



# ACT WorkKeys NRS Online Test Administration for Test Coordinators

# On Demand Webinar Tips

The screenshot displays the ACT WorkKeys On Demand Webinar interface. The main content area is a large white slide titled "Slides". To the left, there are three stacked panels: "Presenters" featuring Sarah Gardner, "Media Player", and "Earn Certification" with a "Pass test" option and a link to "Open Group Viewing Form". To the right, there are three stacked panels: "Resources" with "Resource #1", "Knowledge Check" with a "Submit" button, and "Technical & Troubleshooting Tips" with a list of instructions. A red box highlights the window control icons in the top right of the Slides panel. Another red box highlights the "Resources", "Knowledge Check", and "Technical & Troubleshooting Tips" panels. A third red box highlights the bottom toolbar containing icons for video, chat, attachments, user, help, calendar, certificate, and document.

ACT WorkKeys®

Slides

Presenters

**Sarah Gardner**  
Lead Product Implementation Manager  
ACT, Inc.

Media Player

Earn Certification

Criteria for Full Credit

Pass test

[Open Group Viewing Form](#)

Resources

Resource #1

Knowledge Check

Submit

Technical & Troubleshooting Tips

- Close all other programs and browsers which will help conserve your bandwidth.
- Press F5 to refresh the browser or try using a different browser/device if the display is delayed/frozen.
- Resize or move the widgets on your screen to customize your display.

Video, Chat, Attachments, User, Help, Calendar, Certificate, Document

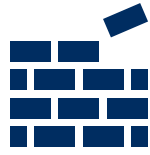
# Agenda

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



# 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

# How the WorkKeys System Works



## Placement

- No locator 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

# 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 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.



## APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

**IDENTIFYING**  
errors in calculation

**CONVERTING**  
systems of measurement

**CALCULATING**  
areas and volumes



## WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

**INFERRING**  
meanings of words and phrases from contexts

**DECIPHERING**  
the meaning of acronyms, jargon, or technical content

**APPLYING**  
information and instructions to a new situation



# Earn a National Career Readiness Certificate (NCRC)



## GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

### INTERPRETING



trends, relationships, and patterns

### COMPARING

information and trends among data sets

### USING DATA


to make decisions



ACT certifies that  
**Jane Sample**  
has earned the ACT WorkKeys National Career Readiness Certificate™ at the Silver level.

---

Registered Certificate # ABN011Z7SWB  
Issue Date: 1/1/18



To learn more, click [here](#).



# 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**

# Adding NRS approved forms to your realm



## **WorkKeys Assessments Approved for WIOA by NRS**

[Talk to your ACT WorkKeys rep](#)

# 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



## 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/vtadmin/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](mailto:workkeys@act.org).

# 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



# 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

VALIDUS® Virtual Test Center ACT®

Please enter your Login information

User ID:

Password:

Login

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# How to Create an Account (2 of 3)

Click on User Management

VALIDUS® Virtual Test Center ACT®  
WorkKeys® LOGOUT

**Home**  
My Account  
**User Management**  
User Batch Load  
Account Management  
Group Management  
Profile Management  
Barcode Management  
Reports Portal  
Reports  
References

**Welcome to VTC Console**

This is a training site. DO NOT use this site to set up real tests.

566617744 is your Realm ID.

Select and More actions... List All Realms

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

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# How to Create an Account (3 of 3)

Click the  
Create button

The screenshot displays the 'User Management' section of the VALIDUS Virtual Test Center WorkKeys interface. The page includes a navigation menu on the left with options like Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area features a search criteria form with the following fields: Last Name, First Name, User ID, Examinee ID, Email, and Date Of Birth (with a date format hint MM/dd/yyyy). A 'Status' dropdown menu is set to 'Show All', and a 'Search' button is located below the form. At the bottom right of the form area, a 'More actions...' dropdown menu is visible, with the 'Create' option highlighted by a red box. Below the form is a table header with columns: Select, First Name, Last Name, User ID, Email, Date Of Birth, Examinee ID, and Status.

