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:

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.

WALK-IN TESTING IS NOT AVAILABLE

Test Date	Exam Start Time
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am
	10:00 am

TESTING FEES:

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

*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.

ACT WorkKeys Registration Form

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) $67** (Applied Math, Graphic Literacy, Workplace Documents and Applied Technology)	☐ **ACT WorkKeys Graphic Literacy - $16***
☐ **ACT WorkKeys NCRC (3 tests) $52** (Applied Math, Graphic Literacy and Workplace Documents)	☐ **ACT WorkKeys Applied Technology – $16***
☐ **ACT WorkKeys Workplace Documents - $16***	☐ **ACT WorkKeys Applied Math - $16**

*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:_____