

Please email
lynchla@billingssschools.org
for available testing
times!



Billings Adult Education

Lincoln Center
415 N 30th
Billings, MT 59101

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BILLINGS ACEd
ADULT & COMMUNITY EDUCATION

WorkKeys Testing & Test Preparation

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



WorkKeys Testing

1. Schedule Testing with WorkKeys Test Administrator:
lynchla@billingschools.org
2. Pay for Tests Online
\$60.00
tinyurl.com/BPS-Workkeys
3. Bring **receipt and a photo ID** to Room 112.
4. Get copies of scores for job applications
 - * Business Writing scores available in 1-2 business days.
 - * Applied Math and Workplace Documents Scores available immediately.

Required Scores:

Workplace Documents - Level 5

Applied Math - Level 4

Business Writing - Level 3

Retakes:

***\$13.00 each Math & Reading**

***\$22.00 Writing**

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

Enroll in Free Classes!

To enroll in classes:

1. Take CASAS Assessment
(2 to 3 hours)
 - * CASAS is **FREE!**
 - * Mondays @ 8:00 am
 - * Tuesdays @ 8:00 am
 - * Night Testing as Scheduled

Come early! 12 seats available
First Come, First Serve!

2. Attend Advising to go through scores. Advising is approximately 1 hour.
3. Schedule classes during advising.
 - * Classes are **FREE!**
 - * Both day & night classes
 - * Online training materials
 - * Take the WorkKeys test when You are ready!



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