



ACT WorkKeys NRS Online Test Administration for Proctors

On Demand Webinar Tips

The screenshot displays the ACT WorkKeys webinar interface. A central 'Slides' window is currently blank. To the left, a 'Presenters' panel features a profile for Sarah Gardner, Lead Product Implementation Manager at ACT, Inc. Below this are sections for 'Media Player' and 'Earn Certification', which includes a 'Criteria for Full Credit' section with a 'Pass test' option and a link to 'Open Group Viewing Form'. On the right side, three panels are visible: 'Resources' with a 'Resource #1' link, a 'Knowledge Check' panel with a 'Submit' button, and a 'Technical & Troubleshooting Tips' panel. The tips panel lists: 'Close all other programs and browsers which will help conserve your bandwidth.', 'Press F5 to refresh the browser or try using a different browser/device if the display is delayed/frozen.', and 'Resize or move the widgets on your screen to customize your display.' At the bottom, a toolbar contains icons for video, chat, attachments, user profile, help, a grid, a person, and a document.

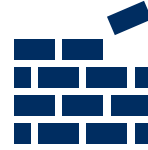
Agenda

- Overview of WorkKeys Assessments
- Proctor Responsibilities
- Online Testing
- Accommodations
- Irregularities



ACT WorkKeys

The power of the WorkKeys system provides skills-based career navigation resources that prepare individuals to successfully transition to postsecondary education, apprenticeship programs, and the workforce maximizing career potential.



- Build confidence with nationally recognized stackable credentials
- Skills-based approach to career navigation aligned with occupational profile benchmarks
- Prepare to transition to postsecondary education with opportunity to earn college credit (ACE recommendation)
- Claim and share a digital badge, get a job

WorkKeys NRS Approved

Workforce Innovations Opportunity Act (WIOA) program funds can now be leveraged to offer eligible WorkKeys Assessments for all adult basic education programs.



APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

IDENTIFYING
errors in calculation

CONVERTING
systems of measurement

CALCULATING
areas and volumes



WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

INFERRING
meanings of words and phrases from contexts

DECIPHERING
the meaning of acronyms, jargon, or technical content

APPLYING
information and instructions to a new situation

WorkKeys NRS Approved Test Forms

- ✓ **Active Date:** July 2023
- ✓ **Number of items:** 35
- ✓ **Administration Time:** 55 minutes
- ✓ **Pre-Test Recommendation:** Within first 6 hours of instruction
- ✓ **Post-Test Recommendation:** 30 hours of instruction recommended
- ✓ **Re-Testing Restrictions:** Cannot reuse the same form for 1 month (frequency bias), there are 4 forms of the test
- ✓ **Training Requirements:** WorkKeys Training Website
- ✓ **ACT WorkKeys Online Technical Specifications**

Adding NRS approved forms to your realm



WorkKeys Assessments Approved for WIOA by NRS

[Talk to your ACT WorkKeys rep](#)

Testing Dates

- No testing window/s
- Assessments can be administered at any time
- Assessments can be delivered individually or together

Test Proctor Responsibilities

Training Resources Available



Test Security

Test Security Requirements

- Computers used by examinees to access ACT's WorkKeys online tests must always be under the control and supervision of the proctor
- Examinees must not be allowed to remove any computer from the testing site
- Never discuss test items
- Carefully check identification when each examinee enters the testing room
- Each WorkKeys test must be uniformly administered

Prohibited Items

- No cell phones or electronic devices are allowed during the test or during breaks unless it has been approved by ACT for medical reasons
 - This includes Smart Watches, Fitness Bands, and any recording devices
 - Devices that allow communication or photo-taking abilities
- No reading material, food, or drink
- No highlighting pens, correcting tape, colored pencils, etc.

Testing Facility Requirements

- Quiet and free from distractions
- Post signs outside the room indicating “testing is in progress”
- Proper lighting, ventilation, and temperature
- Examinees must be spaced the appropriate distance apart and have space to work
- Examinees must not be able to see each other’s computer screens
- Testing staff must monitor the testing room
- Access to high-speed internet
- Access to restrooms
- Testing computers that meet the technical requirements and have passed the TAO System Check

Testing Procedures

- You may administer the two NRS-approved assessments in one day or on separate days
- You must allow the appropriate amount of time for each assessment
 - Remember to factor in the amount of time (approximately 20 minutes) for examinees to complete the demographic information

Proctor Responsibilities

- Facilities and Staffing
- Before Testing
- On Test Day
- After Testing

Prepare Testing Rooms



Allow 15 – 30 standard-time examinees to each room



Single-level classrooms



Cover test-related bulletin boards



Plan appropriately for examinees testing with extended time

Prepare Testing Rooms



Use 2 reliable timepieces
(not a cell phone)



Ensure proper lighting,
temperature, and
ventilation



Ensure access to a phone
(must be kept on silent)



Prepare administration
materials

Online Test Administration

Step 1. System Check

Verify the machine and network to be used for testing meet the necessary requirements

Technical Requirements and Specifications

Administrative Workstations

Operating Systems

- Windows 8+
- MAC OS 10.13.5+
- Chrome OS 88+

Web Browsers

- Microsoft Internet Explorer 8, 9, 10, and 11 (enterprise mode)
- Firefox 70+
- Chrome 80+
- Microsoft Edge 80+

Test Delivery Workstations

Note: For State testing customers, devices used for online testing must be owned and managed by the school/district. The school/district must control the administrative rights to such devices.

