Locating Information

This document contains screenshots of the ACT WorkKeys® Internet Version Locating Information Terms and Conditions, Tutorial, Practice Test, and Test Directions.

Testing staff may use this document as a reference if examinees have questions while navigating through these screens. This document can only be used with the Internet Version assessment. The information on these screens is NOT to be read to the examinee.
Welcome to the ACT WorkKeys Locating Information Test.
ACT WorkKeys Locating Information – 12413

Candidate Name

Terms and Conditions

This test is the property of ACT. ACT WorkKeys assessments are secure assessments and are copyrighted by ACT. You may not copy, photograph, memorize, disclose, or use any other means to convey, publish, disclose, or make known any content contained in the test—before, during, or after the exam is administered. A violation of this prohibition may result in your scores being cancelled or not reported, as well as legal action being taken against you for violating ACT’s intellectual property rights.

ACT reserves the right to cancel test scores when there is reason to believe the scores are invalid. You agree to cooperate with ACT in any investigation and to adhere to all ACT score review procedures. In all cases, the final and exclusive remedy available to examinees who want to appeal or otherwise challenge a decision by ACT to cancel their test scores shall be binding arbitration through written submissions to the Dallas, Texas, office of the American Arbitration Association. The sole issue for arbitration shall be whether ACT acted reasonably and in good faith in deciding to cancel the scores.

Limitation of Remedies and Damages. In the unlikely event that ACT is responsible for (1) an error in delivering, processing, or scoring this test, (2) an error in reporting scores, or (3) disruptions or compromises in the testing process, ACT in its sole and absolute discretion, will correct the error if possible, permit you to retest at no additional fee, or refund the fee paid for you to take the test to the person who paid such fee. These remedies are the exclusive remedies available to you for the circumstances described. IN NO EVENT SHALL ACT’S LIABILITY TO YOU FOR CLAIMS ARISING OUT OF OR IN ANY WAY CONNECTED TO YOUR EXAM EXCEED THE FEE ACT WAS PAID TO PROCESS YOUR INDIVIDUAL EXAM.

Use of Data. Your scores and other information provided during test registration and while taking the test (collectively the “Information”) will be conveyed to ACT and may be used and disclosed by ACT as set forth in its data use policies, which can be reviewed at www.actstudent.org/datause.html. Generally, ACT will provide your Information to a third party only at your direction or after you have been given notice and an opportunity to opt out of such sharing; however, there are certain exceptions to this general policy. For example, ACT may provide your Information (1) to the person that has paid the fee for your test, (2) to your school or government agencies and educational institutions that have authority over your school, (3) to your parent or guardian if you are under eighteen years of age, (4) to state and national scholarship programs and agencies for purposes of recognizing achievement and providing financial support for higher education, (5) to third party researchers that have agreed to maintain the confidentiality of the Information, (6) within the ACT family of companies, (7) to contractors retained by ACT provided such contractors agree to keep the Information confidential, (8) to persons involved in the administration of the assessment for the purpose of facilitating the testing process and as a means of disseminating scores to you, (9) to government agencies and others as necessary to comply with law or in response to legal or administrative processes such as subpoenas, and (10) in the unlikely event that ACT deems release necessary to protect the health or safety of its customers or to legally protect ACT, its affiliates, or service providers. You also agree that ACT may, for the purposes of providing you a career readiness certificate, disclose your Information to persons or entities that pay for you to receive the certificate and to those involved in distributing them to you.
Examinee Agreement

IMPORTANT: IF YOU DO NOT AGREE WITH THIS STATEMENT, YOU WILL NOT BE ABLE TO TAKE THIS TEST.

agree By selecting this option, you certify that you are the person identified at the top of this screen, that the information provided during test registration is accurate to the best of your knowledge, and that you agree to the Terms and Conditions explained above by ACT, including but not limited to, those related to binding arbitration and limitation or remedies.

Disagree I have read the Terms and Conditions and Examinee Agreement and disagree with these statements. I understand that I will not be allowed to take this ACT WorkKeys assessment.

NEXT
Welcome to the Locating Information Tutorial

The next several screens provide a short tutorial that will explain to you how to move through the test and keep track of your progress. The time you spend on this tutorial does NOT count against the time allocated for the test itself. Arrows will guide you through the different screen features.
The gray menu bar at the top of the screen is used to access features of the test.

Each of the buttons on the menu bar and the buttons at the bottom of the screen will be explained in this tutorial.

To go on to the next screen of the tutorial, click on NEXT below.
Locating Information Tutorial

This part of the screen shows the test title, the item you are on, and the total number of items in the test.
The timer shows how much time (in minutes and seconds) you have left to complete the test. It starts counting down as soon as you look at the first item of the test.

The time will turn RED when you have 5 minutes left in the test.

