

*Schedule Testing with  
Lynette Lynch*

lynchla@billingssschools.org

*Winter/Spring Test Dates*

- Monday, Jan 9, 2023: 5:00 to 8:00 pm
- Monday, Feb 6, 2023: 5:00 to 8:00 pm
- Monday, Mar 6, 2023: 5:00 to 8:00 pm
- Monday, Apr 3, 2023: 5:00 to 8:00 pm
- Monday, May 8, 2023: 5:00 to 8:00 pm

**WorkKeys Testing:  
Required Scores for  
Teachers' Aides**

Workplace Documents—  
Level 5

Applied Math—  
Level 4

Business  
Writing—Level 3



**BILLINGS ACED**  
ADULT & COMMUNITY EDUCATION

  
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**Billings Adult Education**

Lincoln Center  
415 N 30th  
Billings, MT 59101

Lynette Lynch, WorkKeys Test Administrator  
Phone: 406-281-5007  
E-mail: lynchla@billingssschools.org



**BILLINGS ACED**  
ADULT & COMMUNITY EDUCATION

**WorkKeys Testing  
&  
Test Preparation  
2022-2023**

*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 – 4 to 6 hours (Test of Adult Basic Education)
  - \* TABE Test is **FREE!**
  - \* Mondays @ 9:30 am
  - \* Tuesdays @ 9:30 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 Lynette Lynch,  
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:

- \* \$13.00 each  
Math and Reading
- \* \$22.00 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 WorkKeys Test Administrator:  
lynchla@billingsschools.org
2. Pay for Tests in Room 107 at Lincoln Center, 415 N 30th, Billings, MT or call 281-5010
  - \* \$60.00 for all three tests
  - \* Cash or Check
  - \* Debit or Credit Card
3. Bring **receipt and a photo ID** to Room 112.
4. Get copies of scores for job applications
  - \* Business Writing scores available in 2-10 business days.
  - \* Applied Math and Workplace Documents Scores available immediately!

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415 N 30th  
Billings, MT 59101



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Phone: 406-281-5007  
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Community Education Office  
Phone: 406-281-5010  
Room 107 at Lincoln Center