



ACT WorkKeys Curriculum
<https://workkeyscurriculum.act.org/>
 (Free for 12th Graders)



The Platform: The courses are delivered via a personalized, mobile-based learning management system. The platform delivers a meaningful learning experience and provides users with a customized study schedule and detailed instructional content



Customizable, automatically adjusting study schedule providing users with a daily goal to keep on track.



Quizzes section is designed to simulate the real testing environment.

- Interactive study tools
- Embedded interactives
- Modern user interface



Dynamic dashboards featuring Student Status charts and Strengths & Weaknesses gauges. Confidence-based self-evaluation give students ownership over their learning experience.



Advanced, actionable data about their performance on practice questions and practice test questions over time.

ACT Academy
<https://academy.act.org/>
 (Free for K -12th Graders)

ACT Academy is Now Available
 Free, personalized practice for the ACT test.

ACT Academy™ is a free online learning tool and test practice program designed to help you get the best score possible on the ACT test, and well on your way to college and career success.

Through video lessons, interactive practice questions, full-length practice tests, educational games, and other materials targeted to your academic needs, ACT Academy provides you with a personalized study plan based on your previous scores from The ACT® test, PreACT®, Official ACT practice tests, or in platform diagnostics.

ACT Academy features:

- Personalized resources
- Accessible anytime/anywhere there is an internet connection
- Both a full length ACT test option as well as ACT test sections
- Educational games to drive mastery of content



- **Don't cram.** The ACT tests you on knowledge you've accumulated over the course of your high school career, so there's no point in cramming.
- **Familiarize yourself with the test.** Become familiar with the structure of ACT before test day.
- **Answer easy questions first.** Answer the questions you're sure you know the correct answer to first
- **Budget your time.** Do not spend too much time on any one question since there is a time limit for completing the test.
- **Read each question carefully.** Never assume you know what a question is asking until you've read it in its entirety.
- **Practice, practice, practice!** Let us say it one more time. Practice, practice, practice! There is no substitute for

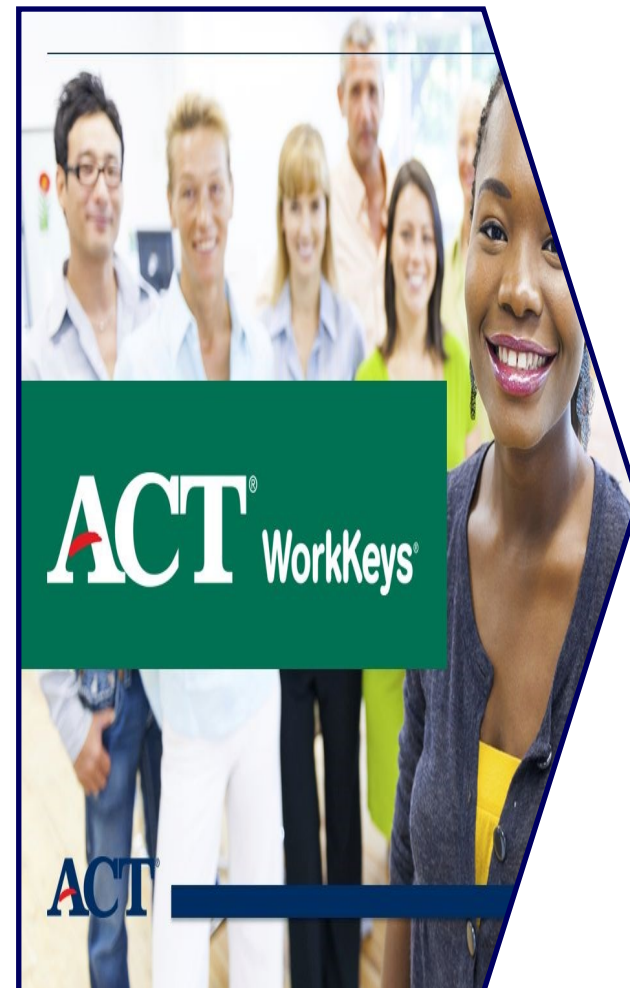


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Montgomery Public Schools
Guide to Understanding the
ACT WorkKeys



ACT WorkKeys
 Assessments

How the
ACT® WORKKEYS®
ASSESSMENTS
 can work for you

"I took my ACT WorkKeys tests before I even got hired on. I was Gold certified. I think it made employers notice me. It's a good test that shows your capability in certain areas, and I think it really helps a company determine which employees have a skill set needed to hire for the optimal position."

