



# Adult & Community Education Columbus City Schools

## WorkKeys® Tests Information

### 1. Reading for Information

The Reading for Information test measures the skills people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience. Reading for Information materials do not include information that is presented graphically, such as in charts, forms, or blueprints.

33 multiple choice questions; 45 minute time limit. Passing Score: 4/7

### 2. Applied Mathematics

The Applied Mathematics test measures the skills people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace. This test is designed to be taken with a calculator. A [formula sheet](#) that includes all formulas required for the assessment is provided. While individuals may use calculators and conversion tables to help with the problems, they still need to use math skills to think them through.

33 multiple choice questions; 45 minute time limit. Passing Score: 3/7

### 3. Locating Information

The Locating Information test measures the skills people use when they work with workplace graphics. Examinees are asked to find information in a graphic or insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.

38 multiple choice questions; 45 minute time limit. Passing Score: 3/6

## WorkKeys Practice Test Information:

A person may take full-length WorkKeys® Practice Tests online to get an idea of what the tests look like, and to test current skill levels. The following practice tests are available:

Reading for Information	\$4.50
Applied Mathematics	\$4.50
Locating Information	\$4.50

To purchase WorkKeys® Practice Tests, visit the ACT's WorkKeys® webpage using the following link: <http://www.act.org/workkeys/practice/index.html>. You will also need to:

1. Log in or create an account.
2. Select which practice test titles to purchase.
3. Pay for the test. (Credit card required).

The Practice Test will look and feel like a real WorkKeys® test—which includes two sample questions at the beginning. You will receive an estimate of the level score you achieved at the end of the Practice Test. You may also review each question and see why the answer you chose was correct or not prior to selecting "Quit" to end your session. NOTE: Once you select "Quit," your session is over. If you want to take the practice test again, you must sign up and pay for a new test.



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## WorkKeys Registration 2009 - 2010

Please complete this form thoroughly and print legibly. Forms with omissions will not be processed.

For a list of available test dates, call our Customer Services office at  
614.365.6000 x241.

Today's Date: \_\_\_\_\_

Which subtests do you need?

TEST DATE: \_\_\_\_\_

Reading for Information

Applied Mathematics

Locating Information

(First choice from list)

(Second choice from list)\*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ Program of Interest: \_\_\_\_\_

\*A second choice is required for all mail-in registrations. We will assign you to your second choice ONLY if your first choice is unavailable at the time your registration is processed. We will mail you a receipt confirming your official test date.

### INSTRUCTIONS

1. Return this form with a check or money order for \$30 (payable to Columbus City Schools) to Adult & Community Education, Attn: Customer Services, 2323 Lexington Avenue, Columbus, OH 43211. The test fee is non-refundable and non-transferable.
2. Bring your receipt and your photo ID with you to the test. You will not be admitted to the test area without these documents.
3. Plan to arrive 15 minutes early for your test. Late arrivals will not be admitted to the test area.

**For Office Use Only**

Receipt #: \_\_\_\_\_ Date processed: \_\_\_\_\_ Staff: \_\_\_\_\_