ACT WorkKeys Exam
Testing Procedures

The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is an assessment-based credential issued at four levels; Platinum, Gold, Silver, and Bronze. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.

Registration Procedures:
1. Pay the non-refundable $50 proctoring fee to the Cashier's Office. (Checks are NOT accepted for testing fees)
2. Submit registration form and receipt from KC's Cashier office to the testing center at least 24 hours prior to the desired test date to schedule an appointment for testing. You must pay testing fee prior to scheduling an appointment.
3. Students must indicate which tests they want to take (refer to registration form). Candidates must arrive on test day with an unexpired government issued photo ID.

General Information:
- A National Career Readiness Certificate is earned by achieving a Level Score of 3 or better on all three WorkKeys assessments: Applied Math, Workplace Documents, and Graphic Literacy
- Each test is web-based and allows 55 minutes to complete the exam.
- Level and Scale score reports are available immediately after testing and in the candidate’s Online Reports Portal

Retesting Policy:
- After testing on all available forms the candidate must wait 30 days to retest.

Test Preparation:
Visit https://testregistration.org/rsp/Login.do?event=go&realm=20770563

Testing Center - Kilgore Campus◆ 1100 Broadway ◆ Kilgore, TX 75662 ◆ Phone: 903-983-8215 ◆ Email: testing@kilgore.edu
You must pay the non-refundable testing fee to the Cashier’s office, before you submit this form to the Testing Center.

The following information must be the same for each assessment registration:

Test Date: Test Time: Receipt Number:

First Name: Middle Initial: Last Name:

Address:

Daytime Phone Number: Date of Birth:

Email (required):

Are you retesting?  Yes  No

Are you requesting test accommodations?  Yes  No  If yes, you must contact the Special Populations Office BEFORE submitting this form.

Test version:  English  or  Spanish  Program or Company testing for:

Please choose desired test:

☐ ACT WorkKeys NCRC (All 3 tests)  ☐ ACT WorkKeys Applied Math – 55 minutes – 34 items

☐ ACT WorkKeys Graphic Literacy – 55 minutes – 38 items  ☐ ACT WorkKeys Workplace Documents – 55 minutes – 35 items

Testing Guidelines:
I understand I must schedule an appointment for testing at least 24 hours in advance according to the posted schedule. I must pay the $50 testing fee each time the test is taken. I must provide an unexpired government issued photo ID on test day. I understand that this fee is non-refundable and valid for 90 days from the payment date. I also understand that I must submit both the cashier’s receipt and registration form at the same time to the testing center.

Score Cancellation Policy
I understand that cellular devices are STRICTLY prohibited in the testing center and that I must, upon arrival to test, turn off completely my cellular equipment. I further understand that my test scores will be cancelled and I will be promptly dismissed from testing center for failure to abide by this policy.

Candidate Behavior Statement
I agree to arrive at the testing center at least 15 minutes before my scheduled test with a valid form of photo id. I agree to cooperate fully with testing staff at all times and follow all instructions given. I agree to place all personal belongings into a locker. I will respect the privacy of others and their right to test under conditions conducive to success. I further understand and agree to comply with all testing center policies and procedures. I understand fully that I will be dismissed from the center if I fail to adhere to policies and/or procedures set forth by Testing Center-Kilgore Campus.

Signature: __________________________ Date:_________________

FOR TESTING OFFICE USE ONLY:

Assigned User ID: __________________________________________

Assigned Examinee ID: ______________________________________

Staff Initials: __________________