— EVAN SHOCKEY
 TRAINING COORDINATOR,
 BERNER FOOD & BEVERAGE

A National Career Readiness Certificate is earned by completing the three WorkKeys® Assessments



APPLIED MATH

measures the ability to apply mathematic principles to problems encountered in the workplace



GRAPHIC LITERACY

measures the ability to find, analyze and apply information presented in workplace graphics



WORKPLACE DOCUMENTS

measures the ability to understand and apply written information presented in the workplace

Whether you're thinking about the next phase of your education, launching a new career, or making a transition in your current job, the ACT WorkKeys is an important first step to prepare. Your test scores help you compare your skills to the skills real jobs require.

ACT WorkKeys assessment questions are based on situations in the everyday work world. That's why employers nationwide require these tests or ask applicants for the ACT WorkKeys National Career Readiness Certificate® (NCRC™) to help them hire, train, and promote the most qualified candidates. The ACT WorkKeys NCRC is awarded on the basis of individuals' ACT WorkKeys test scores and is the most widely used employability credential in the country.

ACT WorkKeys Assessments include both hard and soft skills tests that enable you to:

- Determine the skill levels you've achieved
- Identify skills you could improve
- Match your skill levels to specific job requirements
- Show employers that you have the skills needed for workplace success

Based on data from more than 21,000 job profiles, ACT has identified three foundational skills that are essential to success in most jobs. These three core skill assessments also form the basis for earning the ACT WorkKeys NCRC:

- Applied Math
- Graphic Literacy
- Workplace Documents

UNDERSTANDING YOUR ACT WORKKEYS ASSESSMENTS SCORES

Your score is determined by the number of questions answered correctly. There is no penalty for guessing. The Level Scores describe the skills you have achieved and can apply on the job or in training. After taking the assessments, you will receive a

score report. If you take the ACT WorkKeys assessments on a computer, you will receive an Individual Score Report. This report documents your skill level for each assessment taken and describe the tasks associated with each skill level.

ACT WORKKEYS SCORE REPORTS

Your report may be slightly different from those shown here, depending on how and where you took the test, but all of the essential elements are the same.

1 **TEST** is the name of the ACT WorkKeys test you took.

2 **LEVEL SCORE** is the score you earned on this test.

3 **POSSIBLE RANGE** shows the lowest and highest possible Level Score and Scale Score for an assessment, so you can see how well you did compared to the minimum and maximum possible scores on this test. In this example, the range is from Level 3 through Level 7 and 65 through 90.

4 **SCALE SCORE** is used primarily for training purposes to track growth. Scale scores are not used in hiring or advancement decisions.

5 **WHAT YOUR SCORES MEAN** gives you information about the skills you demonstrated on this test.

ACT WorkKeys Skill Report

Result: WorkKeys TDA Review
Sub-Result: WorkKeys TDA Review
Test Date: Jun 14, 2017
Report Date: Jul 24, 2017

WorkKeys Individual Score Report With Scale Score
Examiner: Jane Smith
Examinee ID*: 4321

1 Test	2 Level Score	3 Possible Range	4 Scale Score	5 Possible Range
WorkKeys Graphic Literacy	5	3-7	65	65-90

6 WHAT YOUR SCORES MEAN

You scored at Level 5. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated, using graphics designed at the highly complex level, the following skills:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Additionally, using graphics designed at the high-moderate level, they have demonstrated the following skills:

- Compare two or more trend/relationships
- Interpret a trend/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

HOW YOU CAN USE YOUR SCORES

To find the Graphic Literacy Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at www.workkeys.com.

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MAKING THE MOST OF YOUR ACT WORKKEYS SCORES

If you already have a job in mind, compare your Level Scores to those needed for your target job. For instance, look at sample report and compare it to the scores needed for the occupation below.

Job Title	Applied Math	Graphic Literacy	Workplace Documents
Accountant/Auditor	5	5	5

This job requires a score of Level 5 for Graphic Literacy, so achieving a Level 6 shows you have the foundational skills for this job. If you take Applied Math and Workplace Documents as well, you will receive score reports and could compare those assessments to the levels required for this job.

Explore job skills for different careers at keytrain.com/profile_search

GIVE YOURSELF THE WORKKEYS NCRC ADVANTAGE

The ACT WorkKeys NCRC indicates that you have the foundational workplace 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 tests: Applied Math, Graphic Literacy, and Workplace Documents. Although it is one of the criteria employers

use when hiring and promoting, it is not a substitute for meeting other job requirements. Documenting your skills with the WorkKeys NCRC gives you an advantage in launching or advancing your career.

Learn more about the WorkKeys NCRC at act.org/workkeysforjobseekers.

4 WAYS TO STAND OUT

1. Set up an online account at myworkkeys.com so employers can verify your ACT WorkKeys scores and WorkKeys NCRC quickly and conveniently.
2. Add scores and information about your WorkKeys NCRC to your resume and job applications.

3. Take your ACT WorkKeys score report or WorkKeys NCRC to job interviews to show that you have the skills needed for the job.
4. Include your ACT WorkKeys scores in your application to a community or technical college.

Visit workforce.act.org for more information.