

ACT WorkKeys  
National Career  
Readiness  
Certificate Exam



# About the exam

- UA Local 290 has implemented a new exam that is required to apply for entrance into the apprenticeship program. This exam will be used to rank candidates for interviews, which will determine final admission into the program.
- The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is an assessment-based credential that measures and certifies the essential work skills needed for success in jobs across industries and occupations.
- Applicants will register and complete 3 exams:
  - Applied Math
  - Workplace Documents
  - Graphic Literacy





# Exam Sections

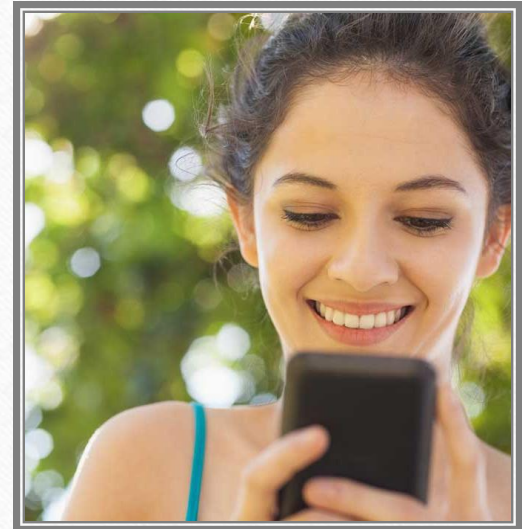
- The exam consists of 3 sections:
  - Applied Math: Builds the ability to apply mathematic principles to problems encountered in the workplace
  - Graphic Literacy: Builds the ability to find, analyze and apply information presented in workplace graphics
  - Workplace Documents: Builds the ability to understand and apply written information presented in the workplace
- Additional information can be found on the ACT WorkKeys site:  
<https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html>
- **Please note that applicants must complete all 3 exams or the application will be considered unqualified and applicants will need to reapply in the future with all 3 exams**



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# Testing at WorkSource

- Some WorkSource sites provide the WorkKeys exam at no cost and are open to individuals who live in Washington also.
- In order to register for WorkKeys at WorkSource you will need to call the center and follow their instructions for registering for the exam, which will include creating a WorkSource account. WorkSource phone numbers can be accessed at the following link:
  - <http://www.worksourceoregon.org/Centers.html>
- Note that hours and availability will vary due to COVID-19 closures and each site may be opening at different times



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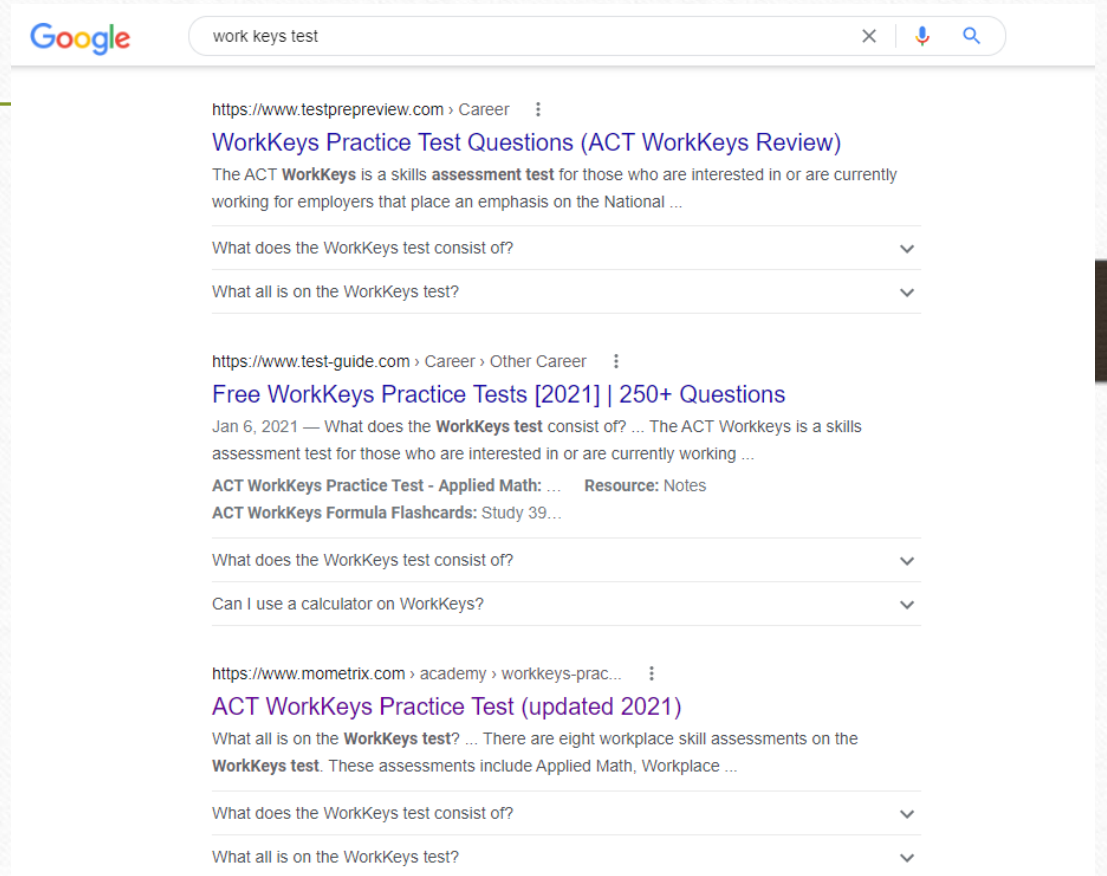
# Scheduling Note

