



# ACT WorkKeys Test Schedule

## Kilgore Campus

Testing Center - Kilgore Campus ♦ 1100 Broadway Boulevard ♦ Kilgore, Texas 75662 ♦ Phone: 903.983.8215 ♦ Email: [testing@kilgore.edu](mailto:testing@kilgore.edu)

**NOTE: Dates and times are subject to change.**

### 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.
- Pay the appropriate fee and schedule an appointment.** Contact the Cashier's Office at 903.983.8108 (option 4) to make a payment over the phone. Complete Page 2 of this form. Email the completed form and a copy of your paid receipt to the email above. **You must schedule at least 24 hours prior to your requested test date.**
- Arrive at least 15 minutes early to your testing appointment** with an unexpired photo ID.

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

Test Date:	Exam Start Time:
Thursday, January 8, 2026	9:30 am
Thursday, January 22, 2026	9:30 am
Thursday, February 5, 2026	9:30 am
Thursday, February 19, 2026	9:30 am
Thursday, March 5, 2026	9:30 am
Thursday, March 26, 2026	9:30 am
Thursday, April 9, 2026	9:30 am
Thursday, April 23, 2026	9:30 am
Thursday, May 7, 2026	9:30 am
Thursday, May 21, 2026	9:30 am
Thursday, June 4, 2026	9:30 am
Thursday, June 18, 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>

### 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 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:

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