Operating Systems

- Chrome OS 93+
- Mac OS 10.15+
- Windows 8.1+

Web Browsers

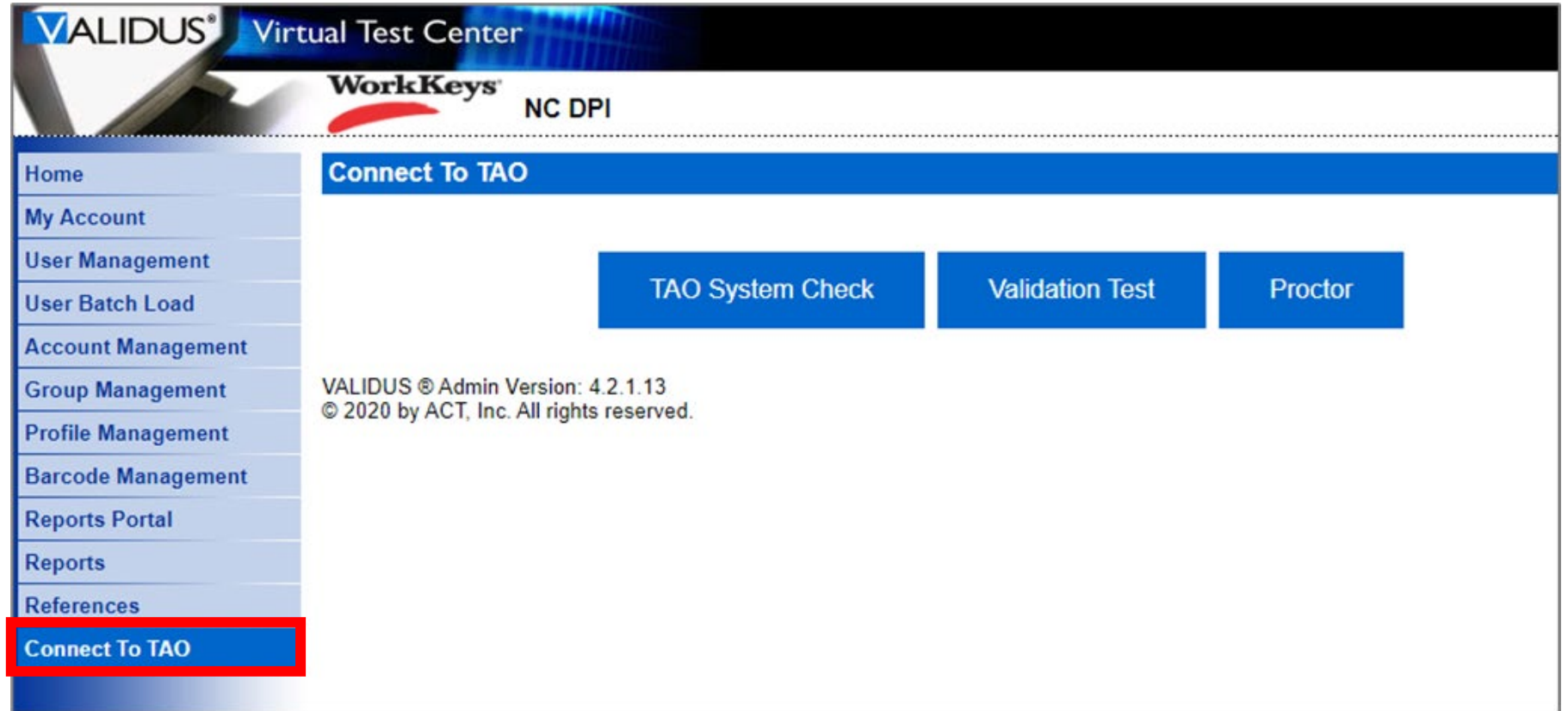
- Firefox 90+
- Chrome 93+

Screen Resolution

- 1024 x 768, minimum
- Minimum size: 12 inches measured diagonally

Step 1. System Check

- TAO System Check and Validation Test



The screenshot displays the VALIDUS Virtual Test Center interface. The header includes the VALIDUS logo, 'Virtual Test Center', the WorkKeys logo, and 'NC DPI'. A left-hand navigation menu lists various options: Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, References, and 'Connect To TAO', which is highlighted with a red border. The main content area features a blue bar labeled 'Connect To TAO' and three buttons: 'TAO System Check', 'Validation Test', and 'Proctor'. Below these buttons, the text reads: 'VALIDUS © Admin Version: 4.2.1.13 © 2020 by ACT, Inc. All rights reserved.'

Online Testing Process

Register



Launch



Authorize



Test



Generate



Admitting Examinees

- Check-In Location
- Electronic Devices Announcement
- Acceptable/Unacceptable Identification
- Seat Assignment
- Late Arrivals

Log In to TAO Test Delivery System

Virtual Test Center

Please enter your Login information

User ID:

Password:

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WorkKeys[®] ACT

Log Out **Kendall Robbins**

Update Your Account Information

* = required [Privacy Policy](#)

Personal Information

First Name:	2 Kendall
Middle Name:	<input type="text"/>
Last Name:	2 Robbins
* Date of Birth:	MM/dd/yyyy <input type="text"/>
Examinee ID:	2 RobbinK0101

Permanent Mailing Address

* Address1:	<input type="text"/>
Address2:	<input type="text"/>
* City:	<input type="text"/>
* State/Province:	<input type="text"/>

Connect to TAO

The screenshot shows the VALIDUS Virtual Test Center console. The left sidebar contains a menu with the following items: Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, References, and Connect To TAO. The 'Connect To TAO' item is highlighted with a red box and a red arrow pointing to it. The main content area displays a 'Welcome to VTC Console' message, a warning that this is a training site, and a table of realms. The table has columns for 'Select', 'Name', 'Description', and 'Realm ID'. One realm is listed: 'WorkKeys IV Training Site' with a description 'WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10 566617744'. Below the table, the version information 'VALIDUS © Admin Version: 4.2.0.74 © 2017 by ACT, Inc. All rights reserved.' is visible.

