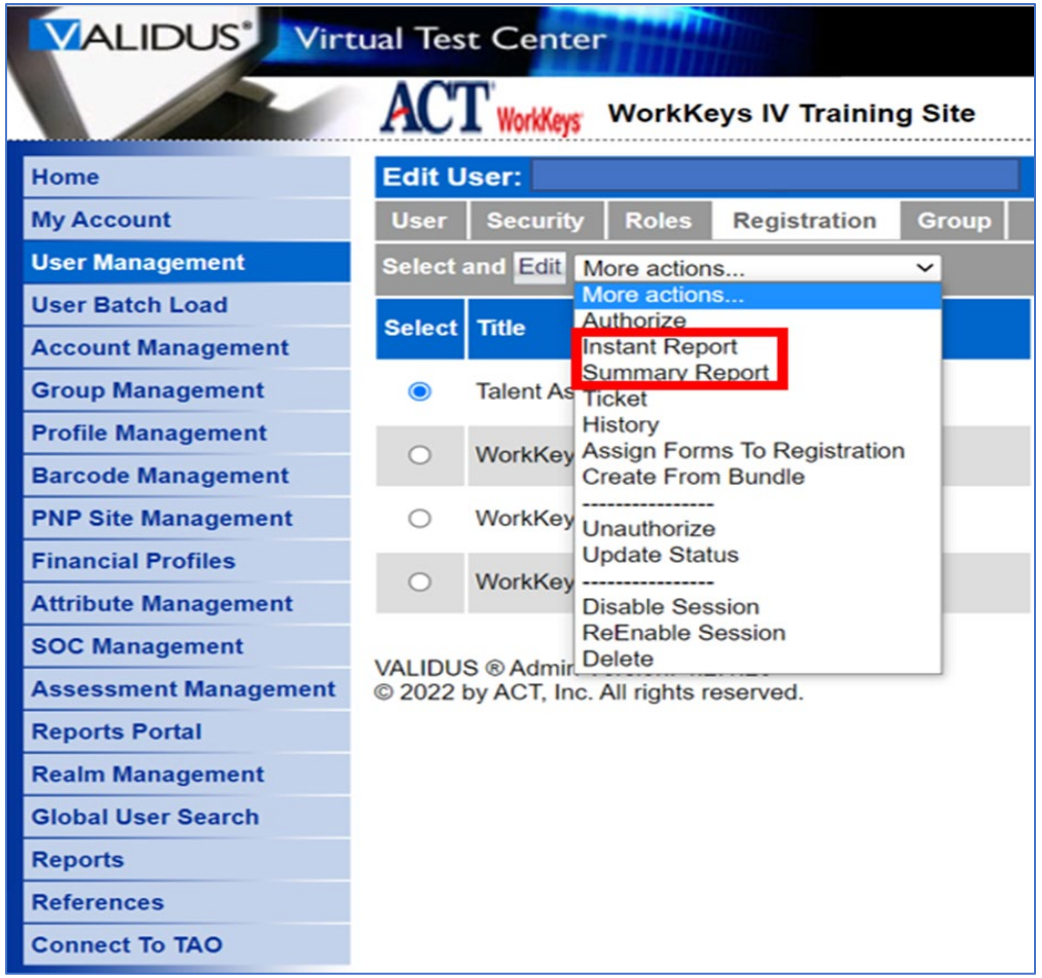
**ID field is abbreviated to last four digits

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

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“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: [redacted]
*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.

