



WorkKeys Internet Version Launching an Interrupted Test

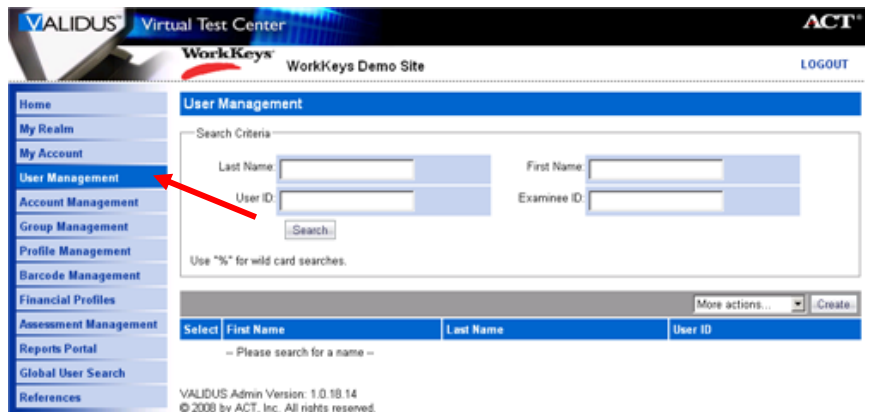
If a test has been interrupted due to a power outage, etc., a Site Administrator or Proctor can reauthorize the same test and the examinee can launch the test again within one hour of the interruption. The test will launch from the place that the interruption occurred and the timer will continue from the point of interruption. The test may display the status as “In-Progress (requires authorization)” or “Expired”. If it is still within one hour of the interruption you will be able to reauthorize and the examinee can launch. There is no extra charge for a test that is re-launched.

If it has been more than one hour the test cannot be launched again. The Site Administrator can add a new test to the examinees’ registration or the examinee can add another test by logging in to the testing realm and selecting a new title. The test should be authorized as usual and there will be a charge for the new test as well.

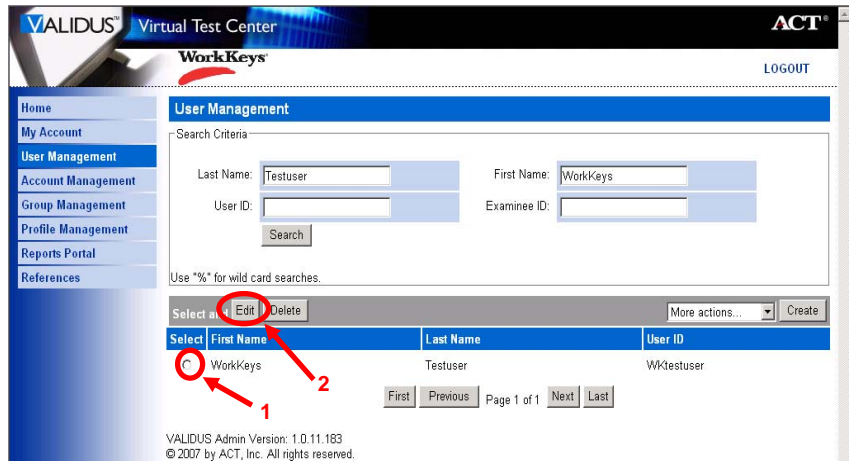
Follow the directions below to reauthorize an interrupted test:

Begin on the WorkKeys Internet Version administrator site.

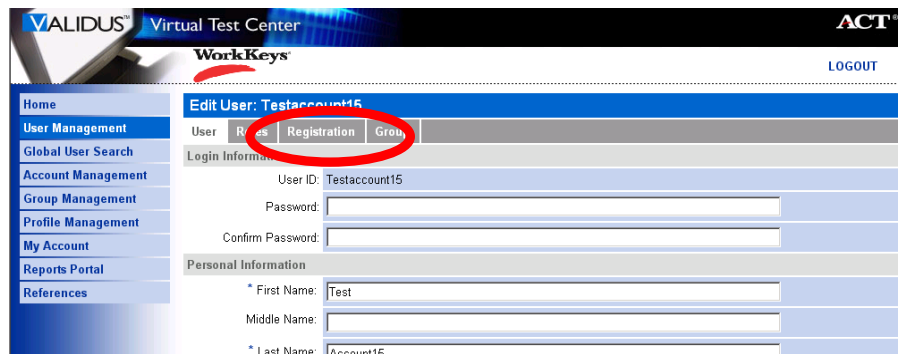
- Log In with the **User ID** and **Password** sent to you with your URLs.
- Click on the **User Management** link located in the left-hand navigation menu.