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10 566617744	566617744

The screenshot shows the 'Connect To TAO' page in the VALIDUS Virtual Test Center. The left sidebar is the same as in the previous screenshot. The main content area has a blue header 'Connect To TAO' and three buttons: 'TAO System Check', 'Validation Test', and 'Proctor'. The 'Proctor' button is highlighted with a red box and a red arrow pointing to it. Below the buttons, the version information 'VALIDUS © Admin Version: 4.2.0.74 © 2017 by ACT, Inc. All rights reserved.' is visible. A red arrow points from the 'Proctor' button to the text 'Opens the TAO Proctoring Window'.

Opens the TAO Proctoring Window

Validus Test Launch Page

WorkKeys **ACT**

Home | Update Account Info | Change Password | Log Out

Sarah Sample
123 ACT Way Iowa City IA 52243

Your Registrations

Welcome to the WorkKeys Internet Version.

Title - click a title for details	Date	Next/Options
→ WorkKeys Workplace Documents - NRS		Launch
→ WorkKeys Applied Math - NRS		Launch

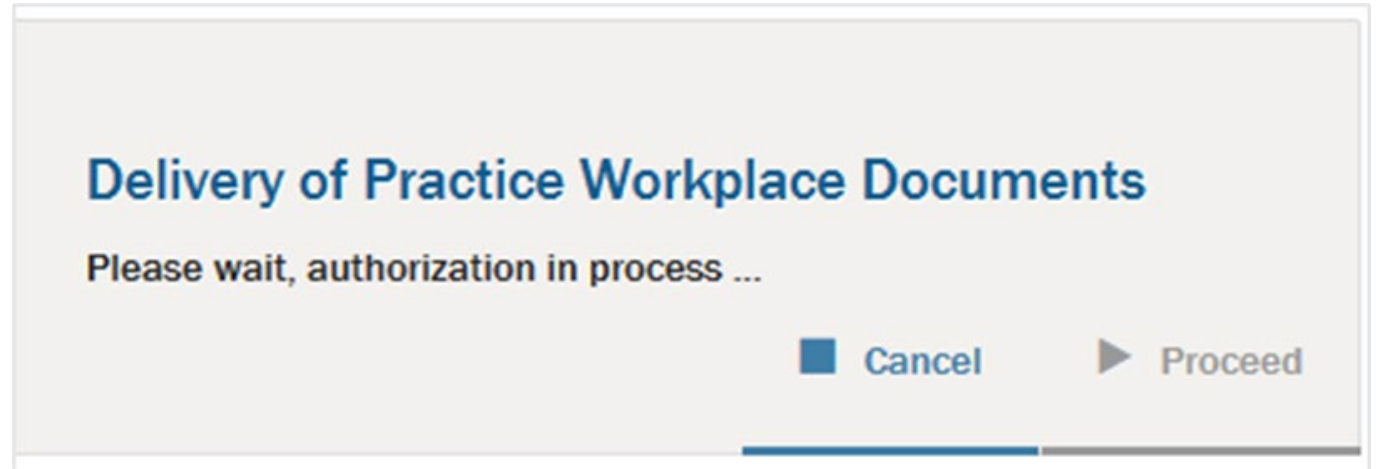
[Select a New Title](#)

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Launch Test



- The examinee will launch the test in TAO
- A screen will appear directing the examinee to wait for authorization



Launch Test



- Proctor connects to TAO and then chooses Proctor

testadministration.org/vtadmin/connecttoTAO.do?event=go

Content Developm... ACT Workkeys for Workf... ACT Assessments - ACT... All | Implementatio... Implementation Ser... Recently Viewed | I...

VALIDUS Virtual Test Center

ACT WorkKeys WorkKeys IV Training Site

Home

My Account

User Management

User Batch Load

Account Management

Group Management

Profile Management

Barcode Management

PNP Site Management

Financial Profiles

Attribute Management

SOC Management

Assessment Management

Reports Portal

Realm Management

Global User Search

Reports

References

Connect To TAO

Connect To TAO

TAO System Check

Validation Test

Proctor

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Authorize with TAO



- TAO Proctor window shows any activity in your testing center for the day including completed tests

The screenshot displays the ACT WorkKeys TAO Proctor interface. At the top, the header reads "ACT WorkKeys". Below the header, the text "No sessions" is visible. A "Refresh" button is highlighted with a red box. The main area contains a table with columns: Session, First name, Last name, Username, Started at, Status, Authorize, Pause, Remaining, Connectivity, Progress, and Administration. A single session is listed: "Delivery of Practice Workplace Documents" by Terry Phillips (username: terry.phillips@yahoo.com) on 08/10/2017 at 09:08:10, with a status of "Awaiting". The "Authorize" button for this session is highlighted with a red box. The interface also includes a "Page 1 of 1" indicator and "Previous" and "Next" navigation buttons. The footer contains copyright information: "© 2017 by ACT, Inc. All rights reserved." and "TAO Software 3.2.0-mid-sprint52 © 2013-2017 by Open Assessment Technologies S.A. All rights reserved."

