



Online Practice Test Scoring Key

ACT WorkKeys National Career Readiness Certificate

- Applied Math
- Graphic Literacy
- Workplace Documents

A Message to Students

This guide is meant to help you compute and understand your scores on the ACT WorkKeys practice test taken online.

Refer to the [ACT WorkKeys Information for Examinees](#) web site to find other helpful hints. The [Getting Ready for Online Testing in TestNav](#) guide provides the instructions for taking an online practice test, along with highlighted features and navigation of the secure web application in which you will take the test.

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Overview of the Test

The ACT WorkKeys assessments measure foundational skills required for success in the workplace and help measure the workplace skills that can affect job performance.

Each assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels.

Test	Questions	Minutes per Test
Applied Math	34	55
Graphic Literacy	38	55
Workplace Documents	35	55

What Is the ACT WorkKeys National Career Readiness Certificate (NCRC)

A portable, evidence-based credential - the ACT WorkKeys National Career Readiness Certificate - can be earned by examinees after completing and ranking scores within the Applied Math, Graphic Literacy, and Workplace Documents assessments.

Examinees and employers can then use the scores to match skills to jobs in order to have a successful career path.

Scoring the Practice Tests

How to Score the Tests

Use the following instructions to score your practice multiple-choice tests and review your performance. Note that we have only provided the scoring key for the three tests that make up the NCRC.

Raw Scores

The number of questions you answered correctly on each test section is a raw score. Because there are many test forms of the ACT WorkKeys test, each with different questions, the difficulty level varies between the forms. A raw score on one form, for example, may be about as difficult to earn as a higher raw score on another form of the test.

Computing raw scores: To compute your raw scores, check your answers with the scoring information in the scoring keys and do the following:

1. Mark a one (1) in the blank for each question answered correctly.
2. Count the number of correct answers for each test.
3. Add up the total number correct for each test and capture it in each scoring key section.

These numbers are your raw scores on the individual multiple-choice tests. The highest raw score for a given test is the number of questions included on that test:

- Applied Math: 34
- Graphic Literacy: 38
- Workplace Documents: 35

Applied Math Test

Applied Math Scoring Key (for Form P11AH)

(Capture raw scores/correct answers.)

Total Applied Math = ____ of 34

Item Number	Correct Answer	Correct (Mark 1)
1	E	
2	A	
3	E	
4	D	
5	C	
6	E	
7	A	
8	A	
9	B	
10	D	
11	D	
12	B	
13	E	
14	D	
15	C	
16	D	
17	B	
18	C	
19	C	
20	C	
21	A	
22	B	
23	D	
24	C	
25	A	
26	D	
27	E	
28	A	
29	B	
30	E	
31	A	
32	B	

Item Number	Correct Answer	Correct (Mark 1)
33	A	
34	E	

Graphic Literacy Test

Graphic Literacy Scoring Key (for Form P11AI)

(Capture raw scores/correct answers.)

Total Graphic Literacy = ____ of 38

Item Number	Correct Answer	Correct (Mark 1)
1	D	
2	C	
3	B	
4	C	
5	D	
6	D	
7	C	
8	D	
9	C	
10	A	
11	C	
12	B	
13	D	
14	A	
15	A	
16	A	
17	B	
18	A	
19	A	
20	B	
21	D	
22	D	
23	B	
24	A	
25	D	
26	D	
27	A	

Item Number	Correct Answer	Correct (Mark 1)
28	D	
29	C	
30	D	
31	D	
32	B	
33	A	
34	D	
35	C	
36	C	
37	B	
38	D	

Workplace Documents Test

Workplace Documents Scoring Key (for Form P11AJ)

(Capture raw scores/correct answers.)

Total Workplace Documents = ____ of 35

Item Number	Correct Answer	Correct (Mark 1)
1	A	
2	D	
3	D	
4	D	
5	A	
6	E	
7	E	
8	C	
9	D	
10	C	
11	B	
12	C	
13	B	
14	D	
15	E	
16	E	
17	B	
18	E	

Item Number	Correct Answer	Correct (Mark 1)
19	E	
20	B	
21	B	
22	E	
23	D	
24	D	
25	C	
26	E	
27	B	
28	E	
29	E	
30	A	
31	D	
32	B	
33	D	
34	C	
35	A	

Scale Scores

Scale scores are used to provide finer-grain score distinctions for analyzing growth over time, evaluate group comparisons on outcome measures, and provide evidence of benefit from educational and training programs. To adjust for the small differences among different forms of the test, raw scores are converted into scale scores. Scale scores appear on reports.

