

Test Administration Quick Start Guide

Admin Site (Validus):

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

Testing Site:

<https://testregistration.org/rsp/Login.do?event=go&realm= <your site's realm number>>



This space for your NCRC Realm Numbers:

CREATING A REGISTRATION

Registration (aka Examinee Profile)

1. Verify examinee's eligibility in WOMIS.
2. **Log into the Validus system.**
3. Along the left side of the page, click on **"User Management"**.
4. Search for existing registration (profile).
 - a. Search by: "Examinee ID" using the examinee's JS ID#
 - b. Search by: Last Name and First Name
 - c. Search by: Last name and First name as %
5. Click on the **"Create"** button along the right side of the page.
6. A **"Create User"** page will appear. You will need to do the following:
 - a. **First name**, which should be how it appears on the individual's identification.
 - b. **Last name**, which should be how it appears on the individual's identification.
 - c. **Examinee ID**, which should be the examinees **"Job Seeker ID#"** from WOMIS.
7. Click **"Submit"**.
8. The Roles Page will appear. Click in the box next to **"Examinee"** (must be select to authorize).
9. Click **"Submit"**.
10. Next, the "Registration" page will appear. Click on the **"Create"** button on the right side of the page.
11. In the "Select" column, click on the box next to the test for which you want to register the examinee (Reading for Information, Applied Mathematics, Locating Information).
12. Click **"Submit"**.
13. Click on drop-down box next to **"Financial Profile"**. Select **"WorkKeys-Government"**.
14. Click **"Submit"**.

CREATING A NEW GROUP

1. Click on **"Group Management"** and select **"Create"**.
2. Group name will be the date of the test session (example: July 7, 2014).
3. Click **"Active"** prior to submitting.

Note: If you do not make the group "Active" it will not launch.
4. Click **"Submit"**.

AUTHORIZING A TEST FOR A NEW GROUP

1. Click on **“Group Management”**.
2. Search for the group. (“%” can be used for wild card searches)
3. **Click** the radio button to the left of the group you want to authorize.

Note: You should only authorize one test at a time. The authorization will revert back after 30 minutes and you will be required to authorize the test again.

4. Next to **“More actions...”**, click the **“down arrow”** and select **“Authorize.”**
5. In the **“Select”** column, click the box next the title of the test you want to authorize.
6. Click on **“Authorize”**.

LAUNCHING A TEST – You will instruct the examinees to refresh their computers and click on “Launch”.

GENERATING AN INSTANT SCORE REPORT

After the examinee has completed, you will need to generate and print the Instant Level Report.

1. **Log in to Validus.**
2. Along the left side of the page, click on **“User Management”**.
3. Enter the examinee’s **last name** and **first name**.
4. Click the **“Search”** button.
5. Click the radio button to the left of the examinee’s name.
Note: 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 any completed assessments to generate an Individual Level Report for that assessment.
9. Next to **“More actions...”**, click the **“down arrow”** and select **“Instant Report.”** A new screen titled **“Instant Report”** appears and includes two links: **Level Report** and **Scale Report**.

Note: Only print the Level Report for examinees.

10. Click on the **“Level Report”** link to view the report with Adobe Reader.
11. Print the report and give it to the examinee.



Oregon Work Ready Communities / Oregon National Career Readiness Certificate

The Oregon NCRC is an equal opportunity program. Auxiliary formats are available upon request to persons with disabilities.