Session	First name	Last name	Username	Started at	Status	Authorize	Pause	Remaining	Connectivity	Progress	Administration
Delivery of Practice Workplace Documents	Terry	Phillips	terry.phillips@yahoo.com	08/10/2017 09:08:10	Awaiting						

Authorize with TAO



- Use the buttons across the top of the display to sort or filter the information that is displayed

The screenshot shows the ACT WorkKeys interface. At the top left is the ACT WorkKeys logo. Below it, the text "No sessions" is displayed. A blue bar contains a "Refresh" button. Below this is a table with a red border around the header row. The table has the following columns: Session, First name, Last name, Username, Started at, Status, Authorize, Pause, Remaining, Connectivity, Progress, and Administration. The first row of data shows a session for Terry Phillips, started on 08/10/2017 at 09:08:10, with a status of "Awaiting". Below the table, it says "Page 1 of 1" and has "Previous" and "Next" navigation buttons.

Session	First name	Last name	Username	Started at	Status	Authorize	Pause	Remaining	Connectivity	Progress	Administration
Delivery of Practice Workplace Documents	Terry	Phillips	terry.phillips@yahoo.com	08/10/2017 09:08:10	Awaiting						

Authorize with TAO



ACT WorkKeys

No sessions

[Refresh](#)

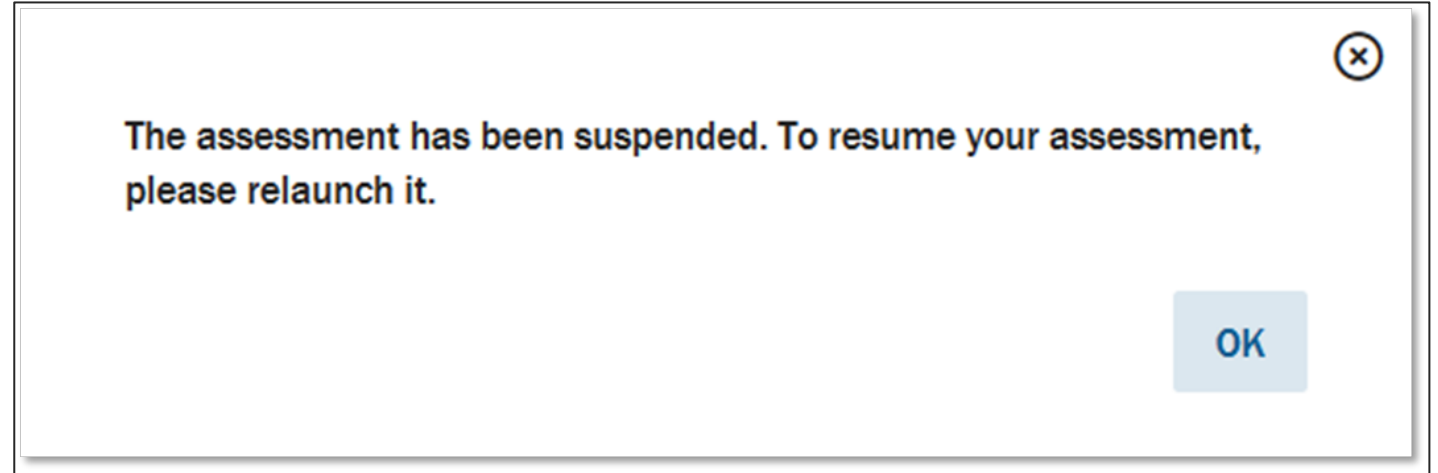
<input type="checkbox"/> Session	First name	Last name	Username	Started at	Status	Authorize	Pause	Remaining	Connectivity	Progress	Administration
<input type="checkbox"/> Delivery of Practice Workplace Documents	Terry	Phillips	terry.phillips@yahoo.com	08/10/2017 09:08:10	Awaiting						

Page 1 of 1

[Previous](#) [Next](#)