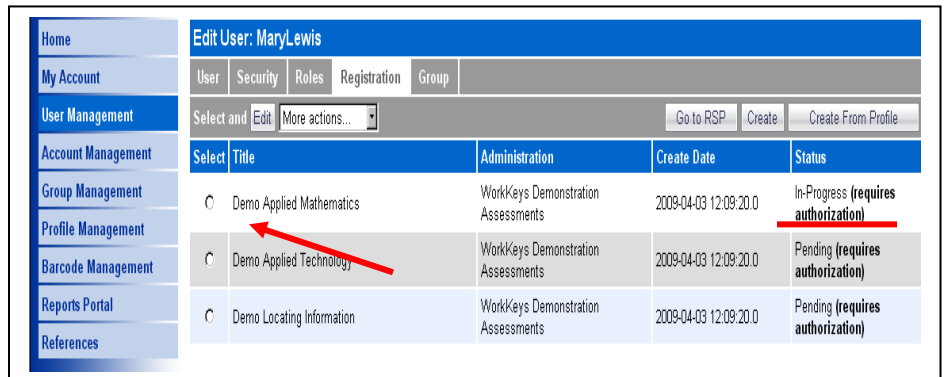
- On the **User Management** page, enter a name in one of the search boxes or enter part of the name with a % sign and click **Search** to get a list. If you choose to leave the boxes empty and click **Search** you will get a list of everyone that is registered at this site.
- Select the name of the examinee (1) and click **Edit**. (2)



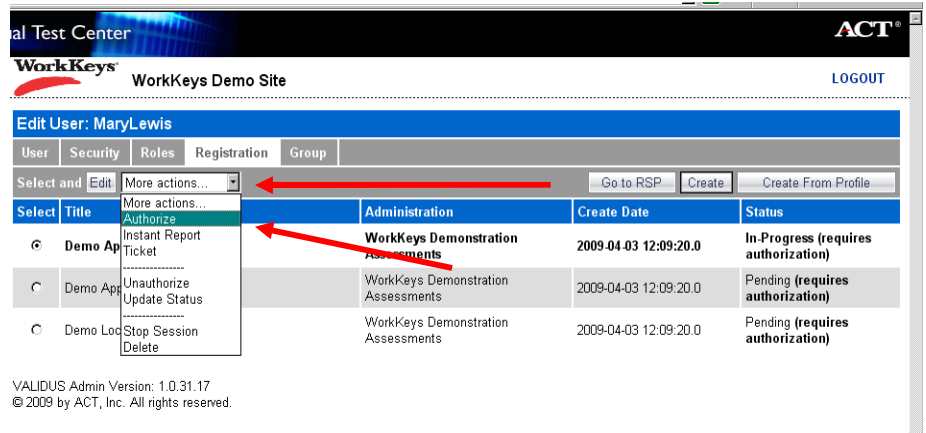
- On the Edit User page choose the **Registration** tab.



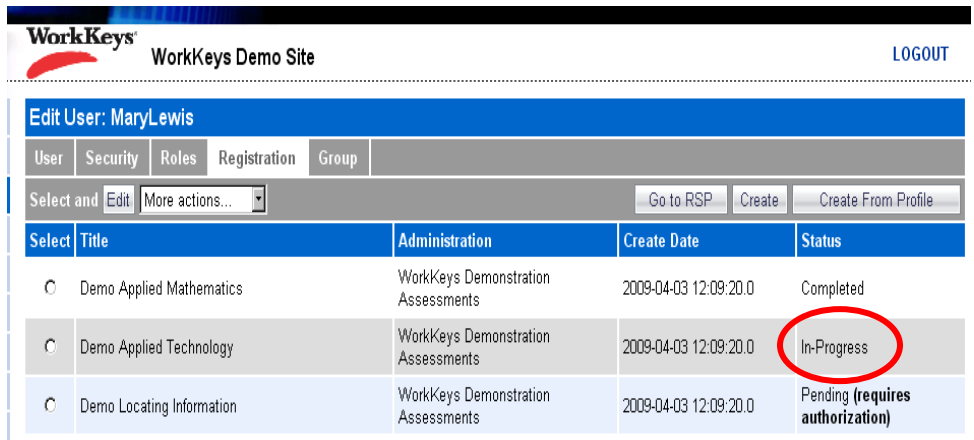
- On the Registration page **select** the test that was interrupted.



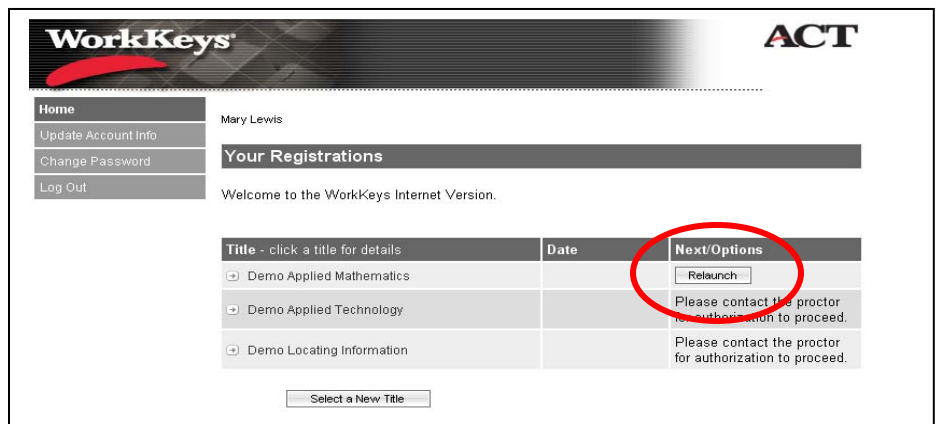
- Select the More Actions menu and click Authorize.



Note: This changes the status of the test from “In-Progress (requires authorization)” to “In-Progress”.



- Examinee can refresh the test launch screen or log out and log in again to enable them to access the re-launch button.



The examinee can resume testing at the same spot that they were interrupted. The timer will restart at the point it stopped.