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|  | **Why Take ACT WorkKeys?**  **State Testing and District Testing**  At Sanderson High School |

ACT® WorkKeys Assessments will be given for **FREE** on

* **March 31, April 19-28, 2022**
* **Location: POD 1 and 3**

**Foundational Workplace Skills**

Based on 21,000 job profiles, ACT has identified three foundational skills that are essential to success in most jobs: Applied Math, Graphic Literacy, and Workplace Documents.

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.

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 skill needed to locate, synthesize, and use information from workplace graphics.

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.

**Earn a WorkKeys NCRC**

The ACT WorkKeys National Career Readiness Certificate (NCRC) indicates that you have the skills needed to succeed. You can earn the WorkKeys NCRC at the Platinum, Gold, Silver, or Bronze level, based on your scores on the three core ACT WorkKeys Assessments.

Find out more information about the WorkKeys NCRC at [**www.act.org/workkeysforjobseekers**](http://www.act.org/workkeysforjobseekers) **.**

**How can a WorkKeys NCRC help me?**

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. Documenting your skills with the WorkKeys NCRC gives you an advantage in launching or advancing your college or career choices.

In North Carolina over 3100 companies recognize the WorkKeys NCRC. Additional information about the North Carolina Work Ready Communities can be found at [**www.workreadycommunities.org/NC**](http://www.workreadycommunities.org/NC) .

**How long are the tests?**

All three core ACT WorkKeys Assessments are timed. Students are allowed 55 minutes to complete each assessment. There are 34 items for *Applied Math*, 38 items for *Graphic Literacy*, and 35 items for *Workplace Documents*. Each assessment must be administered from the beginning to the end of the test. There are no breaks during the individual tests.

**How to prepare for ACT WorkKeys**

There is no need to study or “cram” for WorkKeys assessments. WorkKeys assessments are made up of applied questions based on situations and information from today’s workplace. Online practice tests and sample items are accessible at [**www.act.org/workkeys**](http://www.act.org/workkeys) . Create an account and take sample tests at [**www.bit.ly/wk-prep**](http://www.bit.ly/wk-prep)

**No penalty for guessing**

Your ACT WorkKeys scores are based on the number of correct answers, with no deductions for incorrect answers. Do your best, and be sure to mark an answer to every question.

**Do you have an ACT Approved Calculator?**

**NOTE:** SHS does NOT provide calculators for students taking ACT WorkKeys. Students must bring their own calculators for the Applied Math test and/or use the online calculator. Please visit [**www.act.org/calculator-policy.html**](http://www.act.org/calculator-policy.html)or call 1-800-498-6481 for a recorded message containing highlights from this policy