

# WorkKeys Test

# What is it?

- From ACT
- Purpose: to develop better workplace skills



# Why?

- Help you prepare for a real job
- Could receive a ACT National Career Readiness Certificate
  - Used to document essential skills linked to workplace success
  - Recognized by the Industry



# When?

- February 10, 2015
- Start at 7:45 am
- If you don't take it, I will have to give it to you on a make-up day!!!



# Job Skills

- For professional technical, and managerial jobs
- You need to be able to:
  - Learn
  - Listen
  - Communicate
  - Work in teams
  - Solve Problems



# What is going to be done with our test results?

- You can see what skills are strong and what skills are weak
- Might get your NCRC Certificate!

# What should I do so I will do my best on the test?

- Pace yourself
- Listen and read directions and questions carefully
- Answer easy questions first and go back to the hard ones
- Review your work if you have time
- Mark document precisely
- Guessing is ok if you are clueless
- Score is determined by the number of correct answers



# Reading for information-

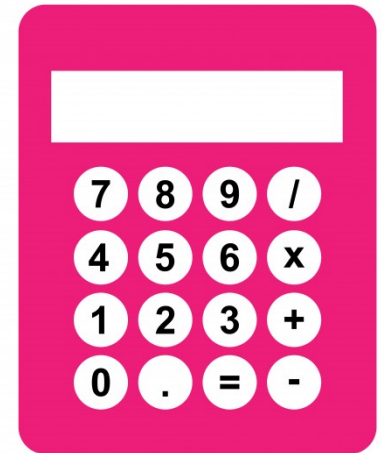
- 45 minutes-test 1
- 33 questions
- Questions will include:
  - Choosing main ideas or details
  - Understanding work meanings
  - Applying instructions
  - Applying Information and Reasoning
  - <http://www.act.org/workkeys/assess/reading/>





# Applied Mathematics Assessment

- 45 minutes-test 2
- 33 questions
- Math in the workplace
- You can use an approved calculator
- Formula sheet is provided
- Get a break following this test – 15 minutes
- <http://www.act.org/workkeys/assess/math/>



# Types of Questions: (Math)

- Determine quantity
- Money
- Figuring time
- Calculating measurements
- Proportions and Percentages
- Averages



# Locating Information

- 38 questions-Test 3
- 45 minutes
- Measures the skill people use when they work with workplace graphics
- Compare, summarize and analyze information found in related graphics
- <http://www.act.org/workkeys/assess/locate/>



# National Career Readiness Certificate

The NCRC™ is a credential that is

- Evidence-based
- Industry-recognized
- Portable
- Used to document essential skills linked to workplace success
- Awarded at four levels:  
Bronze, Silver, Gold,  
and Platinum



# NCRC Certificate

- Certificates
  - Level 6 and above: Platinum
  - Level 5: Gold
  - Level 4: Silver
  - Level 3: Bronze
- Requirements

Based on minimum common score

For example, Level 5 on Applied Mathematics, Level 5 on Reading for Information, and Level 4 on Locating Information will result in a Silver NCRC – based on the minimum common

# More information about the test!

- [http://actworkkeys.weebly.com/uploads/7/9/3/1/7931998/preparing\\_for\\_workkeys.pdf](http://actworkkeys.weebly.com/uploads/7/9/3/1/7931998/preparing_for_workkeys.pdf)