- Be aware that different testing sites have different schedules. Some may test once per week, some twice, and so on, but will likely not test every day of the week.
- **You may need to contact different sites to find one that works for your schedule.**
- Also, be aware that testing sites may have additional agency steps such as creating an account at WorkSource in order to meet their requirements to take the exam for free.
- It may be helpful to let the testing site know that you are taking the exam to meet requirements to apply for an apprenticeship program.



# Prepare for exam

- ACT provides practice exam questions at this link:
  - <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>
- A Google search will show several other websites with practice exam questions and curriculum for review.
- You might also benefit from finding resources that describe effective test taking strategies.
- Additional test prep information is available on the 290 website, including tips from WorkSource.





# Take the exam

- On the testing day, follow the instructions given by your testing location to complete the exam. You will have 55 minutes for each test, with breaks available. You will receive scratch paper and a calculator to use during the exam.
- Be sure to review the test tools when you take the practice exam. They are electronic resources that are useful for test taking such as highlighting text, making notes, and crossing off answers to narrow down your choices.
- Make sure you get plenty of rest and take steps to make sure you are mentally and physically prepared for a long test.



## Obtain your summary score report

- You will need to obtain a copy of your **Individual Summary Score Report** from the facility you test at
- You will attach this report with your application



Examinee: TEST05.Alot  
Realm: NCRC 2.0 E2E Test Realm

Examinee ID\*\*: 1724  
Report Date: Sep 1, 2017

| Manifest Name                | Test Date | Level Score | Possible Range | Scale Score | Possible Range |
|------------------------------|-----------|-------------|----------------|-------------|----------------|
| WorkKeys Applied Math        | 7/13/2017 | 6           | <3 - 7         | 90          | 65 - 90        |
| WorkKeys Graphic Literacy    | 7/13/2017 | 7           | <3 - 7         | 90          | 65 - 90        |
| WorkKeys Workplace Documents | 7/13/2017 | 7           | <3 - 7         | 90          | 65 - 90        |

### WHAT YOUR SCORES MEAN

#### **WorkKeys Applied Math:**

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated the ability to:

- Use fractions with unlike denominators and calculate reverse percentages.
- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided, such as converting from kilometers to meters to feet.
- Identify why a mistake occurred in a solution.
- Find the best deal from a group of solutions and then use the result for another calculation.
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations.
- Calculate the volume of rectangular solids (e.g., cubes).
- Calculate rates, production rates, rate by time (such as, production rate is 59 cups produced per hour, how many will be produced in an 8-hour shift).
- Identify the correct equation for solving a problem.

#### **WorkKeys Graphic Literacy:**

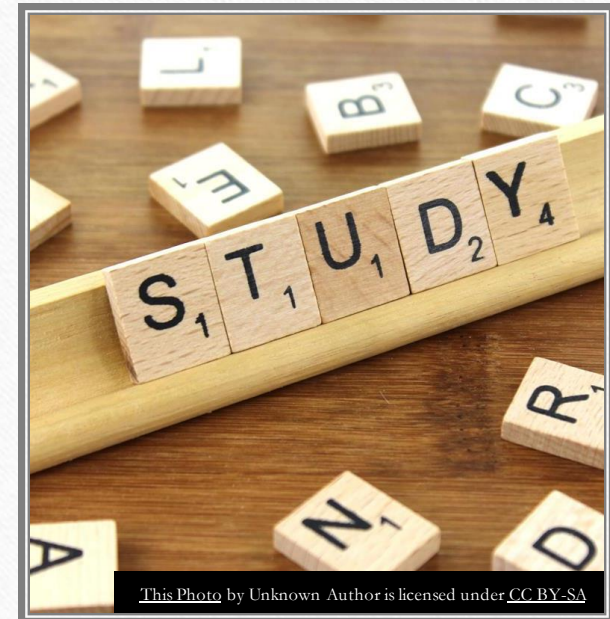
You scored at Level 7. People achieving this level can understand and interpret complex workplace graphics, such as very difficult charts and graphs, and detailed tables, forms, maps, and diagrams. They can apply information from these types of graphics and draw conclusions or make decisions about new situations based on information contained in the graphics.

Your skills in Locating Information using workplace graphics are at least as high as this test measures.



# Improve your results

- You may retake the test 3 times per year to improve your results (must wait 30 days after second attempt)
- Keep in mind that the exam is only one part of the application process. The interview score will be combined with your exam score to determine entrance into the program.



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# Questions?

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- Email

[applications@290tech.edu](mailto:applications@290tech.edu)

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