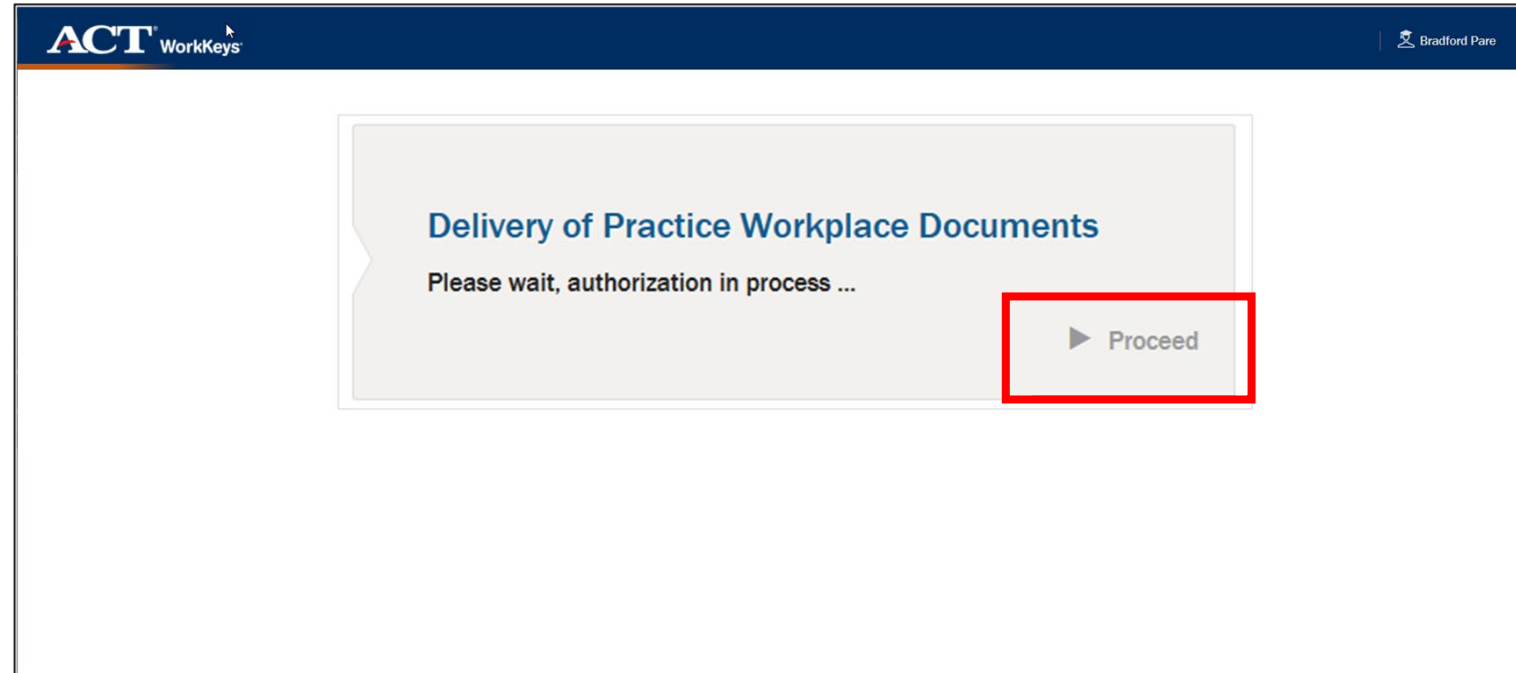
Test Delivery

- Occasionally, testing may be interrupted. This could be a power outage, dropped network connection, or even a pop-up message from your computer



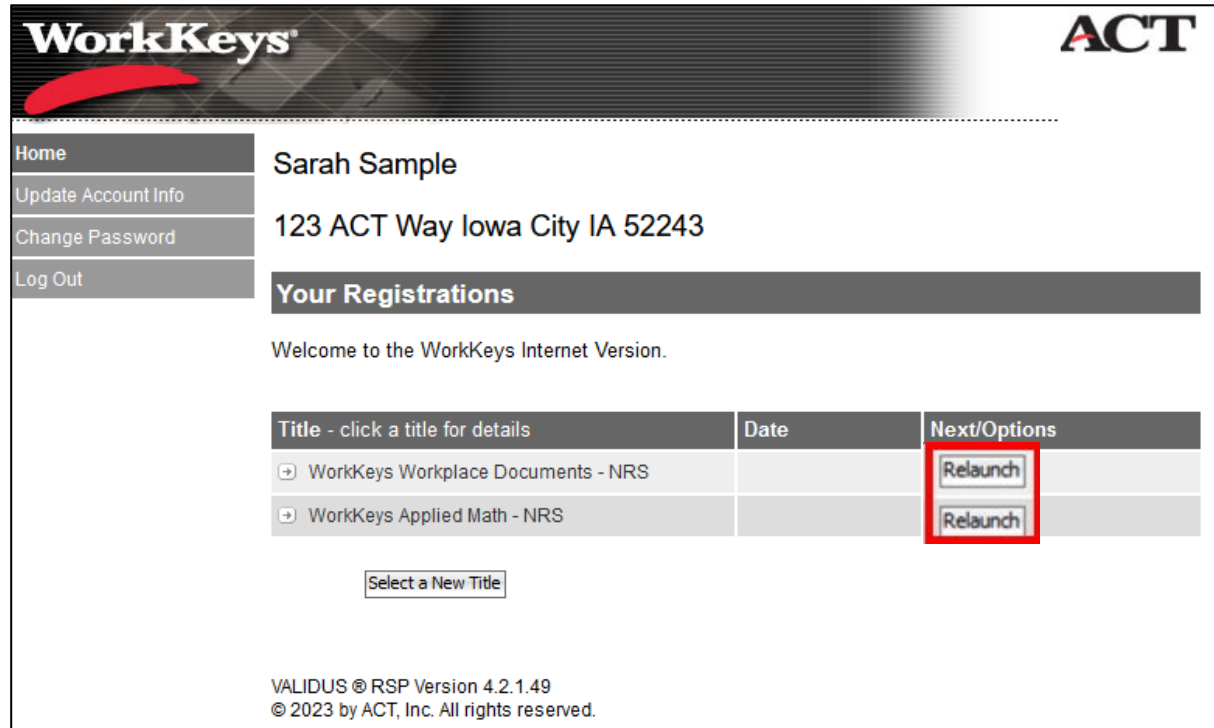
Test Delivery

- Examinee should see the Wait for Authorization screen



Test Delivery

- Examinee will log back into their account and they should see a Relaunch button



The screenshot displays the WorkKeys user interface. At the top left is the WorkKeys logo, and at the top right is the ACT logo. A navigation menu on the left includes links for Home, Update Account Info, Change Password, and Log Out. The user's name, Sarah Sample, and address, 123 ACT Way Iowa City IA 52243, are shown. Below this is a section titled 'Your Registrations' with a welcome message: 'Welcome to the WorkKeys Internet Version.' A table lists two registrations, each with a 'Relaunch' button highlighted in a red box. The table has columns for Title, Date, and Next/Options. Below the table is a 'Select a New Title' button. At the bottom, the footer text reads: 'VALIDUS © RSP Version 4.2.1.49 © 2023 by ACT, Inc. All rights reserved.'