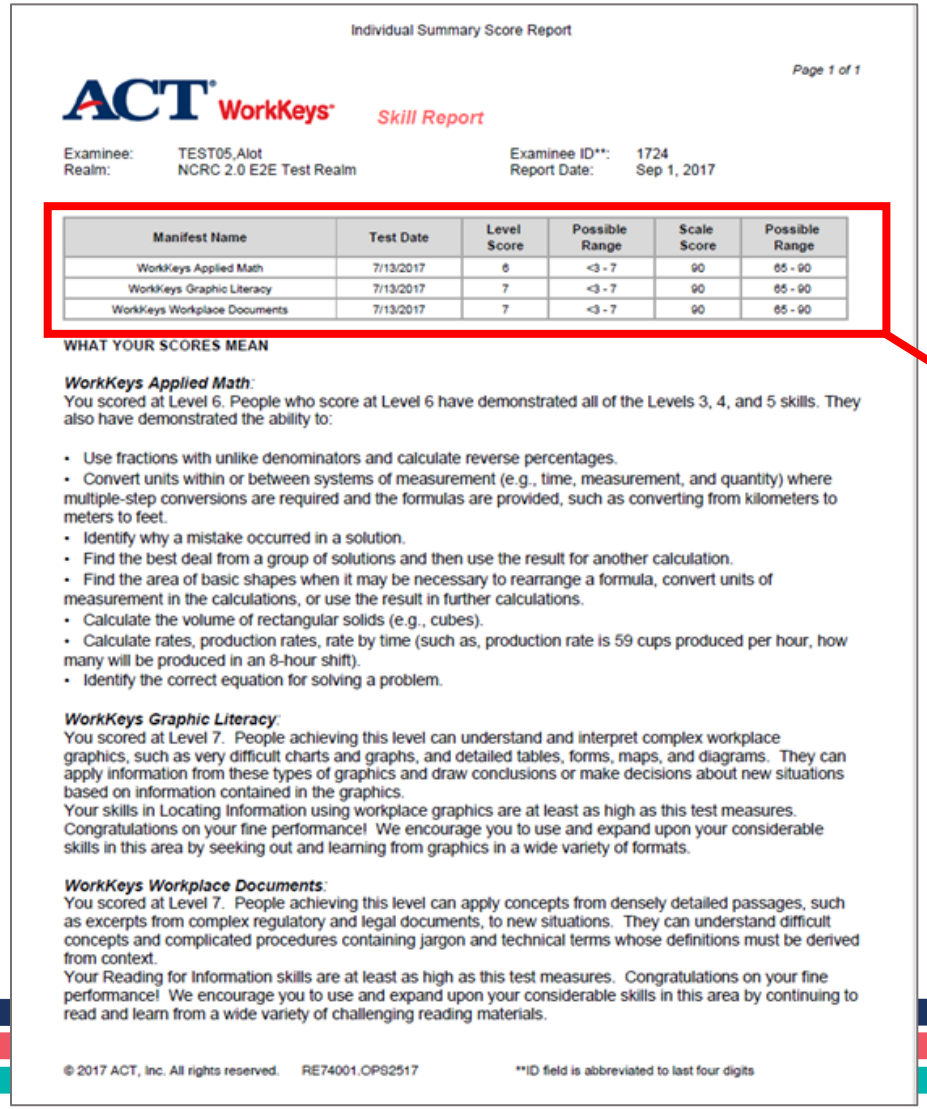
HOW YOU CAN USE YOUR SCORES

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: [redacted]
*Examinee ID** :* *5468*

