

ACT® WorkKeys® Assessments help measure the workplace skills that can affect job performance.

The WorkKeys National Career Readiness Certificate® (NCRC), which students can earn through WorkKeys Assessments, is a valuable credential for students entering the workforce.

Use these tips to help your students succeed before, during, and after WorkKeys Assessments.

Learn more at [act.org/workkeysforeducators](https://act.org/workkeysforeducators)

### 1] Pre-Test Activities



- Provide students with ACT WorkKeys practice tests and sample questions from the ACT website to show them what the tests measure: <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation.html>.
- Give students an overview of WorkKeys/NCRC and its value:
  - ACT WorkKeys is a set of tests measuring skills that are needed in the workplace. Unlike education assessments, WorkKeys measures your ability to apply knowledge in solving work-related problems.
  - Scores on three WorkKeys assessments (Workplace Documents, Applied Math, and Graphic Literacy) may qualify a student to earn the National Career Readiness Certificate (NCRC). The NCRC is a nationally-portable, industry-recognized credential.
  - Students with higher WorkKeys and NCRC scores have been shown to earn higher wages and have better postsecondary education outcomes (e.g., GPA; completion).
- Do a career exploration activity: show students the occupational profile database and explain how the scores relate to different types of careers: <http://profiles.keytrain.com/>.

### 2] Day of Testing



- Encourage students to do their best.
- Inform students about creating their accounts on [www.myworkkeys.com](https://www.myworkkeys.com). Through their accounts, students will be able to view, print, and share their scores.
- Encourage students to engage in conversations with their school counselor and teachers about their scores.

### 3] Post-Test Activities



- Remind students to check their scores at [www.myworkkeys.com](https://www.myworkkeys.com).
- Talk to students about how to interpret their scores:
  - There are five levels of difficulty for each test. Level 3 is the least complex, and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the previous levels.
  - Assessment scores are reported with both the level and a description of the skills the student demonstrated along with recommendations for skill improvement.
- Hold a career exploration activity: have students compare their skill levels against three different occupations of interest in the occupational profile database: <http://profiles.keytrain.com>.
- For students with skill gaps: encourage them to explore available Career and Technical Education (CTE) courses at the high school to improve their ability to solve problems in different contexts.
- Conduct a work-based learning activity: have students participate in mock interviews with an employer so they can practice articulating their skills in a hiring situation.

### 4] Resources



- ACT WorkKeys for Educators and Administrators: <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators.html>
- The National Career Readiness Certificate: <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/ncrc.html>
- Using WorkKeys Scores: <https://www.act.org/content/dam/act/unsecured/documents/UsingWorkKeysScores.pdf>