Title - click a title for details	Date	Next/Options
WorkKeys Workplace Documents - NRS		Relaunch
WorkKeys Applied Math - NRS		Relaunch

Reporting Irregularities

What are Irregularities?

Individual Irregularities:

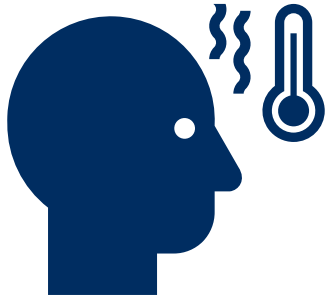
- An individual irregularity is one that affects a single examinee, or several examinees involved in a single circumstance

Group Irregularities:

- A group irregularity is one that affects a group of examinees

Types of Irregularities

Examples of Individual Irregularities



Illness

- If an examinee becomes ill, you'll need to dismiss the examinee from the room



Irrational Behavior

- If an examinee acts in an irrational or violent manner, proceed as directed in the test administration manuals

Types of Irregularities

Examples of Individual Irregularities



Prohibited Behavior

- If an examinee is engaging in prohibited behavior, follow the procedures in Dismissal for Prohibited Behavior section of the test administration manual

Types of Irregularities

Examples of Individual Irregularities



Duplicating Test Materials

- Testing personnel and examinees are NOT permitted to duplicate or record any part of the ACT WorkKeys Tests

Types of Irregularities

Examples of Group Irregularities



Disturbances and
Distractions



Emergency
Evacuation

Types of Irregularities

Examples of Group Irregularities



Inclement
Weather



Copying
Tests



Power
Failure

Accessing the Irregularity Report

VALIDUS Virtual Test Center **ACT**

ACT WorkKeys WorkKeys IV Training Site **LOGOUT**

Home

Welcome to VTC Console

This is a training site. DO NOT use this site to set up real tests.

566617744 is your Realm ID.

Select and

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744

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References

Connect To TAO

Accessing the Irregularity Report

Test Administration Process Next Steps

Select your current phase of the test administration process to see resources related to that phase.

- 1 Step 1
- 2 Step 2
- 3 Step 3
- 4 Step 4
- 5 Step 5
- 6 Step 6
- 7 Step 7

Process Steps (Expand for Descriptions) ▾

Important Dates

No new information at this time. Check back soon for updates.

Helpful Links

Expand each tray to reveal the information you're looking for.

Quick Links ▲

- [Change of Contact or Organization Form](#)
- [ACT WorkKeys Status Verification](#)
- [Irregularity Report](#)
- [Examinee Records Modification Request Form \(PDF\)](#)

[Back to Top](#) ^

ACT® WorkKeys® Testing Irregularity Report

The ACT® WorkKeys® Testing Irregularity Report (IRR) form is to be used to record every ACT WorkKeys testing irregularity, no matter how minor an incident may seem at the time. An irregularity is defined as "any incident that is out of the norm for administering an ACT WorkKeys testing session." A WorkKeys Testing Irregularity Report must be submitted as soon as possible after an incident occurs.

As you fill out the ACT WorkKeys Testing Irregularity Report form below, please follow these guidelines.

- **Group Irregularities.** To report an irregularity that affects a group of examinees (e.g., one room or the entire site), please submit only one form, but enter the **Name** and **Examinee ID** of **each affected examinee** in the appropriate fields, **separated by semicolons (;)**.
- **Individual Irregularities.** To report an irregularity that affects a single examinee (e.g., sudden acute illness) or several individuals involved in a single incident (e.g., communicating answers to each other), please submit a separate form for each examinee.
- **Several Irregularities per Individual.** If a single examinee experiences multiple irregularity issues, please submit a separate form for each issue. This is important to ensure the accuracy of categorizing, reporting, and analyzing IRR data, particularly if a different **Issue Category** and **Subcategory** are necessary to classify each issue.

Required fields marked *.

Test Site Information

Name of Test Site *

Site Code/Realm Number *

Address *

City *

Country *

Select... ▾

Postal Code







Room #/Location *

Accessing the Irregularity Report

ACT WorkKeys

Current sessions: 3

Refresh Authorize Report

Session	First name	Last name	Username	Started at	Status	Authorize	Pause	Remaining	Extended Time	Connectivity	Progress	Administration
<input checked="" type="checkbox"/>	Filter	Filter	Filter	05/11/2018 - 05/11/2018	Filter							
<input checked="" type="checkbox"/> Delivery of Practice Workplace Documents	Rainbow	Bright	BrightR051118	05/11/2018 10:20:50	completed	▶	⏸				finished	 
<input checked="" type="checkbox"/> Delivery of Practice Applied Math	Rainbow	Bright	BrightR051118	05/11/2018 10:04:34	completed	▶	⏸				finished	 
<input checked="" type="checkbox"/> Delivery of Practice Graphic Literacy	Jane	Smith	JaneS5	05/11/2018 06:51:30	canceled	▶	⏸					 

Page 1 of 1

◀ Previous Next ▶

Action: Report Irregularity


The action will be applied to session **Delivery of Practice Graphic Literacy [05/11/2018 06:51:30] Jane Smith**

Please provide a reason:

