

Schedule Testing with
Suzette Fletcher

Email: fletchers@billingschools.org

2019–2020 Test Dates:

- Tuesday, Sept. 3: 5:00 to 8:00 pm
- Wed., Oct. 2: 5:00 to 8:00 pm
- Wed., Nov. 13: 5:00 to 8:00 pm
- Wed., Dec. 11: 5:00 to 8:00 pm
- Wed., Jan. 15: 5:00 to 8:00 pm
- Wed., Jan. 22: 5:00 to 8:00 pm
- Wed., Feb. 12: 5:00 to 8:00 pm
- Wed., March 11: 5:00 to 8:00 pm
- Wed. April 15: 5:00 to 8:00 pm
- Wed. May 20: 5:00 to 8:00 pm
- Wed., June 17: 4:00 to 7:00 pm

**WorkKeys Testing:
Required Scores
for Teacher's Aides**

Workplace Documents—
Level 5

Applied Math—
Level 4

Business
Writing—Level 3



Billings Adult Education

Lincoln Center
415 N 30th
Billings, MT 59101

Suzette Fletcher, WorkKeys Test Administrator
Phone: 406-281-5110
E-mail: fletchers@billingschools.org



**WorkKeys Testing
&
Test Preparation
2019–2020**

*for your
Para-Professionals
and/or
Teachers' Aides*



Enroll in Free Classes!

Billings Adult Education Instructors assist with WorkKeys Test preparation free of charge!

To enroll in classes:

1. Take the TABE – 2.5 hours (Test of Adult Basic Education)
 - * TABE Test is **FREE!**
 - * Mondays @ Noon
 - * Tuesdays @ 8:00 am
 - * Night Testing as Scheduled

*Hint: Come early!
12 Seats Available!
First Come, First Served*
2. Attend Advising on Wednesday
 - * Approximately 1 hour
 - * Scheduled times
3. Schedule classes during Advising
 - * Classes are **FREE!**
 - * Both day and night classes
 - * Online training materials
 - * Take the WorkKeys tests when you are ready!

**Call Tracie Musso,
Testing Technician,
to verify TABE test dates!!!
(406) 281-5007**

Free Classes! Prepare YOU for WorkKeys Tests!

Decrease Test Anxiety
Become Familiar with Tests
Prepare for Each Exam
Get Instructor Support
Take Practice Tests
Save Money

Retake Policy:

- * \$10.00 each
Math and Reading
- * \$20.00 Business Writing
- * 1st Retake—wait 30 days
- * 2nd Retake—wait 90 days

**NOTE: Only 2 retakes
Allowed per year!**

WorkKeys Testing

1. Schedule Testing with
Suzette Fletcher,
WorkKeys Test Administrator:
fletchers@billingschools.org
2. Pay for Tests in Room 107 at
Lincoln Center, 415 N 30th,
Billings, MT
 - * \$50.00 for all three tests
 - * Cash or Check
 - * Debit or Credit Card
3. Bring **receipt and a photo ID** to
Room 114.
4. Get copies of scores for job
applications
 - * Business Writing scores
are available within 2 to
10 work days.
 - * Applied Math and
Documents Scores
available immediately!

Billings Adult Education

Lincoln Center
415 N 30th
Billings, MT 59101



Suzette Fletcher, WorkKeys Test Administrator
Phone: 406-281-5110
E-mail: fletchers@billingschools.org
Tracie Musso, Testing Technician (TABE)
Phone: 406-281-5007
E-mail: musso@billingschools.org