



# WorkKeys Testing & Test Preparation 2024-2025

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



**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](mailto:lynchla@billingssschools.org)



Please call  
406.281.5007 for  
available testing  
times!



**BILLINGS ACeD**  
ADULT & COMMUNITY EDUCATION

## 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

Required Scores:  
Workplace Documents - Level 5  
Applied Math - Level 4  
Business Writing - Level 3

Retakes:  
\*\$13.00 each Math & Reading  
\*\$22.00 Writing

## WorkKeys Testing

1. Schedule Testing with  
WorkKeys Test Administrator:  
[lynchla@billingsschools.org](mailto: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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Lynette Lynch, Testing Technician  
Phone: 406-281-5007  
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Room 112  
Community Education Office  
Phone: 406-281-5004  
Room 107 at Lincoln Center