

## Assign student voucher number and Student testing steps

In order to take Assessments, a user account needs to be created for the student/test taker.

1. Navigate to [skillconnect.org](http://skillconnect.org) and click Don't Have an Account?
2. Input an email address, first name and last name. (Email is used to create the username. If unable to provide a valid email provide desired username in email format. I.E. psmith@schoolname.com).
3. Voucher Number is not required to create an account; however if the proctor has provided a Voucher Number (combination of numbers and letters) type it when prompted and click Continue. **Only provide the student with the voucher number when ready to take the assessment.**

### Create a New Account

Please complete the following form to create a Work Force Ready System account. In order to access the campus at anytime in the future, you will need this account information. The information collected here will not be shared with any third-party and is used solely for providing services inside the campus.

Email Address:	<input type="text"/>	REQUIRED. Enter a valid email address that will be used to log into your account and to automatically retrieve lost passwords.
Confirm Email Address:	<input type="text"/>	REQUIRED. Retype your email address to confirm correct entry.
First Name:	<input type="text"/>	REQUIRED. This will be used on your completion certificate.
Last Name:	<input type="text"/>	REQUIRED. This will be used on your completion certificate.
Voucher Number:	<input type="text"/>	OPTIONAL. Enter a voucher number if provided by the proctor.
	<input type="button" value="Continue &gt;&gt;"/>	

**Voucher number optional here:  
Provide during creation of  
student account a few minutes  
before testing.**

4. Create a password – at least 5 characters long – and confirm it in the second field.
5. Select a Security Question and input the answer.

Email Address:	<input type="text" value="test2@test.com"/>	
Password:	<input type="password"/>	REQUIRED. Enter a complex password that is at least 5 characters long. Passwords are case-sensitive.
Confirm Password:	<input type="password"/>	REQUIRED. Retype your password to confirm correct entry.
Security Question:	<input type="text" value="What is your first pet's name?"/>	REQUIRED. The security question is used if you forget your password.
Security Question Answer:	<input type="text"/>	REQUIRED. Answer the security question you chose above (case-sensitive).
	<input type="checkbox"/> I have read and agree to the <a href="#">Terms of Use</a> and have read and understand the <a href="#">Work Force Ready System Privacy Policy</a> .	
	<input type="button" value="Continue &gt;&gt;"/>	

6. Check the box that you understand the Terms of Use and click Continue.
7. Congratulations! The student now has an account with Skills USA Skill Connect® Assessments!



When you're ready to take an Assessment, whether the first or additional Assessment, log-on to the test site. On the Home page click on the link which says "Please enroll in a course by redeeming a Voucher". If you did not input your voucher number when you enrolled you may do so now in the Redeem Voucher prompt.

### Redeem Voucher

If you have a voucher for a Work Force Ready System course, you may enter the voucher number below and click the Redeem button. This will automatically enroll you in the course attached to the voucher. Note: Once you redeem your voucher, it is permanently tied to your account and cannot be transferred to any other student.

Voucher Number:

P9B72TIH

Redeem >>

**If Voucher number not provided during creation of student account provide the number now.**

Once the Voucher is Redeemed, the student will have access to the Assessment.

1. When ready to take the Assessment, click on the name of the Assessment the student will be taking. Below is an example of what the screen will look like. Click the button "Begin Class" to take the assessment.

#### Enrollment successful.

You have been successfully enrolled in this class. You may wish to print this page for your records before continuing.

#### Payment Information

**Name:** Milo Gibson  
**Date Enrolled:** 11/26/2013  
**Payment Method:** voucher  
**Cost:** \$20.00

#### Class Information

**Class:** P-WEL.1 - Pretest Welding  
**Class Description:** To view the blueprint that describes the standards, competencies, and academic skills tied to the assessment go to: <http://www.workforcereadysystem.org> and click on "View all available assessments".  
**Instructor:** WFR Admin

Begin Class >>



- Student will be prompted to verify the spelling of their name. Click the button “I understand” when name is accurate.

**Verify Your Name**

Once you have successfully completed this course, a completion certificate will be printed with your name exactly as:

**Milo Gibson**

If the name listed above is incorrect, you may correct it in the fields directly below.

First Name:  Last Name:

**I UNDERSTAND**

If you need to make changes to the name on record after completing this step, you can do so from your user properties page.

- Course/Assessment details will display along with a link to the associated Module/Assessment. Click on the course name in the Required Course Modules box to begin the assessment.

**Course Details**

<b>Class Name</b>	P-WEL.1 - Pretest Welding
<b>Instructor:</b>	WFR Admin ( <a href="mailto:support@skillconnect.org">support@skillconnect.org</a> )
<b>Class Seat Time:</b>	<i>You have not started this course.</i>

**Required Course Modules**

Complete	Modules
<input type="checkbox"/>	<b>1.0</b> <a href="#">Pretest Welding Assessment</a>



4. Permitted testing tools during the assessment will be noted under instructions. Select Begin Assessment and proceed with questions.

**Knowledge Assessment**

Name/Description: **Welding** - Pretest

Instructions: Permitted Testing Tools: Pocket Calculator. Scratch paper may be used for math calculations. Open book and the Internet are NOT permitted. This assessment must be completed in one session in a proctored environment. You will be required to answer all the questions.

Grading Method: This assessment is graded and you must score a 60.0% or higher to complete the assessment successfully.

Time to Complete: There is no time limit.

Current Status: OPEN. You may take this assessment 1 more time(s). You have not yet attempted this assessment.

5.

### Directions to be communicated to the Student/Examinee

Each test question will provide instructions on how to answer the question. The student may move forward or backwards to change answers prior to submitting the test for final score.

- To move forward or skip a question: Click the button “Next” or the number of the question in the “Jump to Question” drop down menu.
- To go back to previous questions: Click the “Previous Question” button or the number of the question.
- To end the test and submit for a score: Click “Submit assessment” button. The system will require you to answer all the questions. If you did not answer all the questions the system will identify which questions you need to answer.
- Once the “Submit Assessment” button is clicked the test will end and a score will be given. The student will not be permitted to go back to change answers.
- Scratch paper may be used for questions requiring math calculations.
- Open book or the internet is not permitted unless stated in the permitted testing tools.

Proctor should check permitted testing tools at:

<http://www.workforcereadysystem.org/wp-content/uploads/2015/07/Tool-Aids-for-Testing.pdf> and allow students to use what is permitted for their assessment area (i.e. calculators or reference materials.)

**Questions? Send us an email or give us a call! The Support Desk is open Monday – Friday 7a-7p CST.**

