ACT WorkKeys Test Schedule

Kilgore Campus

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

NOTE: Dates and times are subject to change.

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. **Pay the appropriate fee and schedule an appointment.** Click **here** to schedule an appointment and to make an online payment. 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.**

3. **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, July 2, 2026	9:30 am
Thursday, July 16, 2026	9:30 am
Thursday, July 30, 2026	9:30 am
Thursday, August 6, 2026	9:30 am
Thursday, August 20, 2026	9:30 am
Thursday, September 3, 2026	9:30 am
Thursday, September 17, 2026	9:30 am
Thursday, October 1, 2026	9:30 am
Thursday, October 15, 2026	9:30 am
Thursday, October 29, 2026	9:30 am
Thursday, November 12, 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.

Updated: 05.2026

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:

☐ **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)	☐ **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 re-testing on one of these exams.

Signature: _____ Date: _____

FOR TESTING OFFICE USE ONLY:

Assigned User ID:_____ **Assigned Examinee ID**:_____

Staff Initials:_____

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