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

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

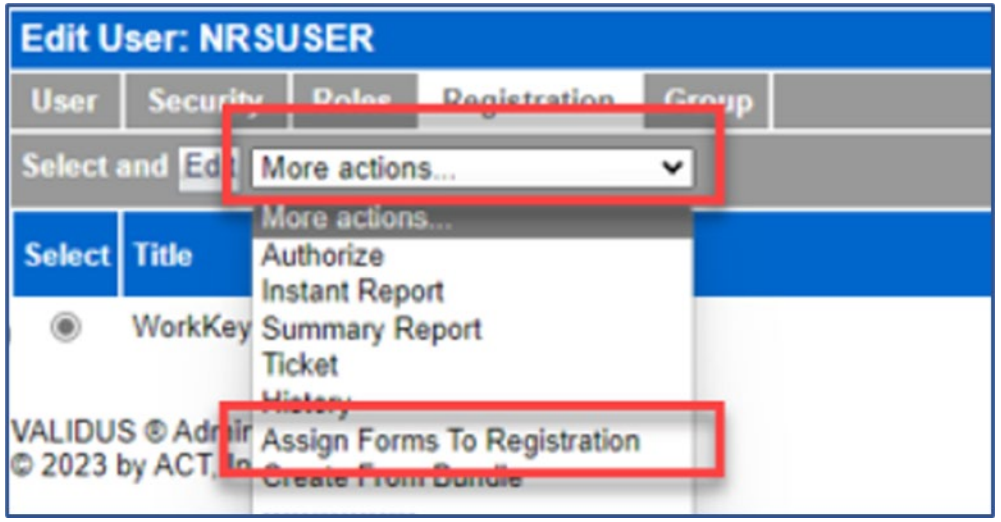
ACT WorkKeys

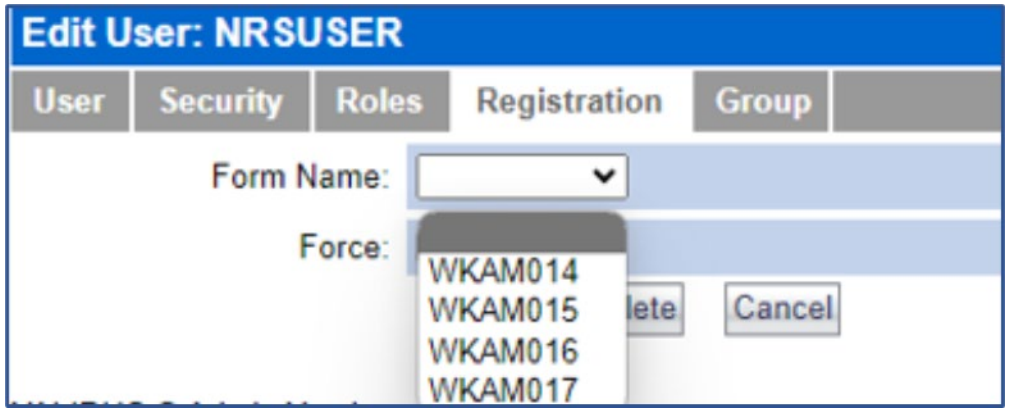
Post Test Information

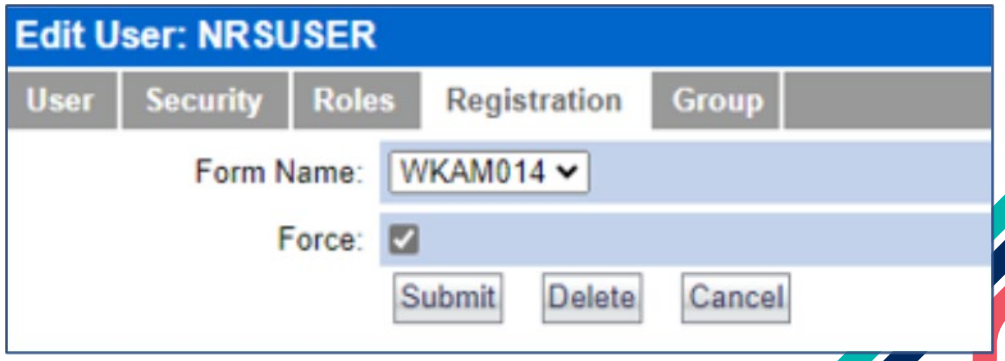
Selecting Post-test Forms

Assign Post-test Form

- If examinee tests **within 30 days**, the system will automatically assign a different WorkKeys NRS test form.
- **If outside of 30 days**, select the "NRS" form, then on the Registration tab, under the drop-down menu for More Actions, select Assign Forms to Registration.
- In the Form Name field, select a different test form than was taken during the pre-test, and check the box next to Force.