When your raw scores are converted into scale scores, it becomes possible to compare your scores with those of examinees who took different test forms. Each test generates a single scale score between 65 to 90.

Converting Raw Scores to Scale Scores

Use the Conversion of Raw Scores to Scale Scores table to convert your raw scores to scale scores. For each test:

1. Locate your raw score, or the range of raw scores that includes it, in the conversion table.

2. Locate the cell in the Scale Score column of the row that corresponds to that raw score to identify the scale score for that test.
3. As you determine your scale scores, enter them in the blanks below.

Test scale scores:

Applied Math = ____

Graphic Literacy = ____

Workplace Documents = ____

Level Scores

Level scores provide examinees with information about whether they were able to master the defined skills associated with a specific level. The levels are defined through Performance Level Descriptors (PLDs) and used for selection, promotion, or other individual high-stakes purposes in conjunction with the job-profiling process. It yields a score range of five points across the performance range. Level Scores range between <3 - 7 and are displayed on reports.

Converting Raw Scores to Level Scores

Use the Conversion of Raw Scores to Level Scores table below to convert your raw scores to level scores. For each test:

1. Locate your range of raw scores in the conversion table.
2. Locate the cell in the Level Score column of the row that corresponds to that raw score to identify the Level score for that test.
3. As you determine your level scores, enter them in the blanks below.

Test level scores:

Applied Math = ____

Graphic Literacy = ____

Workplace Documents = ____

NCRC Scale Scores

The WorkKeys NCRC is issued at four levels:

Plantium - earners have scored a minimum level score of 6 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents assessments.

Gold - earners have scored a minimum level score of 5 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents assessments.

Silver - earners have scored a minimum level score of 4 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents assessments.

Bronze - earners have scored a minimum level score of 3 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents assessments.

Converting Scale Scores to Level Scores

Use the Conversion of Scale Scores to Level Scores table below to convert your scale scores to level scores to determine your NCRC level.

Conversion of Raw Scores to Scale Scores (for Form P11)

Scale Score	Raw Score AMP11AH	Raw Score GLP11AI	Raw Score WDP11AJ
65	0-2	0-2	0-2
66	3	3	3
67	4	4	4-5
68	5-6	5	6
69	7	6-7	7
70	8	8	8-9
71	9	9	10
72		10-11	11
73	10-11	12	12
74	12	13-14	13
75	13	15	14
76	14-15	16	15
77	16	17	16
78	17-18	18-19	17
79	19	20	18
80	20	21	19-20
81	21	22-23	21
82	22	24	22
83	23	25	23
84	24	26-27	24
85	25	28	25
86	26		26
87	27	29	27
88	28	30	28
89			29
90	29-31	31-32	30

Conversion of Raw Scores to Level Scores

Level Score	Raw Score AMP11AH	Raw Score GLP11AI	Raw Score WDP11AJ
3	10-13	10-15	11-15
4	14-19	16-17	16-20
5	20-22	18-23	21-22
6	23-25	24-28	23-25
7	26-31	29-32	26-30

Conversion of Scale Scores to Level Scores

Applied Math

Scale Score	Level Score
65-71	< 3
72-75	3
76-79	4
80-82	5
83-85	6
86-90	7

Graphic Literacy

Scale Score	Level Score
65-71	< 3
72-75	3
76-77	4
78-81	5
82-85	6
86-90	7

Workplace Documents

Scale Score	Level Score
65-71	< 3
72-76	3
77-80	4
81-82	5
83-85	6
86-90	7

Next Steps

Your practice test results is an estimate of the number of correct responses you may receive during an actual administration of the ACT WorkKeys tests. Reflecting on your practice experience can be useful as you continue to prepare for test day.

Consider the following as you review your scores as part of your general test performance:

- **Pacing:** Did you run out of time? You may need to adjust the way you use your time in responding to the questions.
- **Directions:** Did you spend too much time trying to understand the directions for the test sections? Make sure you understand them before test day.
- **Misses:** Review the questions that you missed. Did you select a response that was an incomplete answer or that did not directly respond to the question being asked? Try to figure out what you overlooked in answering the questions.
- **Types:** Did a particular type of question confuse you? In reviewing your responses, check to see whether a particular type of question was more difficult for you.