# Create Proctor User Account

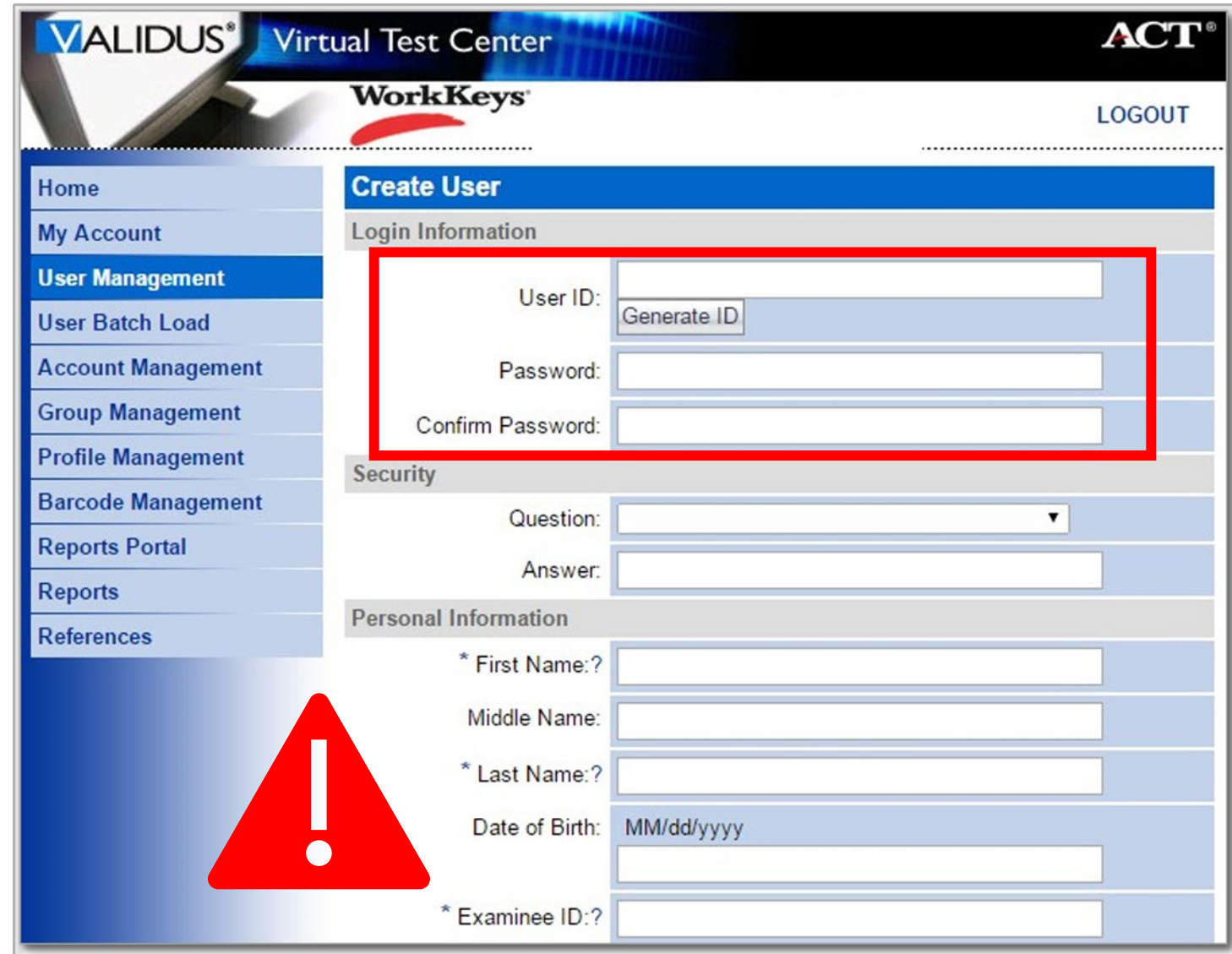
- A "Create User" page will appear
- This is where you will create an account
- Enter first and last name
- Enter Examinee ID

The screenshot shows the 'VALIDUS Virtual Test Center' interface with the 'WorkKeys' logo. The page title is 'Create User'. A navigation menu on the left includes: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main form is divided into three sections: 'Login Information' with fields for User ID (with a 'Generate ID' button), Password, and Confirm Password; 'Security' with a Question dropdown and an Answer field; and 'Personal Information' which is highlighted with a red box. The Personal Information section contains fields for: \* First Name:?, Middle Name:, \* Last Name:?, Date of Birth: (with a 'MM/dd/yyyy' placeholder), and Examinee ID:?. The ACT logo is visible in the top right corner of the page.