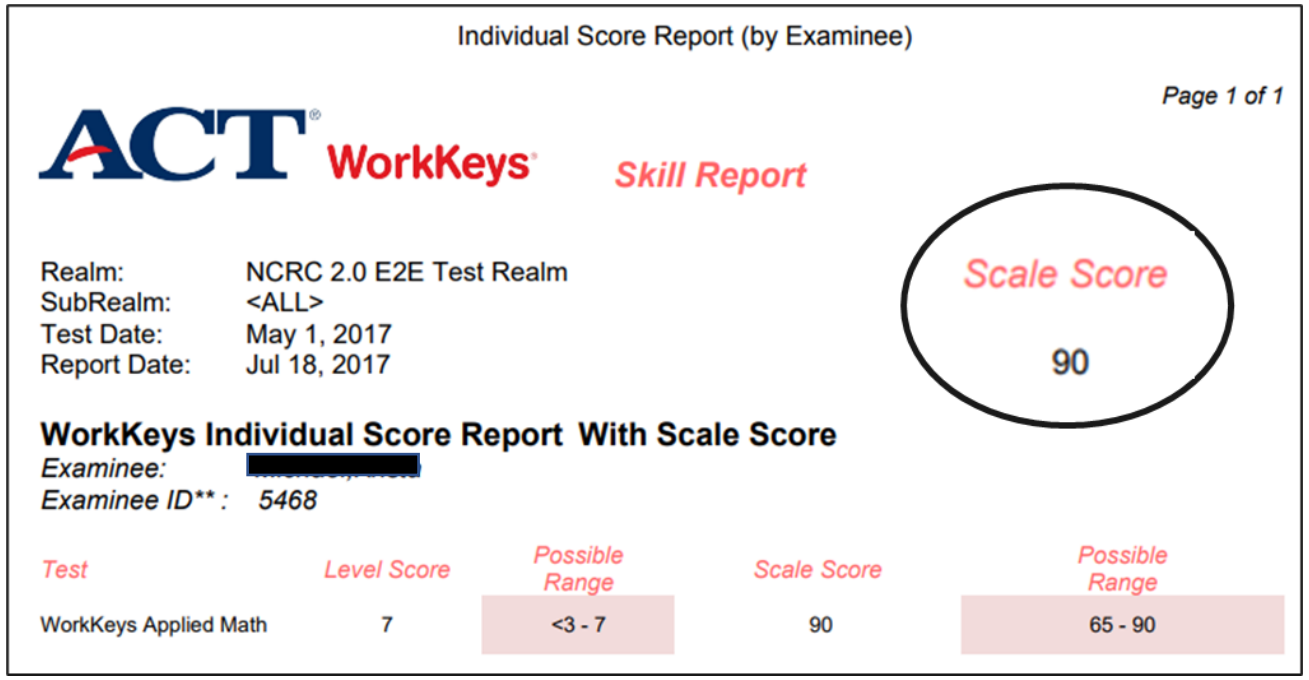


ACT WorkKeys

Two Ways to Determine Examinee EFL

1. Run any report that provides a Scale Score

- Proctor runs report from the Reports Portal
- Compare examinee's score to table
- Notice that the test name will only appear as WorkKeys Applied Math on the Individual Score Report



Individual Score Report (by Examinee)

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ACT WorkKeys *Skill Report*

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

Scale Score
90

WorkKeys Individual Score Report With Scale Score
Examinee: [redacted]
*Examinee ID** :* 5468

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

Education Functioning Levels	WorkKeys Applied Math Scale Scores
Beginning Literacy (EFL 1)	71-73
Beginning Basic (EFL 2)	74-78
Low Intermediate (EFL 3)	79-82
Middle Intermediate (EFL 4	83-85
High Intermediate (EFL 5)	86-87
Adult Secondary (EFL 6)	88-90

NRS Educational Functioning Level Benchmarks

Education Functioning Levels	Workkeys Workplace Documents Scale Scores	WorkKeys Applied Math Scale Scores
Beginning Literacy (EFL 1)	N/A	71-73
Beginning Basic (EFL 2)	73-74	74-78
Low Intermediate (EFL 3)	75-77	79-82
Middle Intermediate (EFL 4)	78-80	83-85
High Intermediate (EFL 5)	81-82	86-87
Adult Secondary (EFL 6)	83-90	88-90

