



# 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:

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

## **Walk-in Testing is not available**

Test Date	Exam Start Time
Thurs. July 11	10:00 am
Thurs. July 25	10:00 am
Thurs. Aug. 15	10:00 am
Thurs. Aug. 29	10:00 am
Thurs. Sept. 12	10:00 am
Thurs. Sept. 26	10:00 am
Thurs. Oct. 10	10:00 am
Thurs. Oct. 24	10:00 am
Thurs. Nov. 14	10:00 am
Thurs. Dec. 12	10:00 am

## Testing Fees:

<b>Basic ACT WorkKeys (4 tests) \$67</b> (includes Applied Math, Graphic Literacy, Workplace Documents and Applied Technology)	<b>ACT WorkKeys Graphic Literacy - \$16*</b>
<b>ACT WorkKeys NCRC (3 tests) \$52</b> (includes Applied Math, Graphic Literacy and Workplace Documents)	<b>ACT WorkKeys Applied Technology – \$16*</b>
<b>ACT WorkKeys Workplace Documents - \$16*</b>	<b>ACT WorkKeys Applied Math - \$16</b>

**\*Note:** Workplace Documents, Applied Math, Graphic Literacy, and Applied Technology are \$16 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](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:**

<input type="checkbox"/> <b>Basic ACT WorkKeys (4 tests) \$65</b> (Applied Math, Graphic Literacy, Workplace Documents and Applied Technology)	<input type="checkbox"/> <b>ACT WorkKeys Graphic Literacy - \$15*</b>
<input type="checkbox"/> <b>ACT WorkKeys NCRC (3 tests) \$50</b> (Applied Math, Graphic Literacy and Workplace Documents)	<input type="checkbox"/> <b>ACT WorkKeys Applied Technology – \$15*</b>
<input type="checkbox"/> <b>ACT WorkKeys Workplace Documents - \$15*</b>	<input type="checkbox"/> <b>ACT WorkKeys Applied Math - \$15</b>

**\*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: \_\_\_\_\_