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Workkeys act test

Did you think you were done taking the ACT once you got into college? Think again! There's actually an exam created by ACT Inc. specifically designed for professionals, called ACT WorkKeys. What is this test? Who should take it? How can it benefit you? In this guide we answer all your questions about ACT WorkKeys and the National Careers Readiness Certificate so you can make the best decisions for yourself and your career. What Is the WorkKeys Test? Who Should Take It? What is ACT WorkKeys? The purpose of the ACT WorkKeys tests is to measure your abilities in a variety of workplace skills so that you (and potentially your teacher/boss) can see where your strengths and weaknesses are in professional areas. ACT WorkKeys are designed to be applicable across many career fields, so there isn't a specific type of professional who should take these tests. They are most often taken by four groups of people: Those wanting to prove their skills in certain areas, either to get a new job or to move up in their current profession. Those who want to learn more about which careers they're best suited for. Employees whose bosses ordered the tests to match employee skills to available jobs and determine what additional training/hiring is needed. Students whose teachers have them take the WorkKeys to better prepare them for entering the workforce and choosing a career. However, anyone can take the ACT WorkKeys tests. You might take the ACT WorkKeys at your school or office if they ordered the test. However, if you decide to take the test on your own, there are hundreds of test center locations throughout the United States where you can test year-round. The price varies depending on whether an individual or company is ordering the test, as well as how many tests are ordered. Typically though, it'll cost between \$20-\$40 per test. You can take as many of the ACT WorkKey exams as you'd like, as many times as you'd like, and you can choose which scores you send to employers or schools. What Are the Types of ACT WorkKeys Tests? There are eight separate ACT WorkKey tests, and we give a brief overview of each below, explaining what the test covers, how many questions you'll answer, how long the test lasts, and whether it can be taken on the computer or with pencil and paper. The first six WorkKeys are similar to standard tests, where you receive a score between 0 and 7. The final two, Fit and Talent, don't have correct answers like regular tests, but are instead meant to help the test-takers (and potentially their teachers/bosses) determine their strengths and weaknesses and see examples of careers that might be the best fit for them. Applied Math Measures critical thinking, mathematical reasoning, and problem solving techniques. Some specific topics tested include solving equations, analyzing charts and tables, and manipulating rates or ratios. A calculator is allowed, and students will be provided with a formula sheet. Number of questions: 34 Length: 55 minutes Computer or pencil and paper: both Graphic Literacy Measures skills needed to read and comprehend graphical materials, such as graphs, diagrams, floor plans, flow charts, and maps. Number of questions: 38 Length: 55 minutes Computer or pencil and paper: both Workplace Documents Measures ability to read workplace documents, such as emails, directions, bulletins, contracts, and websites, and use that information to make job-related decisions and solve problems. Number of questions: 35 Length: 55 minutes Computer or pencil and paper: both Applied Technology Measures skills in four areas of technology: electricity, mechanics, fluid dynamics, and thermodynamics. The focus is on reasoning, not math, so there are no calculations or formulas to solve on this test. Number of questions: 34 Length: 55 minutes (computer version), 45 minutes (pencil and paper version) Computer or pencil and paper: both Business Writing Measures the ability to write a response to a work-related situation. The student will be graded on factors such as sentence structure, mechanics, grammar, organization, focus, and development of ideas. Number of questions: 1 prompt Length: 30 minutes Computer or pencil and paper: computer only Workplace Observation Measures skills in observing, following, understanding, and evaluating processes, demonstrations, and other workplace procedures. It requires the test taker to follow instructions, observe procedures, make inferences, and evaluate judgments, sometimes while filtering out distractions. Number of questions: 35 Length: 55 minutes Computer or pencil and paper: computer only Fit Measures the test-taker's interests and values and matches them to different occupations. Number of questions: 102 Length: 15-20 minutes Computer or pencil and paper: computer only Talent Measures work-related attitudes and behaviors to help employers determine how best to develop current employees and which types of new employees would be the best fit. Measures factors such as sociability, discipline, and creativity. Number of questions: 165 Length: 30-35 minutes Computer or pencil and paper: computer only What Is the National Careers Readiness Certificate? If you want to take the WorkKeys assessments one step further, you can get your National Careers Readiness Certificate (NCRC). The NCRC is a credential that can show employers you have work skills needed to succeed at a job. Like the WorkKeys tests themselves, the NCRC isn't meant for a specific career field, and it is designed to be applicable to all workers. To earn an