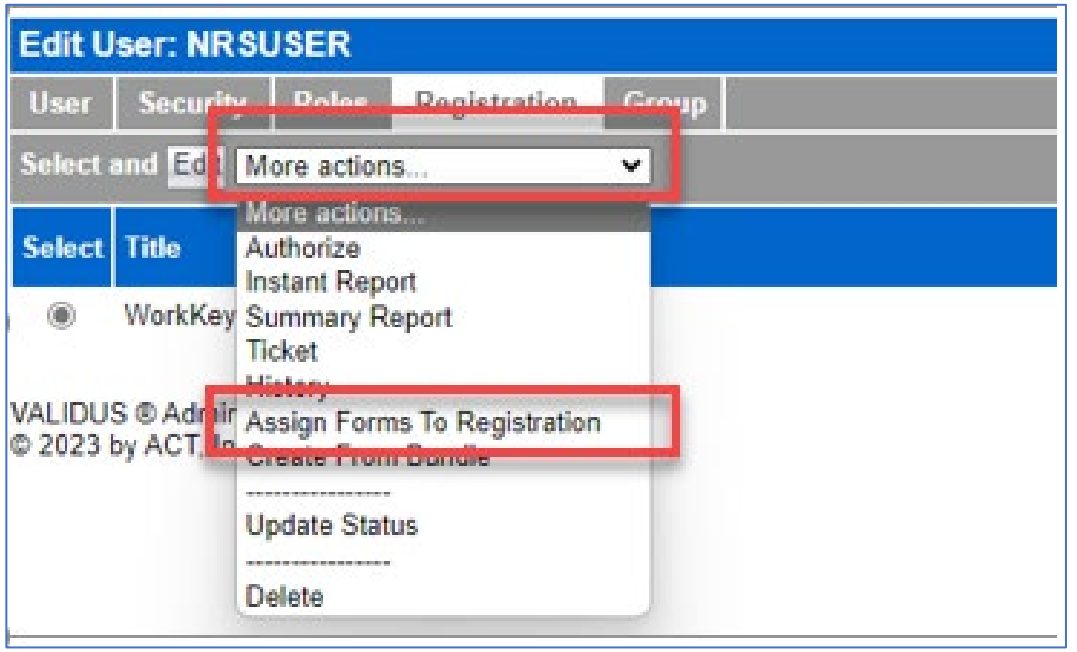
Two Ways to Determine Examinee EFL

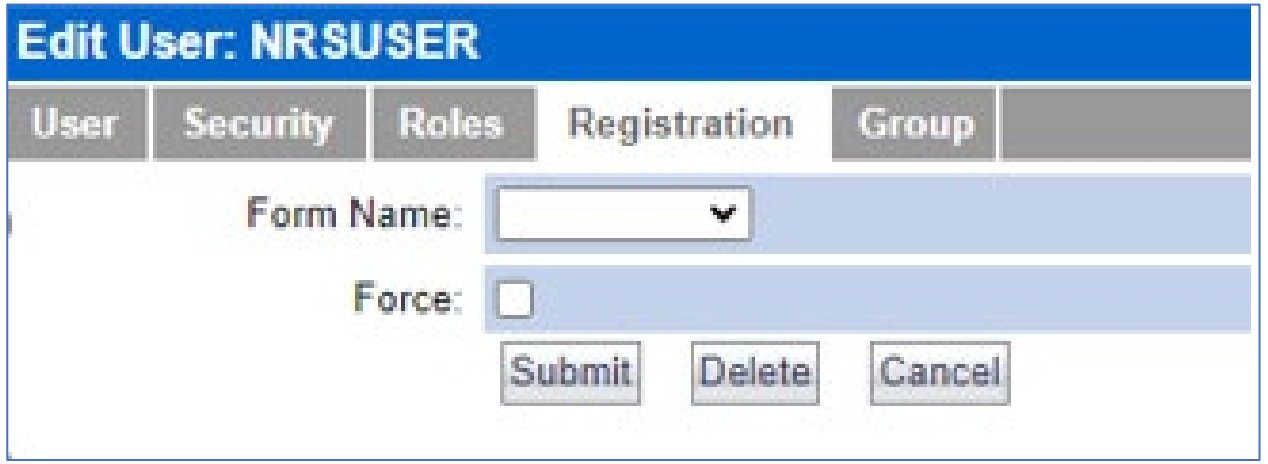
2. Run Data Export Report

- Run a Data Export Report from the Reports Portal.
- This report is dynamic and the two NRS fields will only appear if a NRS form has been completed.
- The two NRS fields identify the NRS Form and Education Functioning Level.
- You need to know the form so you can assign a different form for post-test.