Code of Fair Testing Practices

ACT is committed to representing the diversity of society in all its aspects, including race, ethnicity, and gender. Questions, passages, and writing prompts are chosen to reflect a range of cultures and are written to not disadvantage any particular group of examinees. ACT employs extensive reviews and statistical procedures to ensure the fairness of test materials.

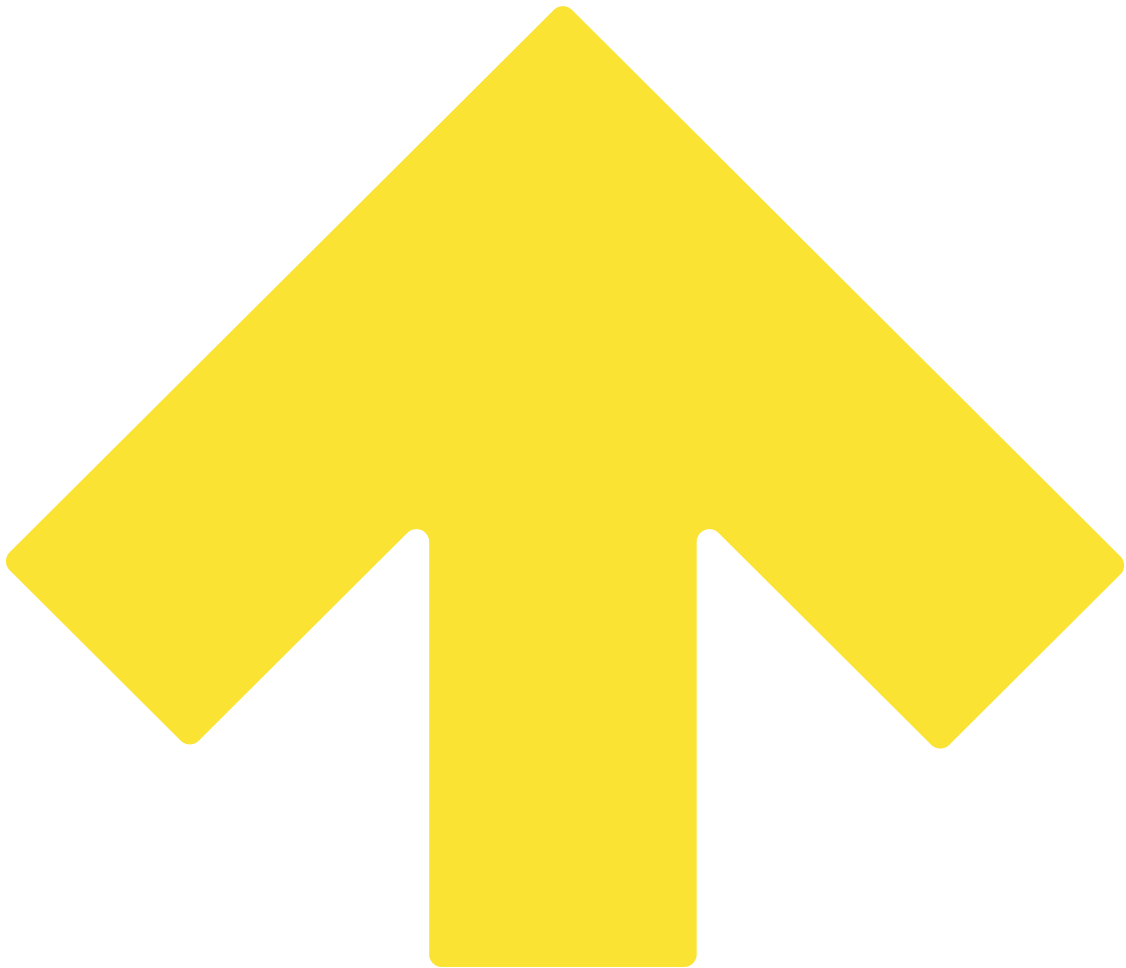
ACT conducts research and periodically updates tests to provide test content that reflects classroom instruction and continues to be a relevant predictor of college and career readiness. There may be subtle differences between the practice test in this booklet and the test students take on test day.

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these Codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association (<https://www.apa.org/science/programs/testing/fair-testing.pdf>)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (<https://ncme.org/resources/professional-learning/document-library>)

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