NCRC, you need to take three WorkKeys assessments: Applied Math, Workplace Documents, and Graphic Literacy (each of these tests is also available in Spanish). There are four levels of NCRC certification: Bronze, Silver, Gold, and Platinum. Here are the requirements for each. Bronze: Score of 3 or higher on each of the three exams Silver: Score of 4 or higher on each of the three exams Gold: Score of 5 or higher on each of the three exams Platinum: Score of 6 or higher on each of the three exams Roughly 19% of test-takers who receive an NCRC credential receive the Gold or Platinum level, which designates them as qualified for over 93% of jobs in the WorkKeys Job Pro database. A study conducted by ACT, Inc. (the creators of the WorkKeys assessments) has shown that having an NCRC can help you get a job faster by showing employers you have the skills they're in need of. In another study, they also found having an NCRC can help you get a higher salary compared to not having the certification. To be honest, having an NCRC doesn't automatically open every door for you, even if you get a top certification, but if you're struggling to prove you have certain skills, it's a fairly easy and accepted way to show your abilities which can help you get a job or a raise faster. You can take all three exams on the same day, or spread them as far apart as you'd like. If you qualify for the NCRC, you'll receive a certificate, as well as information you can include on your resume or job application so your credentials can be verified. Tips for Taking the ACT WorkKeys Test Have you decided to take an ACT WorkKeys Test? Here are two tips to follow to make sure you get the most out of the experience. #1: Know What You're Aiming For People take the ACT WorkKeys assessments for many different reasons, and it's important for you to know what yours are before you begin. Are you aiming for an NCRC credential? Is there a certain score you're hoping to achieve? Are you trying to get a better sense of what jobs you're best suited for? How do you plan to leverage your results in your career? Even if you're taking an ACT WorkKeys test because your job or school requires it, make sure you know what they want from the exam as well, whether it's a specific score or for you to have a clearer idea of your career path you want. When you know this information, you can be more intentional about your prep for the test, and your scores will be more meaningful because you'll know if they show you're where you want to be or not. #2: Take Practice Tests Act Inc. offers a free practice test for the three tests required for the NCRC: Applied Math, Graphic Literacy, and Workplace Documents. We highly recommend you take practice tests for any ACT WorkKeys assessments you'll be taking, since they're a great way to get a better understanding of what you'll be tested on and the types of questions you'll see. Regardless of which ACT WorkKeys tests you're taking, check out the official website for more information on what each exam tests, how they're scored, and what different scores mean. What's Next? Need ideas for a research paper topic? Our guide to research paper topics has over 100 topics in ten categories so you can be sure to find the perfect topic for you. Taking the regular ACT? Check out our massive collection of official and unofficial ACT practice tests. Thinking about exploring a career in healthcare administration? Read our complete guide to getting a healthcare administration degree, with explanations for what levels of qualification you need for different careers. act.org.actprofile.org.act.org.actstudent.org.act.alertline.com.services.actstudent.org.career4.successfactors.com.engage.act.org.discoveractaspire.org.gc.vantage.com.myworkkeys.act.org.twitter.com.facebook.com.youtube.com.plus.google.com.linkedin.com.preview.act.org.workreadycommunities.org.pearson.com.instagram.com.actaspire.org.run2.careerready101.com.run2.keytrain.com.leadershipblog.act.org.my.act.org If you are about to take the WorkKeys test, then you are in the right place. A lot of students and employees who take this assessment usually feel extremely overwhelmed closer they get to their test date. Luckily for you, we have what you need to know about to help you pass your WorkKeys Test. In this article we will highlight some important information about the assessment including why this test is important, and what you can expect to see in these tests. As well as, a few tips that will help you prepare for the test, and more. So if you are ready to learn how to pass the WorkKeys Test read on. About the WorkKeys Test The ACT WorkKeys Test is a career aptitude test that helps determine if you will be a good fit in a certain career. This test also measures your career readiness that will not only help you but also your employer. The WorkKeys test is used to measure certain soft skills and foundational skills that will identify your strengths and weaknesses. In order to pass the WorkKeys Test candidates will have to successfully complete three assessments, which include Workplace Documents, Applied Math assessment, and Graphic Literacy. All candidates who have successfully passed these assessments are awarded the National Career Readiness Certificate. The National Career Readiness Certificate is viewed as a credential and is a great asset to add to your resume. This certificate is proof that you have the workplace skills needed to thrive in your career. One of the benefits of the WorkKeys Test is that most of the tests can be completed in your own time and you also can complete the assessments more