# Create Proctor User – User ID

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



**VALIDUS<sup>®</sup> Virtual Test Center** **ACT<sup>®</sup>**

**WorkKeys<sup>®</sup>** **LOGOUT**

**Create User**

**Login Information**

User ID:

Password:

Confirm Password:

**Security**

Question:

Answer:

**Personal Information**


\* First Name:

Middle Name:

\* Last Name:

Date of Birth:  MM/dd/yyyy

\* Examinee ID:



# Create Proctor Account – Assign Roles

VALIDUS Virtual Test Center ACT  
WorkKeys WorkKeys IV Training Site LOGOUT

Home  
My Account  
User Management  
User Batch Load  
Account Management  
Group Management  
Profile Management  
Barcode Management  
Reports Portal  
Reports  
References

**Edit User: SmithJ17776**

User Security Roles Registration Group

Select and

Select	Name	Description
<input checked="" type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
<input checked="" type="checkbox"/>	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
<input checked="" type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
<input type="checkbox"/>	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal
<input checked="" type="checkbox"/>	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
<input type="checkbox"/>	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports
<input type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

Select and

# Create an Account – Submit

**VALIDUS** Virtual Test Center **ACT**  
**WorkKeys** WorkKeys IV Training Site LOGOUT

Home  
My Account  
**User Management**  
User Batch Load  
Account Management  
Group Management  
Profile Management  
Barcode Management  
Reports Portal  
Reports  
References

**Edit User: SmithJ17776**

User Security Roles Registration Group

Select and **Submit**

Select	Name	Description
<input checked="" type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
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<input checked="" type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

Select and **Submit**

# Existing Examinee User Account

VALIDUS® Virtual Test Center ACT®

ACT WorkKeys WorkKeys IV Training Site LOGOUT

- Home
- My Account
- User Management**
- User Batch Load
- Account Management
- Group Management
- Profile Management
- Barcode Management
- PNP Site Management
- Financial Profiles
- Attribute Management
- SOC Management
- Assessment Management
- Reports Portal
- Realm Management
- Global User Search
- Reports
- References
- Connect To TAO

## User Management

Search Criteria

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
User ID:	<input type="text"/>	Examinee ID:	<input type="text"/>
Email:	<input type="text"/>	Date Of Birth:	<input type="text"/>
Status:	<input type="text" value="Show All"/>		<input type="button" value="Search"/>