Post-Test Forms

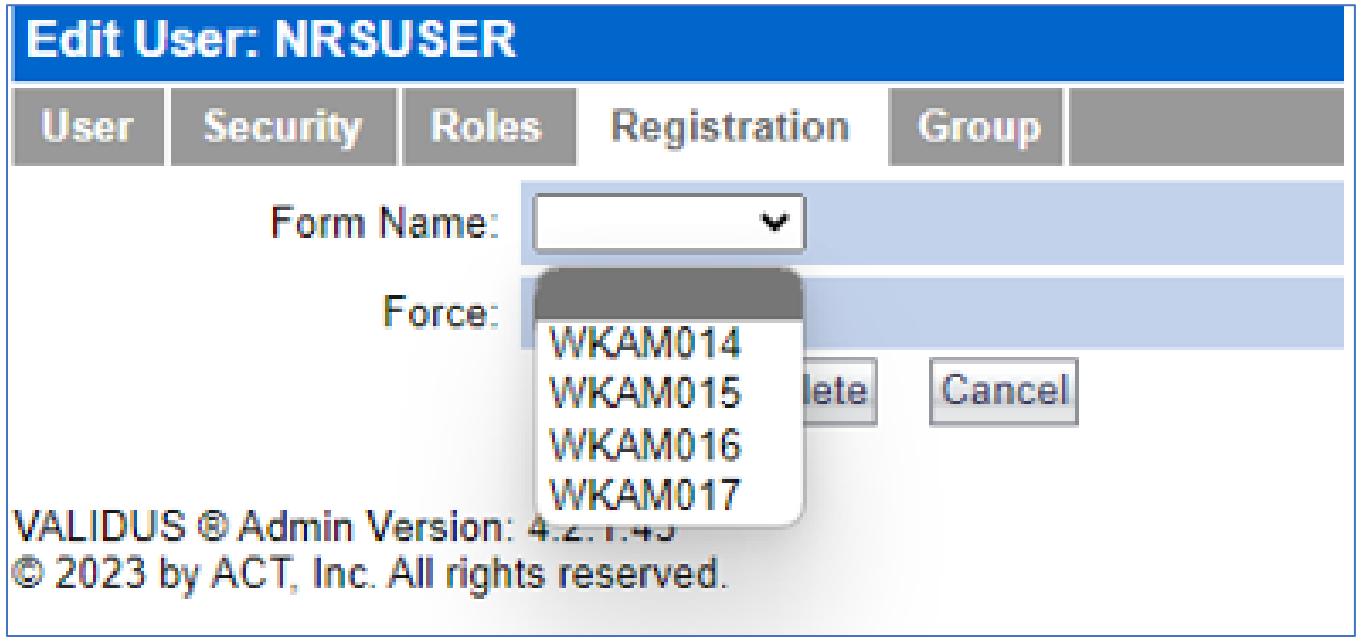
Force Assignment of Forms to Registration (if Testing Outside of 30 Days)





ACT WorkKeys

Force Assignment of Forms to Registration (if Testing Outside of 30 Days)



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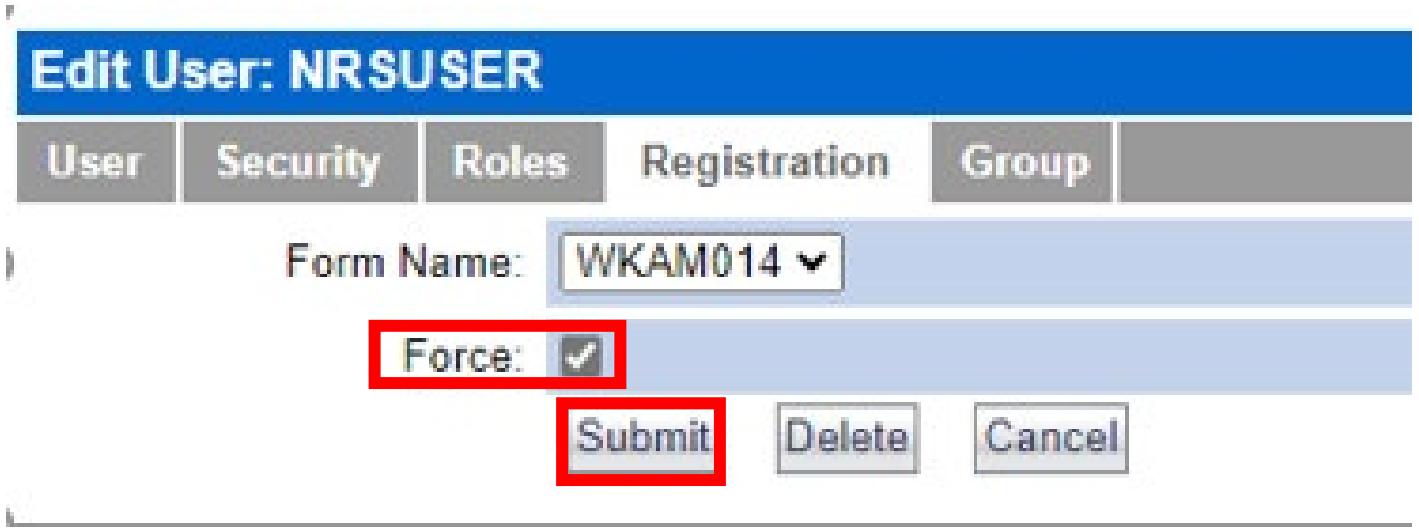

Resources

- WorkKeys Online Test Administration Training
- ACT WorkKeys Online Technical Specifications
- NRS Quick Start Guide
- Validus User Guide
- Roles in Validus
- Groups and Batch Loading Training Video
- Online Reports Portal User Guide
- Crosswalk to College and Career Readiness Standards

ACT Contact Information

ACT WorkKeys Customer Support:

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Hours:

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