Issue Category ▾

comment...

cancel OK



Accessing the Irregularity Report

ACT WorkKeys

Current sessions: 3

Refresh Authorize Report

<input checked="" type="checkbox"/>	Session	First name	Last name	Username	Started at	Status	Authorize	Pause	Remaining	Extended Time	Connectivity	Progress	Administration
<input checked="" type="checkbox"/>	Delivery of Practice Workplace Documents	Rainbow	Bright	BrightR051118	05/11/2018 10:20:50	completed	▶	⏸				finished	
<input checked="" type="checkbox"/>	Delivery of Practice Applied Math	Rainbow	Bright	BrightR051118	05/11/2018 10:04:34	completed	▶	⏸				finished	
<input checked="" type="checkbox"/>	Delivery of Practice Graphic Literacy	Jane	Smith	JaneS5	05/11/2018 06:51:30	Canceled	▶	⏸					

Page 1 of 1

◀ Previous Next ▶

Scores and Reports

Generate Score Reports

- Score reports must be safeguarded



ACT[®] WorkKeys[®] Skill Report Page 1 of 1

Examinee: [REDACTED] Examinee ID**: 7335
Realm: WorkKeys IV Training Site Report Date: Dec 6, 2023

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Workplace Documents	06/17/2022	5	<3 - 7	82	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Workplace Documents:
You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have the skill to read and comprehend longer workplace documents written in more complex sentences that use more advanced vocabulary, including unfamiliar technical words, jargon, and acronyms. The information in Level 5 documents is generally stated directly, but specific details may be more difficult to find because the documents also may have extraneous information. In reading these documents, they are able to:

- Identify specific details
- Infer the meaning of a word or phrase from context
- Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions
- Apply information/instructions that include conditions to situations described in the document
- Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document
- Apply technical terms and jargon to stated situations
- Make inferences to accomplish a goal

© 2023 ACT, Inc. All rights reserved. **ID field is abbreviated to last four digits

Score Reports – Validus VTC

The screenshot displays the 'Edit User: ssample101' interface. On the left is a navigation menu with items like Home, My Account, User Management, and Reports Portal. The main content area has tabs for User, Security, Roles, Registration, and Group. A table with columns 'Select' and 'Title' is visible, with a red box highlighting the 'Instant Report' and 'Summary Report' options in a drop-down menu. Other menu items include Authorize, Ticket, History, Assign Forms To Registration, Create From Bundle, Update Status, and Delete. The footer of the interface includes 'VALIDUS © Admin' and '© 2023 by ACT, Inc'.

- On drop-down menu choose either the Instant report or Summary report

Generate Instant Score Report



- Generate and print a Score Report after the examinee has finished testing online



- Collect the score report from printer immediately



- Give the printed copy of the score report to examinee

“Instant” Individual Score Report

Individual Score Report (by Examinee) Page 1 of 1

ACT[®] WorkKeys[®] Skill Report

Realm: NCRC 2.0 E2E Test Realm
SubRealm: <ALL>
Test Date: May 1, 2017
Report Date: Jul 18, 2017

WorkKeys Individual Score Report With Scale Score
Examinee: [REDACTED]
Examinee ID**: 5468

Test	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7	<3 - 7	90	65 - 90

WHAT YOUR SCORES MEAN

You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated the ability to:

- Solve problems that include ratios, rates, or proportions where at least one of the quantities is a fraction.
- Identify the reason for a mistake.
- Convert between units of measurement using fractions, mixed numbers, decimals, and percentages.
- Calculate volumes of spheres, cylinders, or cones.
- Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations.
- Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction.
- Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost.
- Apply basic statistical concepts; for example, calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance.

HOW YOU CAN USE YOUR SCORES

To find the Applied Math Levels 3, 4, 5, and 6 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

WorkKeys Individual Score Report With Scale Score
Examinee: [REDACTED]
Examinee ID**: 5468

Test	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7	<3 - 7	90	65 - 90

Summary Score Report

Individual Summary Score Report Page 1 of 1

ACT WorkKeys Skill Report

Examinee: TEST05,Alot Examinee ID**: 1724
 Realm: NCRC 2.0 E2E Test Realm Report Date: Sep 1, 2017

Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7/13/2017	6	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	7/13/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	7/13/2017	7	<3 - 7	90	65 - 90

WHAT YOUR SCORES MEAN

WorkKeys Applied Math:
 You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated the ability to:

- Use fractions with unlike denominators and calculate reverse percentages.
- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided, such as converting from kilometers to meters to feet.
- Identify why a mistake occurred in a solution.
- Find the best deal from a group of solutions and then use the result for another calculation.
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations.
- Calculate the volume of rectangular solids (e.g., cubes).
- Calculate rates, production rates, rate by time (such as, production rate is 59 cups produced per hour, how many will be produced in an 8-hour shift).
- Identify the correct equation for solving a problem.

WorkKeys Graphic Literacy:
 You scored at Level 7. People achieving this level can understand and interpret complex workplace graphics, such as very difficult charts and graphs, and detailed tables, forms, maps, and diagrams. They can apply information from these types of graphics and draw conclusions or make decisions about new situations based on information contained in the graphics.
 Your skills in Locating Information using workplace graphics are at least as high as this test measures. Congratulations on your fine performance! We encourage you to use and expand upon your considerable skills in this area by seeking out and learning from graphics in a wide variety of formats.