MM/dd/yyyy

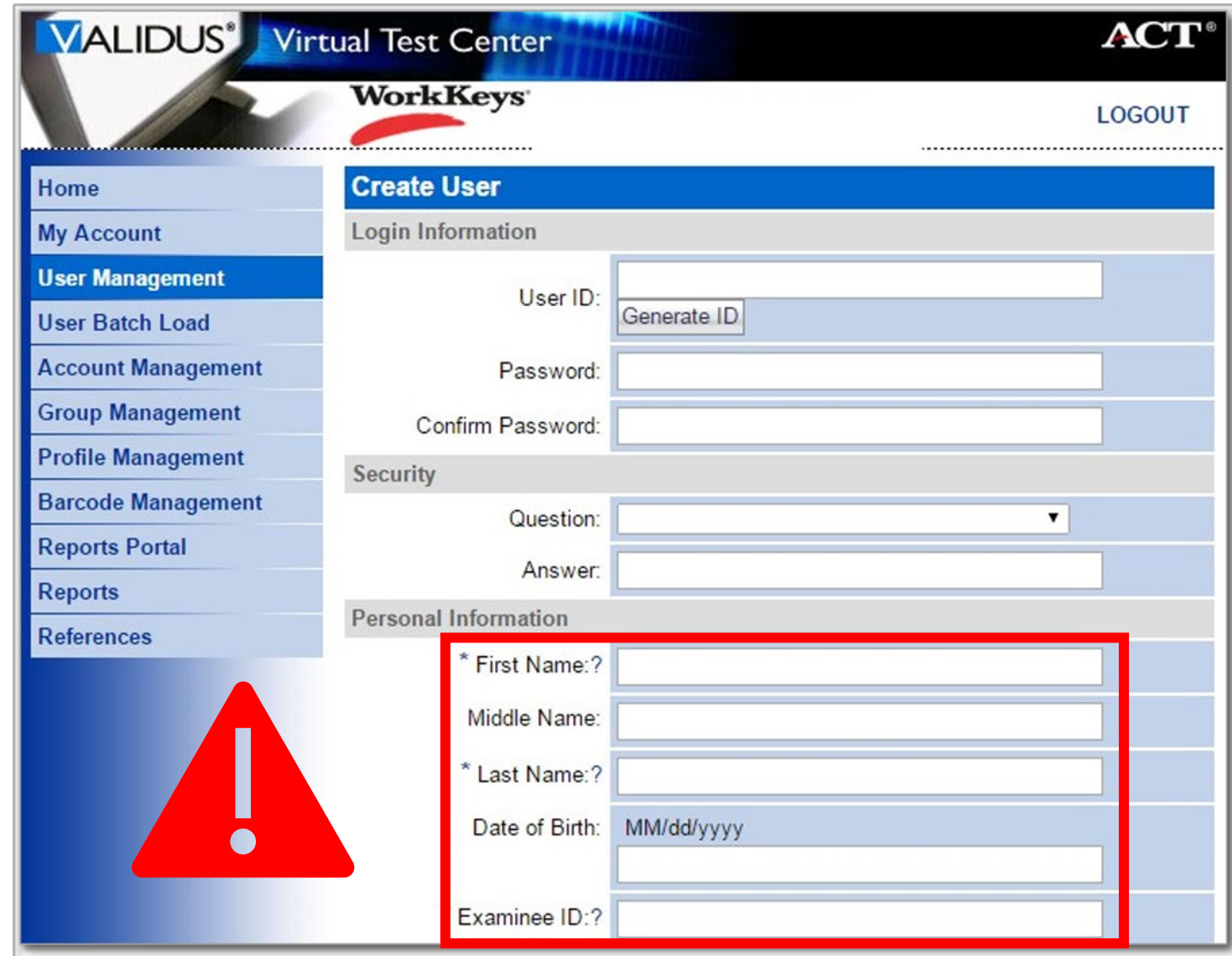
Use "%" for wild card searches.

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
-- Please search for a name --							

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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



The screenshot shows the 'Create User' form in the VALIDUS Virtual Test Center WorkKeys interface. The form is divided into three main sections: Login Information, Security, and Personal Information. The Personal Information section is highlighted with a red box. A red warning triangle is overlaid on the bottom left of the form area.

**VALIDUS<sup>®</sup> Virtual Test Center** **ACT<sup>®</sup>**  
**WorkKeys<sup>®</sup>** **LOGOUT**

**Create User**

**Login Information**

User ID:

Password:

Confirm Password:

**Security**

Question:

Answer:

**Personal Information**

\* First Name:

Middle Name:

\* Last Name:

Date of Birth:  MM/dd/yyyy

Examinee ID:

# Create Examinee User – User ID

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

**VALIDUS<sup>®</sup> Virtual Test Center** **ACT<sup>®</sup>**  
**WorkKeys<sup>®</sup>** **LOGOUT**

**Create User**

**Login Information**

User ID:

Password:

Confirm Password:

**Security**

Question:

Answer:

**Personal Information**

\* First Name:

Middle Name:


\* Last Name:

Date of Birth: MM/dd/yyyy

\* Examinee ID:

# Create User – User ID

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



Are you currently in school?:

If you are in school, why are you attending school?:

State / County of Residence:?

Current Status:?

\* = Required

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# Create an Account – Assign Roles

The screenshot displays the 'Edit User: SmithJ17776' page in the VALIDUS Virtual Test Center WorkKeys IV Training Site. The page features a navigation menu on the left and a main content area with tabs for User, Security, Roles, Registration, and Group. The 'Roles' tab is active, showing a list of roles with checkboxes for selection. The 'Examinee' role is selected, highlighted by a red box. A 'Submit' button is also highlighted with a red box.