You can hide the timer by clicking TIMER. To show the timer, click TIMER again.

IMPORTANT: Hiding the timer does NOT stop it from counting down.
You are a greeter at a restaurant. At 7:05, a group of three customers arrive do not want to sit near the kitchen. You generally allow two hours for a reserved table. According to the floor plan and reservation list shown, where should you seat them?

- F. Booth 2
- G. Booth 22
- H. Booth 24
- J. Table 7
- K. Table 29

Click on the box next to your answer. To change your answer, click on a different box.

Show/Hide Graphic 1
Click to show or hide related graphics.
Clicking the Record Answer/Next Item button at the bottom of each item will record the answer you’ve selected for the item and move you to the next item.

Clicking the Skip Item button will move you to the next item without recording your answer.
Clicking on Mark for Review allows you to mark an item if you want to review it later.

When you click on Mark for Review, a checkmark appears next to the item number. The item has been marked for you to review.

Clicking on Mark for Review again will remove the mark on the item.

If you mark an item for review, you can move to the next item in the test without answering the marked item. You can look at your marked items at any time during the test by clicking on Navigate and Review.
Clicking on Navigate and Review will take you directly to the Review screen. You can see which items are marked for review, which items are answered, and which items are unanswered from the Review screen.

Note: The timer will continue to run while you are using the Review screen.
Locating Information Tutorial

Use these options to filter which questions you want to review.

Click on the number of the item you want to review.

Click here to end your review and return to the test.
Clicking on Help allows you to choose from a list of questions about common functions in the test. You can select any of the questions for review and return to the test at any time.

Note: The timer will continue to run while you are using Help.
Clicking on Quit will show the End Of The Test screen.

From this screen you can choose to go back to the test or to end the test and submit your answers.
You have finished the tutorial. To review the tutorial again, click on the PREVIOUS button. To begin the test, click on the NEXT button.

Note: If you click NEXT, you will not be able to view the tutorial again. If you have any questions, please ask your test administrator before you begin the test.
PRACTICE ITEM
THIS ITEM WILL NOT BE SCORED

You prepare sandwiches in a sandwich shop. According to the order form shown, what time will the customer pick up this order?

- A. 11:15
- B. 11:30
- C. 11:45
- D. 3:30
- E. 3:45

Related Graphic(s): (Note: These graphics are used with items 1 and 2.)
SANDWICH ORDER

Customer’s Name  Ernie Harrison
Phone 333-1130  Pick-up Time 11:45

Sandwich Wrapping
[] In House (plastic)  [X] To Go (paper)

MEAT & CHEESE
1. Swiss
2. cheddar
3. roast beef
4. 

EXTRAS
1. tomato
2. mustard
3. 
4. 

PRACTICE ITEM
THIS ITEM WILL NOT BE SCORED

You prepare sandwiches in a sandwich shop. What kind of meat does this customer want on his sandwich?

- A. Ham
- B. Chicken
- C. Roast beef
- D. Turkey
- E. Pastrami

Record Answer / Next Item  Skip Item

Related Graphic(s): (Note: These graphics are used with items 1 and 2.)

Show/Hide Graphic 1

SANDWICH ORDER
SANDWICH ORDER

Customer’s Name  Ernie Harrison

Phone      333-1130  Pick-up Time  11:45

Sandwich Wrapping

[ ] In House  (plastic)  [X] To Go  (paper)

MEAT & CHEESE

1. Swiss
2. cheddar
3. roast beef
4. 

EXTRAS

1. tomato
2. mustard
3. 
4. 


You have reached the end of the practice test.

Do you want to:

[Review] [Complete and finalize your results]
Locating Information Test Directions

55 Minutes – 38 Items

There are 38 items in this test, a small number of which are included for developmental purposes. Answers to these developmental items will not count toward your score.

This test measures locating information skills related to success in the workplace. Items appear by themselves or in pairs and require looking at one or more graphics.

After reading the item, look at the graphic(s) by clicking on the "Show/Hide Graphic" button(s). Decide which answer is the best, then click the checkbox that matches your answer. If you change your mind about an answer, click on your new answer.

You may leave questions unanswered, but you should answer every item since no points are taken off for wrong answers. Do not use too much time on any one item. If you do not know the correct answer, pick the one you think is best and then mark it to review it later if you have time.

NOTE: Once you exit the test, you cannot go back to any questions.

Click the NEXT button to begin the timed test.
DO NOT USE THE X IN THE UPPER RIGHT CORNER TO LEAVE THE TEST!
If you do, it will result in an incomplete test record and the system will not generate your score report.

Choose "Complete and finalize your results" when you are ready to end the test.

Are you ready to begin the test?

[YES] Start the clock and begin the test.

[NO] Return to the test directions before starting the clock.
Thank you for taking the ACT WorkKeys Locating Information Test.