than once. Usually, these assessments take about an hour and can be done online. How is the WorkKeys Test Scored? Your WorkKeys Test score is determined by the number of questions you answer correctly during your assessment. However, there are two types of scores in the WorkKeys Test, this includes: Scale Score – this type of scoring ranges from 65 to 90 and is used to analyze the candidate's growth throughout the assessments over time. The scale score is usually used to inform teachers and is not considered for hiring purposes. Level Score – WorkKeys Test has seven levels, which measure the difficulty for each assessment. The easiest level is level one while the most difficult level is level seven. Each assessment has a unique level score range and how well you do in the assessment will be in that range. These scores are used for hiring purposes and to determine the candidate's certificate level. The WorkKeys exam passing score is three or higher, which means that to achieve the National Career Readiness Certificate. So you will have to score at least a three in the Workplace Documents assessment, Applied Math assessment, and Graphic Literacy assessment. Which Assessments are included in WorkKeys Test? While there are the three main assessments in the WorkKeys Test, this test also offers additional assessments which focus on measuring the candidate's values, actions, and interests. The WorkKeys test consists of eight assessments in total, this includes: Workplace Documents There are 35 questions in the Workplace Documents assessment which has a time limit of 55 minutes. This assessment is available online or can be done on paper. The assessment focuses on the candidate's ability to complete and understand workplace documents like emails, letters, and more. This assessment includes five levels of difficulty levels, starting with level three as the easiest and level seven as the most difficult. The skills measured in the Workplace Documents assessment include the candidates, attention to detail, ability to identify the main point, application of technical terms, and more. Take ACT WorkKeys Practice Test Now Graphic Literacy WorkKeys Graphic Literacy assessment consists of 38 questions and has a time limit of 55 minutes. This assessment can be completed online or on paper which then can be submitted. The Graphic Literacy assessment includes five levels of difficulty, starting from level three and ending at level seven. The skills measured in this assessment depending on the level include the ability to find information, identify trends, decision-making skills, and more. Applied Maths WorkKeys Applied Math assessment consists of 34 questions and needs to be completed in 55 minutes. This assessment can be done both online and on paper. The WorkKeys Applied Math assessment consists of five levels of difficulty ranging from level three to level seven. Each level measures a wide range of math skills including, the ability to solve problems, critical thinking, ability to work with fractions, ability to work with a negative number, mathematical reasoning, as well as mixed numbers, and more. Business Writing The Business Writing assessment usually includes one question to answer and has a time limit of 30 minutes. There are five levels included in this assessment starting from level one and ranging to level five. This assessment focus on many skills including idea development, use of tone, organization, and more. Take ACT WorkKeys Practice Test Now Applied Technology WorkKeys Applied Technology assessment consists of 34 questions and can be completed online or on paper. However, if this assessment is completed online candidates will have a time limit of 55 minutes but if completed on paper then candidates will have a time limit of 45 minutes. There are four levels of difficulty included in this assessment starting from level three to level six. The skills measured in the Applied Technology assessment include understanding how basic tools work, identifying the best solutions, solving problems, and more. Workplace Observation The Workplace Observation assessment consists of 35 questions and has a time limit of 55 minutes. This assessment has five levels of difficulty, starting from level one and ending at level five. The skills measured in this assessment include the ability to maintain focus, application of information, ability to predict situations, and more. Talent WorkKeys Talent assessment focuses on individuals' feelings towards work and their behavior in the workplace environment. The Talent assessment has a time limit of 35 minutes and consists of 165 questions. A few of the skills measured in this exam include the candidate's discipline, optimism, sociability, and cooperation. Fit The Fit assessment focuses on how well a candidate will align with an organization. This assessment has a total of 102 questions and a time limit of 20 minutes. A few of the skills measured in the Fit assessment include social service skills, technical skills, and business operation skills. Take ACT WorkKeys Practice Test Now Is the WorkKeys Test Mandatory? The WorkKeys test has become a mandatory assessment in certain states which have incorporated into their high school's curriculum and is usually given to students in the 12th grade. A few of the states that require this include Alabama, Idaho, Hawaii, Kentucky, Nebraska, Nevada, and more. However, while this test is not mandatory in all states there are a lot of employers as well as career fields who want their employees to complete this test. This is because these employers want to make sure