**VALIDUS** Virtual Test Center **ACT**  
**WorkKeys** WorkKeys IV Training Site LOGOUT

Home  
My Account  
**User Management**  
User Batch Load  
Account Management  
Group Management  
Profile Management  
Barcode Management  
Reports Portal  
Reports  
References

**Edit User: SmithJ17776**

User Security Roles Registration Group

Select and

Select	Name	Description
<input type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management
<input checked="" type="checkbox"/>	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
<input type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
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<input type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
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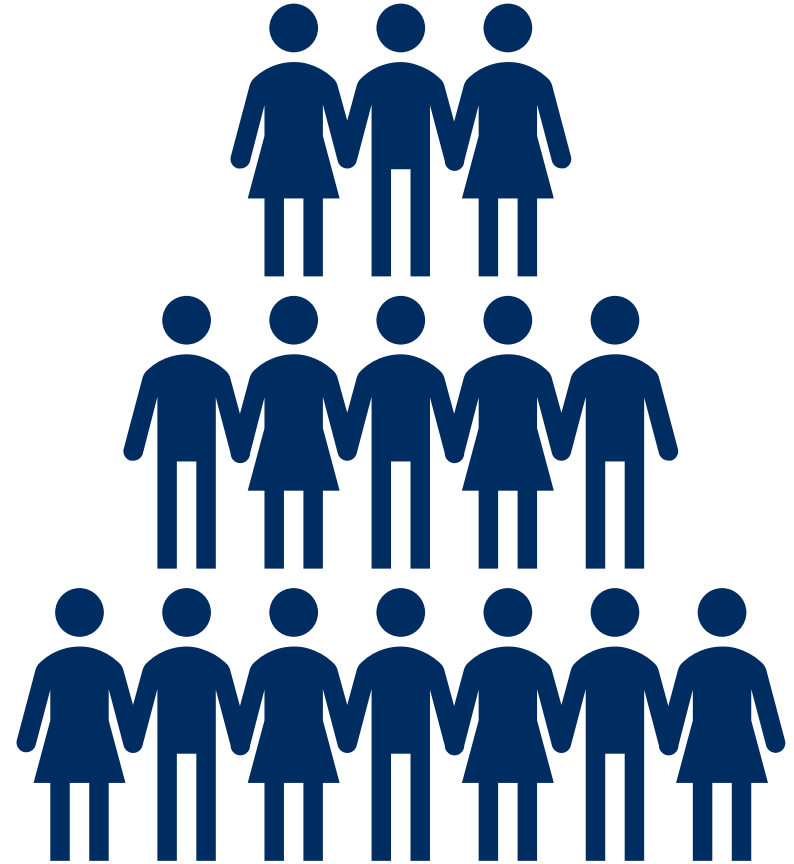
Select and



# 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

**Edit User: ssample101**

User | Security | Roles | **Registration** | Group

More actions...

Select	Title	Administration	Registration ID	Assessment Type	Create Date	Status
-- Please create a registration --						

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# Selecting Pretest Forms

Home

My Account

**User Management**

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

PNP Site Management

Financial Profiles

Attribute Management

SOC Management

**Assessment Management**

Reports Portal

Realm Management

Global User Search

Reports

References

Connect To TAO

**Edit User: ssample101**

User Security Roles **Registration** Group

Select and

Select	Title	Administration	Assessment Type	Number Remaining
<input type="checkbox"/>	Alfabetización Gráfica - Graphic Literacy	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	Applied Technology	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	Business Writing	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	Documentos de Trabajo - Workplace Documents	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	<b>WorkKeys Applied Math - NRS</b>	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	WorkKeys Applied Math - Text To Speech	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	WorkKeys Graphic Literacy - Text To Speech	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	WorkKeys Workplace Documents	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	<b>WorkKeys Workplace Documents - NRS</b>	WorkKeys Assessments	Individual	*
<input type="checkbox"/>	WorkKeys Workplace Documents - Text To Speech	WorkKeys Assessments	Individual	*

Select and

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# Add NRS Test Registrations for an Examinee

