

ACT WorkKeys Assessments FAQs

What are the WorkKeys assessments?

The WorkKeys tests were developed to identify “real world” skills important for success in jobs and career-related education. Skills are tested in three core areas, including:

- Workplace Documents (reading for information and comprehension)
- Applied Math
- Graphic Literacy (understanding charts, tables and diagrams, etc.)

WorkKeys test scores are reported in a range of “levels” from 3-7.

What are the benefits of WorkKeys? Why do I have to take the WorkKeys assessment?

Results of the WorkKeys assessments assist educators in making career training program recommendations.

The Ohio Department of Higher Education collects WorkKeys data to record student outcomes in completing adult post-secondary programs and career-technical certificates.

Performance on the WorkKeys may qualify for the **National Career Readiness Certificate (NCRC)** based on documented benchmarks and skills required to obtain employment or advance careers

Individual test scores assist in identifying strengths, as well as areas of improvement and support needed to achieve career training goals.

Can I “study” for the WorkKeys Assessments? What can I expect on test day?

WorkKeys covers a range of skills developed through a combination of education, experience and employment. There are sample problems and practice tests available that can help you become familiar with testing procedures and what to expect on test day.

<https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>

<https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

The WorkKeys assessment is a computer-based test administered by appointment in a monitored environment. Each test section is allowed 55 min. to complete. Please plan on approximately 3 hours to complete the assessment, including registration and a short break.

A photo ID is required on testing day to authorize your test. All other materials needed to complete the tests will be supplied in the Assessment Center. Please do not bring any personal items (cell phones, purses, backpacks, etc.) with you on test day.

Test participants with a disability for which accommodations are requested must contact the Assessment Coordinator, Cindy Krizan at 419-238-5411, ext. 2009 and submit documentation for approval prior to scheduling the WorkKeys assessment.