

WORKKEYS ASSESSMENTS

WHAT IS WORKKEYS?

ACT WorkKeys assessments measure “real world” skills that employers believe are critical to job success. There are three computer based assessments: Workplace Documents, Applied Math, and Graphic Literacy which are 55 minutes each. Test questions are based on situations in the everyday work world. More detailed information about the three assessments is below. Each test is \$12, a total of \$36 for the three assessments.

WHY SHOULD I TAKE IT?

Opportunity to showcase your workplace knowledge, possibly earn the National Career Readiness Certificate which will help you with employment, and a score of 3 or higher on all three tests will count towards graduation competencies for both math and English.

WHAT IS THE NATIONAL CAREER READINESS CERTIFICATE (NCRC)?

When you join the job hunt, your job applications will mix with many others on the desks of employers. How can you help move your applications to the top of the stack? NCRC is an evidence-based credential that certifies essential skills for workplace success. Employers look for it from job candidates because it is a valid predictor of job performance. Earning a level 3 or higher on all three exams will qualify students for the *National Career Readiness Certificate* and will also count for both English and Math graduation competencies.

HOW CAN I PRACTICE FOR THE ASSESSMENTS?

You don't have to go through any special preparation to take WorkKeys Assessments. Getting a good night's rest and arriving on time are the two most important steps you can take to prepare.

THE ASSESSMENTS:

Applied Math *34 questions, time duration 55 minutes*

We use math EVERY DAY! The Applied Math assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that actually occur in today's workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Workplace Documents *35 questions, time duration 55 minutes*

Employees need to be able to understand written text to do a job. The Workplace Documents assessment measures the skills people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.

Graphic Literacy *38 questions, time duration 55 minutes*

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures the skills needed to locate, synthesize, and use information from workplace graphics.



GRADUATION COMPETENCY MENU

Required Course Credits
AND
Student Completion of the Individual Career and Academic Plan (ICAP)
 (Required for all students)



MATH COMPETENCY OPTIONS	+	ENGLISH COMPETENCY OPTIONS
At least 1 in Math	+	At least 1 in English
Scholastic Aptitude Test (SAT) Math - As set by the Colorado Department of Education *		Scholastic Aptitude Test (SAT) English - As set by the Colorado Department of Education *
Preliminary Scholastic Aptitude Test 10 (PSAT 10) 10th Grade Benchmark - Math - As set by College Board **		Preliminary Scholastic Aptitude Test (PSAT 10) 10th Grade Benchmark - English - As set by College Board **
American College Testing (ACT) Math - As set by the Colorado Department of Education *		American College Testing (ACT) English - As set by the Colorado Department of Education *
Advanced Placement (AP) Exam Score 2 or higher		Advanced Placement (AP) Exam Score 2 or higher
International Baccalaureate (IB) Exam Score 4 or higher		International Baccalaureate (IB) Exam Score 4 or higher
Measure of Academic Progress (MAP) Math - Rausch Unit (RIT) score 246 or higher		Measure of Academic Progress (MAP) English - Rausch Unit (RIT) score 230 or higher
Completion of two year-long Math (Algebra 1 or higher) courses with a demonstration of competency of a "B" or higher (by course grade or district competency assessment) by the end of each course		Completion of two year-long English Language Arts (English 9 or higher) courses with a demonstration of competency of a "B" or higher (by course grade or district competency assessment) by the end of each course
Math Concurrent Enrollment Course grades "C" or higher		English Concurrent Enrollment Course grades "C" or higher
Accuplacer Math - 61 or higher on Elementary Algebra		Accuplacer English - 62 or higher on Reading Comprehension
Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualification Test (AFQT) 31 or higher		
ACT Workkeys Bronze or higher		
Program requirements for a small percentage of English learners, gifted students and students with disabilities, when necessary		
Approved Industry Certification		

* Colorado Department of Education
<http://www.cde.state.co.us/postsecondary/grad-menu>

**College Board
<https://collegereadiness.collegeboard.org/about/scores/benchmarks>