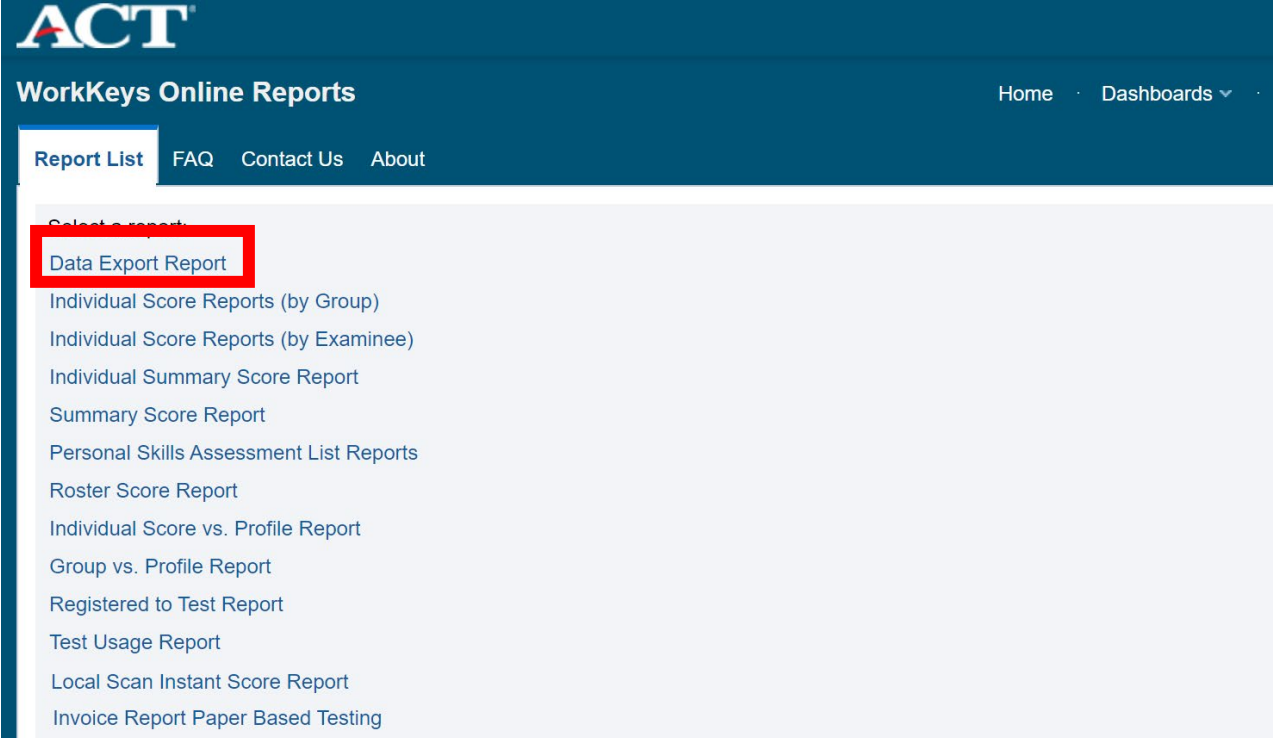
User	Security	Roles	Registration	Group	
Select and				<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
Select	Title	Administration	Assessment Type	Number Remaining	
<input type="checkbox"/>	Alfabetización Gráfica - Graphic Literacy	WorkKeys Assessments	Individual	*	
<input type="checkbox"/>	Applied Technology	WorkKeys Assessments	Individual	*	
<input type="checkbox"/>	Business Writing	WorkKeys Assessments	Individual	*	
<input type="checkbox"/>	Documentos de Trabajo - Workplace Documents	WorkKeys Assessments	Individual	*	
<input checked="" type="checkbox"/>	<b>WorkKeys Applied Math - NRS</b>	<b>WorkKeys Assessments</b>	<b>Individual</b>	<b>*</b>	
<input type="checkbox"/>	WorkKeys Applied Math - Text To Speech	WorkKeys Assessments	Individual	*	
<input type="checkbox"/>	WorkKeys Graphic Literacy - Text To Speech	WorkKeys Assessments	Individual	*	
<input type="checkbox"/>	WorkKeys Workplace Documents	WorkKeys Assessments	Individual	*	
<input checked="" type="checkbox"/>	<b>WorkKeys Workplace Documents - NRS</b>	<b>WorkKeys Assessments</b>	<b>Individual</b>	<b>*</b>	
<input type="checkbox"/>	WorkKeys Workplace Documents - Text To Speech	WorkKeys Assessments	Individual	*	
Select and				<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

# 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



The screenshot displays the ACT WorkKeys Online Reports interface. The top navigation bar includes the ACT logo, the title 'WorkKeys Online Reports', and links for 'Home' and 'Dashboards'. Below this, a secondary navigation bar contains 'Report List', 'FAQ', 'Contact Us', and 'About'. The main content area is titled 'Select a report:' and lists various report types. The 'Data Export Report' option is highlighted with a red rectangular box. Other report types listed include 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, Local Scan Instant Score Report, and Invoice Report Paper Based Testing.

