



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

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 903.236.2055 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:
Wednesday, January 14, 2026	9:30 am
Wednesday, January 28, 2026	9:30 am
Wednesday, February 11, 2026	9:30 am
Wednesday, February 25, 2026	9:30 am
Wednesday, March 18, 2026	9:30 am
Wednesday, April 1, 2026	9:30 am
Wednesday, April 15, 2026	9:30 am
Wednesday, April 29, 2026	9:30 am
Wednesday, May 13, 2026	9:30 am
Wednesday, May 27, 2026	9:30 am
Wednesday, June 10, 2026	9:30 am
Wednesday, June 24, 2026	9:30 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

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:

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

***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: _____