



# ACT WorkKeys Test Schedule

## Longview Campus

Testing Center - Longview Campus ♦ 300 South High Street ♦ Longview, Texas 75601 ♦ Phone: 903.236.2051 ♦ Email: [longviewtesting@kilgore.edu](mailto:longviewtesting@kilgore.edu)

**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 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:
Wednesday, September 10	9:30 am
Wednesday, September 24	9:30 am
Wednesday, October 8	9:30 am
Wednesday, October 22	9:30 am
Wednesday, November 5	9:30 am
Wednesday, November 19	9:30 am
Wednesday, December 3	9:30 am
Wednesday, January 14, 2026	9:30 am
Wednesday, January 28, 2026	9:30 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 re-testing 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](http://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:

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

# ACT WorkKeys Registration Form

You must submit this form, when registering in person, along with your paid 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 re-testing?	Yes	No

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

Program or Company you are testing for: \_\_\_\_\_

Please choose desired test:

<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>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 re-testing on one of these exams.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR TESTING OFFICE USE ONLY:

Assigned User ID: \_\_\_\_\_ Assigned Examinee ID: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_