Setting Extended Time

In this document

This document contains information used by site administrators to set extended time for a WorkKeys Internet Version test.

When to use this document

Use this document when an examinee is allowed an accommodation for extended time for a WorkKeys Internet Version test.

Procedure: Setting Extended Time

Follow the steps below to set extended time for an examinee taking a WorkKeys Internet Version test.

1. Log in to the Validus system with your User ID and password. The URL will look something like this:

   https://vtc.act.org/<your site's realm number>

2. On the left side of the page, click on **User Management**.

3. Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)

4. Click the **Search** button.

5. Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct record.

6. Click the **Edit** button.

7. Click on the **Registration** tab.

8. Click the radio button to the left of the assessment for which you want to set extended time.

9. Click the **Edit** button.

10. In the "Registration Information" section, click the down arrow next to "Extended Time." Select the amount of time needed for the selected assessment.

11. Click the **Submit** button.