# 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



Page 1 of 1

**ACT** WorkKeys Skill Report

Examinee: [REDACTED]      Examinee ID\*\*: 7335  
Realm: WorkKeys IV Training Site      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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# Score Reports – Validus VTC

The screenshot shows the Validus Virtual Test Center (VTC) interface. The top navigation bar includes the Validus logo and 'Virtual Test Center', and the ACT WorkKeys logo and 'WorkKeys IV Training Site'. A left sidebar contains a menu with items like Home, My Account, User Management, and Reports Portal. The main content area is titled 'Edit User:' and has tabs for User, Security, Roles, Registration, and Group. A table with columns 'Select' and 'Title' is visible, with a dropdown menu open over it. The dropdown menu lists various actions, with 'Instant Report' and 'Summary Report' highlighted in a red box. The footer of the page includes 'VALIDUS © Admin' and '© 2022 by ACT, Inc. All rights reserved.'

- 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<sup>®</sup> 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: ██████████  
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](http://www.act.org/workkeys).

**WorkKeys Individual Score Report With Scale Score**  
Examinee: ██████████  
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<sup>®</sup> Skill Report

Examinee: TEST05,Alot      Examinee ID\*\*: 1724  
Realm: NCRC 2.0 E2E Test Realm      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



# 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](#)

[Certificates by Testing Location](#)

A screenshot of the ACT WorkKeys Online Reports portal. The header includes the ACT logo and the tagline "You. Empowered." Below the header, there is a navigation bar with "WorkKeys Online Reports" and buttons for "Report List", "FAQ", "Contact Us", and "About". The main content area lists various report types under the heading "Select a report:". The list includes: "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", and "Invoice Report Paper Based Testing". At the bottom of the screenshot, there is a section titled "Career Readiness Certificate Reports:" which lists: "Certificate Data Export", "Test Data Export", "Certificates by Certificate ID", and "Certificates by Testing Location".

ACT<sup>®</sup> 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](#)
- [Certificates by Testing Location](#)

# 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.

Edit User: NRSUSER

User Security Roles Registration Group

Select and Edit More actions... ▼

Select Title

More actions...

Authorize

Instant Report

Summary Report

Ticket

History

Assign Forms To Registration

VALIDUS © Admin © 2023 by ACT, Inc. Create From Bundle

Edit User: NRSUSER

User Security Roles Registration Group

Form Name: WKAM014 ▼

Force:

WKAM014

WKAM015

WKAM016

WKAM017

Delete Cancel

Edit User: NRSUSER

User Security Roles Registration Group

Form Name: WKAM014 ▼

Force:

Submit Delete Cancel

# 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) 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

**Scale Score**  
**90**

**WorkKeys Individual Score Report With Scale Score**  
Examinee: ██████████  
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
<b>Adult Secondary (EFL 6)</b>	<b>88-90</b>

# 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)

The screenshot shows the 'Edit User: NRSUSER' interface. At the top, there are tabs for 'User', 'Security', 'Roles', 'Registration', and 'Group'. Below the tabs, there is a 'Select and Edit' section. A dropdown menu is open, showing a list of actions: 'More actions...', 'Authorize', 'Instant Report', 'Summary Report', 'Ticket', 'History', 'Assign Forms To Registration', 'Create From Bundle', 'Update Status', and 'Delete'. The 'Assign Forms To Registration' option is highlighted with a red box. The 'More actions...' dropdown is also highlighted with a red box.

The screenshot shows the 'Edit User: NRSUSER' interface. At the top, there are tabs for 'User', 'Security', 'Roles', 'Registration', and 'Group'. Below the tabs, there is a 'Form Name' dropdown menu and a 'Force' checkbox. The 'Form Name' dropdown is currently empty. The 'Force' checkbox is unchecked. Below the 'Form Name' and 'Force' fields, there are three buttons: 'Submit', 'Delete', and 'Cancel'.

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

**Edit User: NRSUSER**

User	Security	Roles	Registration	Group	
------	----------	-------	--------------	-------	--

Form Name:

Force:

- WKAM014
- WKAM015
- WKAM016
- WKAM017

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

**Edit User: NRSUSER**

User	Security	Roles	Registration	Group
------	----------	-------	--------------	-------

Form Name: WKAM014 ▼

Force:

Submit Delete Cancel

# 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:**

800.967.5539

[workkeys@act.org](mailto:workkeys@act.org)

### **Hours:**

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