

Interpreting Your WorkKeys® Scores

How are my WorkKeys scores calculated?

Your scores are determined by the total number of items you answer correctly on the entire assessment. There is no penalty for guessing. There are two types of scores available: Level Scores and Scale Scores. Depending on how your scores will be used, you may have one or both types of scores on your score report.

What are Level Scores?

Level Scores show what skill level you have. Each level includes a broad range of skills. There are four or five skill levels in each test, and there is a range of raw (number correct) scores assigned to each level. It is estimated that a person who scores at a given skill level on a specific WorkKeys test will be able to correctly answer at least 80 percent of all the WorkKeys items possible for that level in the item pool. Each WorkKeys test contains only a sample of all the items that could be written to assess that skill. Level Scores can be used for selection, promotion, or other individual high-stakes purposes. The scores are designed to be used with a job profiling process for employee selection and promotion decisions.

What is a Scale Score*?

Each Level Score can be broken into many smaller units, called Scale Scores, which can show smaller increments of change over time. In other words, although your Level Score may remain the same if you take the test another time, your Scale Score may improve. Scale Scores are generally used by educational institutions to identify changes in scores from one testing time to another. They also are used to meet the guidelines of federal programs for funding purposes. *Scale Scores are not to be used for hiring or promotion decisions.*

How do my scores compare to...?

- **Scores required for different jobs:** Ask a counselor or Human Resources person to help you compare your results to those required for different jobs. This information is available online for more than 12,000 jobs in ACT's profile database at www.act.org/workkeys/profiles/occupprof/index.html.
- **Scores for people like me:** You also can see how well you did in comparison to others who took the WorkKeys assessments during the past year and to general job profiles by looking at our Job Skill Comparison Charts located at www.act.org/workkeys/charts/index.html.
- **The skill level descriptions:** You can compare your score(s) to the skill level descriptions for each level of a WorkKeys assessment. The skill level descriptions give specific information about the skills that you have demonstrated. You can talk with your test administrator to get more information or find the skill level descriptions at www.act.org/workkeys/assess/index.html.

How can I use my scores?

- WorkKeys score reports are an excellent way to communicate your workplace skills to employers. Attach a score report to job applications, resumes, or cover letters when applying for positions.
- Your WorkKeys scores also can help you focus training to improve selected workplace skills.
- Score reports contain information about how you can improve your skills to achieve the next level and a variety of training resources focusing on such improvements are available. You can find information about these resources at www.act.org/workkeys/overview/prod.html.

*Scale Scores are currently available for most, but not all, forms of the WorkKeys assessments.