ACT WorkKeys Test Schedule
Kilgore Campus

Testing Center - Kilgore Campus♦ 1100 Broadway ♦ Kilgore, TX 75662 ♦ Phone: 903-983-8215 ♦ Email:

> **Request an appointment and pay the testing fee at least 24 hours prior to your desired test date.**
>
> **Check your email for your appointment confirmation if you request your appointment online.**

Registration Procedures:

Walk-in Testing is not available

1. **Determine the tests needed**. If you are unsure, contact your employer or program to which you are applying to determine the tests needed.

2. **Request an appointment and pay the appropriate fee** online at the Scheduling and Payment portal at least 24 hours prior to the desired test date. **You must pay testing fee prior to scheduling an appointment.**

3. **Arrive at least 15 minutes early to your testing appointment** with an unexpired photo ID such as a driver's license, school ID that includes your first and last name with dates or a state ID.

Test Date	Exam Start Time
Thurs. Jan. 4	10:00 am
Thurs. Jan. 18	10:00 am
Thurs. Feb. 1	10:00 am
Thurs. Feb. 15	10:00 am
Thurs. Feb. 29	10:00 am
Thurs. Mar. 7	10:00 am
Thurs. Mar. 21	10:00 am
Thurs. April 4	10:00 am
Thurs. April 18	10:00 am
Thurs. May 2	10:00 am
Thurs. May 16	10:00 am
Thur. May 30	10:00 am
Thur. June 13	10:00 am
Thur. June 27	10:00 am

Testing Fees:

Basic ACT WorkKeys (4 tests) $65 (includes Applied Math, Graphic Literacy, Workplace Documents and Applied Technology)	**ACT WorkKeys Graphic Literacy - $15***
ACT WorkKeys NCRC (3 tests) $50 (includes Applied Math, Graphic Literacy and Workplace Documents)	**ACT WorkKeys Applied Technology – $15***
ACT WorkKeys Workplace Documents - $15*	**ACT WorkKeys Applied Math - $15**

*Note: Workplace Documents, Applied Math, Graphic Literacy, and Applied Technology are $15 each if candidate is retesting on one of these exams.

General Information:
- A National Career Readiness Certificate is earned by achieving a Level Score of 3 or better on these WorkKeys assessments: Applied Math, Workplace Documents, and Graphic Literacy.
- Each test is web-based and is timed at 55 minutes.
- Level and Scale score reports are available immediately after testing and in the candidate's Online Reports Portal
- Candidates may access scores and certificates on myworkkeys.com.
- After testing on all available forms, the candidate must wait 30 days to retest. Candidates must pay testing fee each time exam is taken.

Test Preparation:
Visit https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/workplace- documents.html.

ACT WorkKeys Registration Form

Submit this form, when registering in person, along with your receipt before your appointment will be scheduled.

Check your email for your appointment confirmation.

Test Date: _____ Test Time: _____ Receipt Number: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____ Email **(required):** _____

Daytime Phone Number: _____ Date of Birth: _____

Are you retesting? ☐ Yes ☐ No

Are you requesting test accommodations? ☐ Yes ☐ No **If yes, you must contact the Disability Services Office BEFORE submitting this form.**

Program or Company testing for: _____

Please choose desired test:

☐ **Basic ACT WorkKeys (4 tests) $65** (Applied Math, Graphic Literacy, Workplace Documents and Applied Technology)	☐ **ACT WorkKeys Graphic Literacy - $15***
☐ **ACT WorkKeys NCRC (3 tests) $50** (Applied Math, Graphic Literacy and Workplace Documents)	☐ **ACT WorkKeys Applied Technology – $15***
☐ **ACT WorkKeys Workplace Documents - $15***	☐ **ACT WorkKeys Applied Math - $15**

*Note: Workplace Documents, Applied Math, Graphic Literacy, and Applied Technology are $15 each if candidate is retesting on one of these exams.

Signature: _____*Date:*_____

FOR TESTING OFFICE USE ONLY:

Assigned User ID:_____ **Assigned Examinee ID**:_____

Staff Initials:_____