

ACT WorkKeys Testing Exception Process Fall 2025 and Spring 2026

If students who are identified as Career and Technical Education (CTE) concentrators have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum ACT WorkKeys National Career Readiness Certificate (NCRC), they are not required to participate in the ACT WorkKeys state administration. However, it is the school's responsibility to provide the appropriate information to students and the student's responsibility to complete the form and return the necessary information to the school.

Students

Students must submit a completed copy of the *ACT WorkKeys Exception Request Form* and a copy of the original student NCRC (i.e., Silver, Gold, or Platinum) or an official roster that shows the certificate earned.

- Fall ACT WorkKeys Exception Requests must be submitted to the principal or the principal's designee no later than *September 26, 2025*.
- Spring ACT WorkKeys Exception Requests must be submitted to the principal or the principal's designee no later than *January 23, 2026*.

Principal or Principal's Designee

Upon receipt of the appropriate documentation, the school principal or the principal's designee must:

- Obtain proof of identity (i.e., valid picture ID) from the student requesting the exception and verify the photo ID matches the student certificate.
- Verify the student has a certificate (Silver, Gold, or Platinum) that meets the criteria to qualify for the exemption.
- Complete the **FOR SCHOOL USE ONLY** box on the student request form.
- Make a copy of the request form and the certificate and keep it in the student's cumulative file at the school.
- Send the approved request form and a copy of the certificate to the district test coordinator or charter school test coordinator no later than
 - *October 3, 2025 for students testing in the fall and*
 - *January 30, 2026 for students testing in the spring.*
- Notify the student and parents or legal guardians of the decision.

District Test Coordinator or Charter School Test Coordinator

Upon receipt of the approved *ACT WorkKeys Testing Exception Request Forms* and certificate copies, the district test coordinator or charter school test coordinator must complete the following procedures:

- Verify that requests from the school(s) meet the WorkKeys exception criteria (Silver, Gold, or Platinum NCRC).
- Complete and submit the ACT WorkKeys Exception (WKEX) Code Collection file no later than
 - *October 16, 2025 for students testing in the fall and,*
 - *February 17, 2026 for students testing in the spring.*

NOTE: For directions on how to create the WKEX collection file, see the *WorkKeys Testing Exception Code Collection* document, which can be obtained from your regional accountability office.

**ACT WorkKeys
Testing Exception Request Form
Fall 2025**

FOR SCHOOL USE ONLY

Date Received: _____

Approved _____ Denied _____

Principal's or Director's Signature:

Students who have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum ACT WorkKeys National Career Readiness Certificate (NCRC) may request a WorkKeys testing exception. Failure to include all required information may result in the need to resubmit the request or may cause a delay in the response.

Requests for fall ACT WorkKeys testing exceptions will be accepted through September 26, 2025.

To Be Completed by the Student

Complete the following information and submit the form to the school principal for review.

Today's Date _____

Name as it appears on school records _____

NC Student Information System Number _____

School Name _____

Date of most recent ACT WorkKeys test administration _____

Attach to this form a copy of the original Silver, Gold, or Platinum NCRC or an official roster that shows the certificate earned.

Student's Signature

Date

Parent's or Legal Guardian's Signature

Date

**ACT WorkKeys
Testing Exception Request Form
Spring 2026**

FOR SCHOOL USE ONLY

Date Received: _____

Approved _____ Denied _____

Principal's or Director's Signature:

Students who have previously taken ACT WorkKeys and earned a Silver, Gold, or Platinum ACT WorkKeys National Career Readiness Certificate (NCRC) may request a WorkKeys testing exception. Failure to include all required information may result in the need to resubmit the request or may cause a delay in the response.

Requests for spring ACT WorkKeys testing exceptions will be accepted through January 23, 2026.

To Be Completed by the Student

Complete the following information and submit the form to the school principal for review.

Today's Date _____

Name as it appears on school records _____

NC Student Information System Number _____

School Name _____

Date of most recent ACT WorkKeys test administration _____

Attach to this form a copy of the original Silver, Gold, or Platinum NCRC or an official roster that shows the certificate earned.

Student's Signature

Date

Parent's or Legal Guardian's Signature

Date