that their employees are the right fit and have the essential skills needed for the job that they have been or will be hired to do. WorkKeys Test Applications Process If you have not booked your WorkKeys Test as yet, don't worry the application process is quite simple but might take a bit of time. Here is what you need to do to apply for a WorkKeys Test: Contact the Certification Testing Center (216-987-4040) 72 hours before you would like to take the WorkKeys exam. You will receive a Course Requisition Number after you register for your exam and a confirmation email. You will then have to purchase the WorkKeys exams that you would like to take. The price of three exam vouchers is \$42.00. Note: you will need proof of ID and proof of purchase of the WorkKeys test voucher to enter the exam. You should also arrive at least 15 minutes before your exam begins. Types of Questions asked in the WorkKeys Tests Most of the WorkKeys Test is now available online however, some tests do give you the option to complete the exam as a testing center. The types of questions that you can expect to see in the WorkKeys exam will differ based on the assessment that you are taking. However, usually, all assessments consist of multiple-choice questions. If you want to find out exactly how the questions of the WorkKeys assessment that you are about to take a good idea would be to view the sample questions on the ACT official website. There are free sample questions available for all eight assessments including Applied Math, Workplace Documents, Graphic Literacy, Talent, and Fit. Another way you can get a better idea of the types of questions that you will be asked during the exam is to take a WorkKeys practice test. This is will give you a better idea of what could be asked in your upcoming test. Take ACT WorkKeys Practice Test Now How to Prepare for the WorkKeys Tests Now that you what the WorkKeys Test is and exactly what you can expect from it you can now start preparing for your upcoming test. Here are a few tips that will help you pass this exam: Complete practice Tests One of the best ways to prepare for any of the WorkKeys assessments is to complete a practice test. There are lots of WorkKeys practice tests to choose from, including a few free practice tests. When completing your WorkKeys practice test you should treat it like you are completing your official assessment. Meaning that you should stick to the time limit that you will have to complete the test and only use the materials that you will be allowed to use during your test. Once you have completed a few practice tests you will start feeling much more prepared for these assessments. Use a study guide There are many study guides to choose from that will help you prepare for your upcoming WorkKeys Test. These guides will help you find which study materials that you need to help you prepare for the WorkKeys Test. Practice time management Managing your time during your WorkKeys Test is very important. do not spend too much time on one question because then you might not have enough time to complete the test. What you can do is skip questions that are taking you a little more time and go back to them once you have completed the questions that you know the answers to. Answer all questions It is important to remember that you are scored for every question that you answer correctly. So the last thing you want to do is avoid answering a question because you are unsure of the answer. If you are unsure about the answer to a question the best thing that you can do is try to answer the question using logic and you may end up getting right. Read the instructions carefully Before you begin your WorkKeys test make sure that you go over and read the assessment instructions carefully. The different assessments might have different instructions so make sure to read each assessment's instructions before starting your paper. Double-check your work Even though you might want to complete this assessment as quickly as possible, taking some time after you have completed your assessment to double-check your work is a must. Make sure that you have read each question carefully and answered all the questions in the assessment. Final Thoughts While the WorkKeys Test can seem overwhelming at first especially if this test is what you need in order to land your dream job or graduate. However, this test can make a big difference and help you find which career path is best for you. Once you have your National Career Readiness Certificate there will also be a lot more job opportunities available to you. Whether you are working towards your National Career Readiness Certificate, or you are interested in completing the WorkKeys assessments that will help you verify certain essential workplace skills. All you have to do to pass either of these assessments is follow our tips and you should be fully prepared for this exam. So don't wait any longer and start preparing for your WorkKeys assessment Good luck. Take ACT WorkKeys Practice Test Now Recommended Reading What is The Meaning Of a Current Employer? What is a Pre-Employment Test? Sarah is an accomplished educator, researcher and author in the field of testing and assessment. She has worked with various educational institutions and organizations to develop innovative evaluation methods and enhance student learning. Sarah has published numerous articles and books on assessment and learning. Her passion for promoting equity and fairness in the education system fuels her commitment to sharing insights and best practices with educators and policymakers around the world.