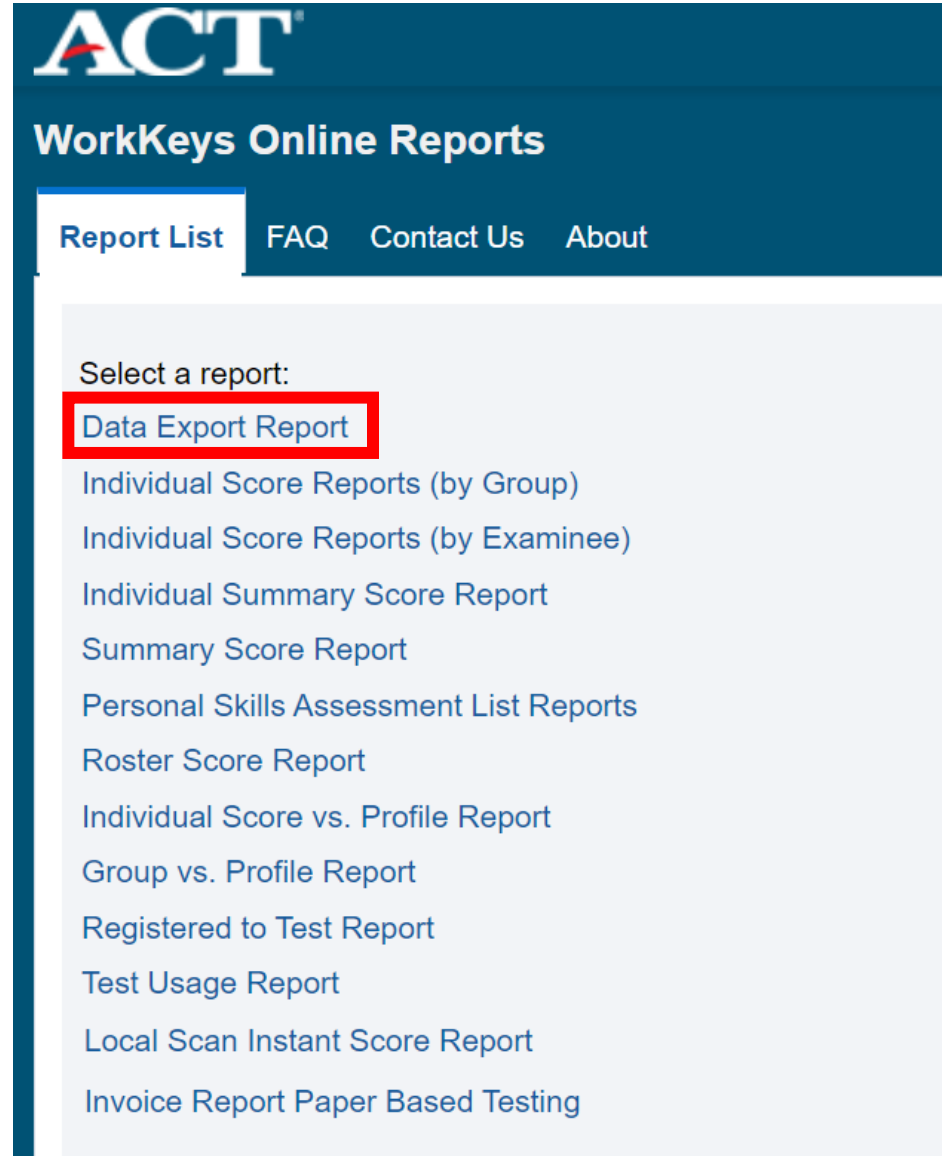
WorkKeys Workplace Documents:
 You scored at Level 7. People achieving this level can apply concepts from densely detailed passages, such as excerpts from complex regulatory and legal documents, to new situations. They can understand difficult concepts and complicated procedures containing jargon and technical terms whose definitions must be derived from context.
 Your Reading for Information skills are at least as high as this test measures. Congratulations on your fine performance! We encourage you to use and expand upon your considerable skills in this area by continuing to read and learn from a wide variety of challenging reading materials.

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Manifest Name	Test Date	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7/13/2017	6	<3 - 7	90	65 - 90
WorkKeys Graphic Literacy	7/13/2017	7	<3 - 7	90	65 - 90
WorkKeys Workplace Documents	7/13/2017	7	<3 - 7	90	65 - 90



Data Export Report



The screenshot shows the ACT WorkKeys Online Reports website. The header features the ACT logo and the text 'WorkKeys Online Reports'. Below the header is a navigation menu with 'Report List', 'FAQ', 'Contact Us', and 'About'. The main content area is titled 'Select a report:' and lists various report options. The 'Data Export Report' option is highlighted with a red rectangular border.

ACT
WorkKeys Online Reports

Report List FAQ Contact Us About

Select a report:

- Data Export Report**
- Individual Score Reports (by Group)
- Individual Score Reports (by Examinee)
- Individual Summary Score Report
- Summary Score Report
- Personal Skills Assessment List Reports
- Roster Score Report
- Individual Score vs. Profile Report
- Group vs. Profile Report
- Registered to Test Report
- Test Usage Report
- Local Scan Instant Score Report
- Invoice Report Paper Based Testing

Resources

- [WorkKeys online test administration training](#)
- [Online Test Administration Manual](#)
- [ACT WorkKeys Online Technical Specifications](#)
- [NRS Quick Start Guide](#)
- [Groups and Batch Loading Training Video](#)

ACT Contact Information

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workkeys@act.org

Hours:

Monday – Friday (except holidays):
7:00 a.m. – 7:00 p.m. (Central Time)