WorkKeys Test Administrator Check List

- ☐ Access the Private WorkKeys Admin Training site. (password protected) http://www.act.org/workkeys-private/admintraining/ **Contact Customer service if you do not have a username and password. 800-WORKKEYS or workkeys@act.org**

- ☐ Go to the "Training Program" tab and look at the fourth column labeled "Complete the following if you administer WorkKeys Internet Version."

- ☐ Read "Principles of High Stakes Testing."

- ☐ Read the "WorkKeys Internet Version User's Guide"

- ☐ Read the "WorkKeys Internet Version Frequently Asked Questions."

- ☐ Attend a session of the webinar "ACT WorkKeys Test Administration Training." Register here: http://www.act.org/learning-at-act/training/workkeys.html Many newcomers prefer to print the slides from the Admin Training site and use them to take notes during the session.

- ☐ Practice registering examinees and launching the tests using the WorkKeys Training Realm. Login information is on the Admin Training site. Complete activities of the 3 PDF Quick Start Guides listed there:

    a. Registering Single Examinee

    b. Launching a test / Launching an Interrupted Test

    c. Looking up a password.

- ☐ Complete the verification form providing your contact information and saying that you have completed all of the appropriate training: http://forms.act.org/workkeys-private/forms/manual.html

- ☐ Repeat the above steps for each Test Coordinator, Backup Test Coordinator, Room Supervisor or Proctor.