ACT® WorkKeys®

⏱ QUICK START GUIDE ⏱

Practice Test Instructions: Online Testing

■ PROGRAM: NATIONAL, STATE ■ PRODUCT: WORKKEYS ■ AUDIENCE: EXAMINEES

Practice tests: Online practice tests are free and available to examinees for ACT® WorkKeys® Assessments. Taking practice tests will enable you to become familiar with the types of questions that will be asked, the length of the test, and the features and tools of the test platform. *Note: As a site administrator, you may share this information about how to take a practice test with examinees at your test site.*

Alternate format practice tests: You may order screen reader practice tests using the *ACT WorkKeys Alternate Format Practice Test Order Form*.

System Requirements

For the most up-to-date system requirements, go to the Technical Requirements web page.

Create a Practice Test Account

1. Go to the ACT WorkKeys login page: https://testregistration.org/rsp/Login.do?event=go&realm=20770563
2. Select **Create Account**.
3. Complete the required fields on the form.
4. Select the **Continue** button to advance to the next screen.

Register for a Practice Test

1. Go to the ACT WorkKeys login page.
2. Sign in to your test account. The Home screen will appear.
3. On the Home screen, under Your Registrations, find *Title – click a title for details,* and click the **Select a New Title** button. The page opens with the practice tests listed.

4. Register for a practice test by selecting the radio button beside its title, then clicking the **Select** button. The system will only allow one selection at a time.
5. Repeat steps 3 and 4 to register for additional practice tests.

Take a Practice Test

1. Sign in to your ACT WorkKeys Practice Test Account. The Home screen will appear.
2. On the Home screen, under Your Registrations, select the **Launch** button to the right of the practice test you would like to take.
3. Set your browser to full screen by selecting the **F11** button, and agree to the *Terms and Conditions.* A test tutorial will appear. The timed test starts after the tutorial.
4. Record your answer to each question by selecting the radio button beside a response, and then click **Next** to advance to the next question.
5. At the end of the practice test, select **REVIEW MY ANSWERS** to review (and change) your responses.
6. When ready, select **CLOSE THIS SECTION** to end the test. *Note: You can use the same credentials you created to log back in to take another practice test.*
7. A summary of how you performed on the practice test displays on the screen. Print the screen, using your web browser print features, if you wish to save this information. Practice test scores are not saved in the system. No score reports are generated from the practice test.