

Tips for K–12 Educators

ACT® WorkKeys® Assessments: The cornerstone of ACT workforce solutions, these assessments measure foundational skills that can affect job performance and are required for success in the workplace.

WorkKeys National Career Readiness Certificate® (NCRC): A valuable credential students entering the workforce can earn by successfully completing the three WorkKeys Assessments.

Pre-Test Activities

Practice. Provide students with ACT WorkKeys [practice tests and sample questions](#) to show them what the tests measure.

Review. Give students an overview of WorkKeys/NCRC and its value:

- ACT WorkKeys assessments are a set of tests that measure skills needed in the workplace. These assessments measure the ability to apply knowledge to solve problems encountered in the workplace.
- Scores on three WorkKeys assessments (Workplace Documents, Applied Math, and Graphic Literacy) may qualify a student to earn the 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).

Explore. Engage students in a career exploration activity using the [occupational profile database](#). This valuable tool explains how WorkKeys assessment scores relate to different types of careers.

Day of Testing

Support. Encourage students to do their best.

Advise. Inform students about their accounts on www.myworkkeys.com. Through their

accounts, students will be able to view, print, and share their scores.

Engage. Encourage students to have conversations with their school counselor and teachers about their WorkKeys scores.

Post-Test Activities

Remind. Tell students to check their scores at www.myworkkeys.com.

Guide. Talk to students about 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.

Reexplore. Visit the [occupational profile database](#) again. This time, encourage students to enter their WorkKeys scores to learn more about careers that best match their assessment results.

Address. Encourage students with skill gaps to explore available Career and Technical Education (CTE) courses at the high school or study the ACT WorkKeys Curriculum to improve their ability to solve problems in different contexts.

Prepare. Conduct a work-based learning activity. Have students participate in mock interviews with an employer to practice articulating their skills in a hiring situation.

Resources

[WorkKeys Site Administrators](#)

[The National Career Readiness Certificate](#)

[Occupational Profile Database User Guide](#)

[Using WorkKeys Scores](#)

Learn more at workkeys.org.