

ACT Work Keys Assessment



November 7, 2023

Dear Parent/Guardian:

GREAT NEWS! Your child is a senior or an 11th grade early grad who meets the criteria to take the WorkKeys assessment and has a chance to earn their National Career Readiness Certification! This assessment is one of the most beneficial tests that students take. Depending on the level earned, students can use their certification to get a job and possibly even earn more pay from some employers. Below are frequently asked questions to help you understand this test.

- **What is the WorkKeys assessment?** The WorkKeys assessment is designed to measure students' career readiness as they prepare to enter the workforce. The test assesses their abilities in three core areas: **Applied Mathematics**, **Graphic Literacy** (formerly Locating Information) and **Workplace Documents** (formerly Reading for Information). Students' performance in these areas is meant to demonstrate their abilities to potential employers. None of the questions on any of the tests are directly tied to any CTE concentration area. Questions are common knowledge, real world, logic, critical thinking, and job skill type questions.
- **Why is this test important?** The WorkKeys test is how students earn their National Career Readiness Certification (CRC). This certification is required by some businesses before they will even give out an application. Anyone required to have their CRC for a job will have to go somewhere and pay for it themselves if they do not get a chance to take it for FREE in high school.
- **What is the National Career Readiness Certification?** This certification has four levels: bronze, silver, gold and platinum. Students that score a 3 or higher on each of the three areas, earn a bronze level CRC. Those scoring 4 or higher earn a silver CRC. Earning a 5 or higher on all three areas will place them at the gold level and 6 or higher on all three will earn them platinum. Employers are increasingly utilizing WorkKeys certification in the application process and applicants who have been successful on the WorkKeys assessment can list their certification level on their résumé. Additionally, students will receive a Career Readiness Certificate if they score a bronze level or higher on the test, and students who score at the silver, gold or platinum levels will also receive a cord to wear during the graduation ceremony.
- **Does my child have to take this?** North Carolina requires all potential graduates (12th graders and 11th graders that are graduating early) who are Career and Technical Education (CTE) completers take this test. CTE completers are students who have completed CTE courses in the same concentration, one of them being a completer course (level II). The Work Keys test is part of North Carolina's school accountability program. If students have previously taken WorkKeys and earned a Silver, Gold, or Platinum certificate, they do not have to participate in the Fall WorkKeys administration. However, it is the students' responsibility to notify the school that they do not wish to participate in the test administration.
- **When is the test given?** Fall WorkKeys will be given Tuesday Nov 28 – Thursday Nov 30. Your student was provided this information through Workkeys 23-24 TEAM, and it is also available on the OVS school website. Screenshots have been shared with students in this TEAM.
- **What does my child need to do to prepare?** I have posted a sample WorkKeys test on the Workkeys 23-24 TEAM for students to use to prepare. This sample test is very similar to the actual test, and I highly recommend students work on this. Encourage them to check out the resources I have posted on the Workkeys 23-24 Team. I will also be meeting with the students Thursday 11/9/23 for a brief meeting.
- **How can I help my child?** You can help by encouraging your child to work on practice problems as much as possible between now and test time. Also encourage them to do their best and take advantage of this excellent opportunity.

If you have questions about the Work Keys assessment, please contact me at 910-989-2013 ext 80021 or suzette.kiewer@onslow.k12.nc.us

You may also visit <https://tinyurl.com/S23WorkKeysPrep> dedicated website for North Carolina that is specifically related to our administration of WorkKeys.

Sincerely,

Suzette S. Kiewer

M.S. Mathematics NBCT
(910) 989-2013 Ext. 80021