

## What is ACT WorkKeys?

**WorkKeys** is a job skills assessment system developed by ACT that measures the degree to which the student has developed “real-world” skills. These employer-identified skills are applicable to any occupation and are critical to job success.

**WorkKeys** scores are also a significant predictor of success in postsecondary education/training programs. The student’s abilities are assessed in three areas: Applied Mathematics, Locating Information, and Reading for Information. Performance in these areas is measured against an established scale or standard of which successful completion can lead to earning one of the four National Career Readiness Certificates.

### National Career Readiness Certificates

Based on student’s performance, he or she can earn an ACT NCRC. This certificate level is concrete evidence that the student has the foundational workplace skills needed to succeed in a certain percentage of the jobs profiled by WorkKeys. Evidence of this certificate is being requested and required by more employers and should be included on applications and resumes.

| Level    | Job Readiness             | Score Requirements     |
|----------|---------------------------|------------------------|
| Platinum | Qualified for 99% of jobs | Min. of 6 in each area |
| Gold     | Qualified for 93% of jobs | Min. of 5 in each area |
| Silver   | Qualified for 67% of jobs | Min. of 4 in each area |
| Bronze   | Qualified for 16% of jobs | Min. of 3 in each area |

Strafford R-VI Schools will develop the potential in every student by providing a learning environment conducive to developing mature, responsible individuals who contribute to our changing society.



## Test Components

Test questions are based on everyday situations in the work world.

Certificate level awarded is determined by the lowest level score achieved on each of the three assessments.

Scores are reported as a Level Score and a Scale Score for each assessment.

**Applied Mathematics** requires the examinee to set up and solve the types of problems and do the types of calculations that occur in the workplace. The test is designed to be taken with a calculator.

**Locating Information** asks the examinee to find information in a graphic or to insert information into a graphic. Examinee must also compare, summarize, and analyze information found in related graphics.

**Reading for Information** measures the skills people use when they read and use written text in order to complete a job-related task.

## Frequently Asked Questions

**Why should parents and students care about these tests?**

All students enter the workforce eventually— whether they get a job right out of high school, work part-time while continuing their education, or go to college first.

WorkKeys stresses skills development important for every type of employment. In fact, the fastest growing segments of the WorkKeys job analyses done for professional, technical, and managerial jobs that require at least a four-year college degree.

The abilities to learn, listen, communicate, work in teams, and solve problems— all areas addressed by WorkKeys— are important assets for any employee, regardless of career choice. They are also extremely important in today’s colleges.

**What are these tests like?**

WorkKeys questions feature everyday workplace problems. In each case, the basic skills needed to answer the questions are the same as those needed to perform actual job tasks, such as solving a legal question setting up a computer, or scheduling employee vacations.

Each test measures a range of skill levels, from the lowest level for which employers are willing to test up to the point at which specialized training is needed.

WorkKeys test may use traditional paper-pencil testing, audio recordings, videos, or web-based testing.

**What happens to the test results?**

The counselor will receive score reports to include in the student’s file. Individual reports are mailed to each student. These results can be used to identify jobs for which he/she is qualified and to improve areas where skills are weak. Employers may request, with student’s permission, scores for recruiting, selection, and training.

Read more about the assessment:

<http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html>