



WorkKeys National Reporting System (NRS) Research Study

WorkKeys NRS Approved

Workforce Innovations Opportunity Act (WIOA) program funds can now be leveraged to offer eligible WorkKeys Assessments for all adult basic education programs.



APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

IDENTIFYING
errors in calculation

CONVERTING
systems of measurement

CALCULATING
areas and volumes



WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

INFERRING
meanings of words and phrases from contexts

DECIPHERING
the meaning of acronyms, jargon, or technical content

APPLYING
information and instructions to a new situation



GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

INTERPRETING
trends, relationships,
and patterns

COMPARING
information and trends
among data sets

USING DATA
to make decisions



ACT[®] **WorkKeys**[®]
NCRC[®]



ACT certifies that

Jane Sample

has earned the ACT WorkKeys National Career Readiness Certificate™ at the **Silver** level.

Registered Certificate # ABN011Z7SWB
Issue Date: 1/1/18

Participant Eligibility 1

Participants must:

- Be at least 16 years old
- Not be enrolled or required to be enrolled in secondary school under state law
- Meet one of the following criteria:
 - Be basic skills deficient
 - Not have a secondary school diploma or its equivalent
 - Be English language learners

Participants do not need to be enrolled in an adult education program to join the study if they meet the above requirements.

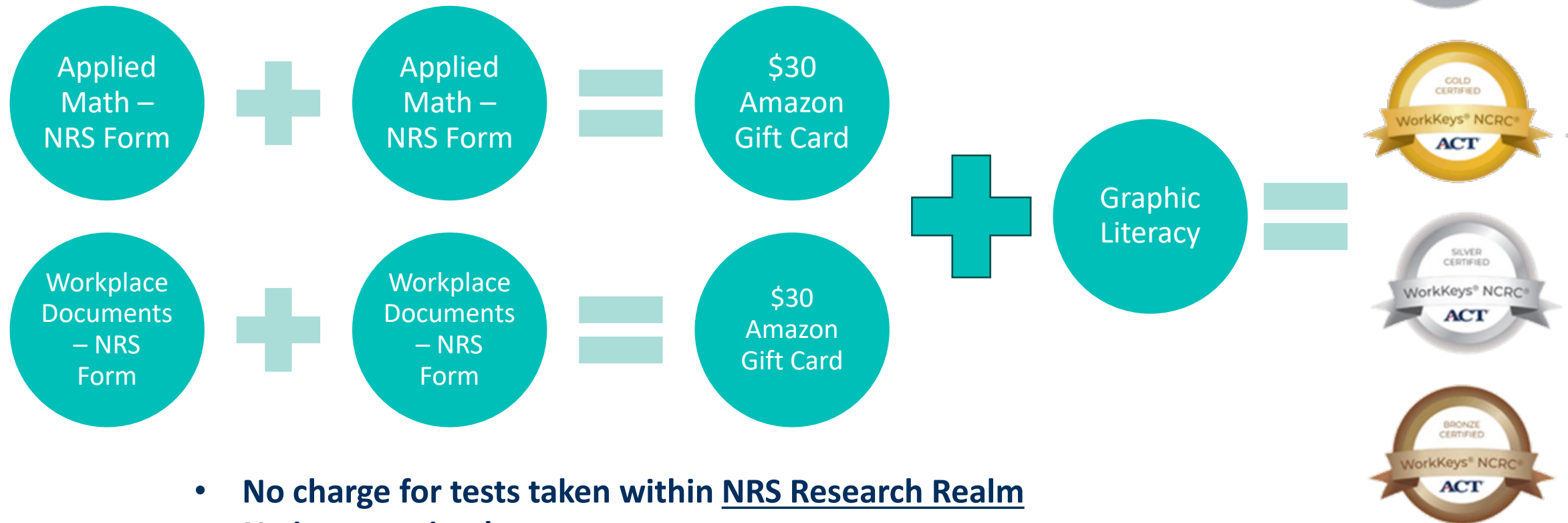
Participant Benefits 1

- Receive a \$30 Amazon gift card for each set of **approved** WorkKeys assessments completed (either WorkKeys Applied Math or Workplace Documents)
- Earn a \$60 Amazon gift card for completing two approved NRS forms of **both** WorkKeys Applied Math and Workplace Documents
- After completing two NRS forms of **BOTH** WorkKeys Applied Math and Workplace Documents, take the WorkKeys Graphic Literacy assessment for **FREE**, with the opportunity to earn an ACT National Career Readiness Certificate (NCRC)

Program Benefits 1

- No fees for assessments or National Career Readiness Certificates IF the assessments are administered in the NRS research study realm
- Free access to the WorkKeys Occupational Profiles website, which has 21 Industry Career Readiness Guides and other skill-based career navigation resources
- Representation of all 1,016 O*NET occupations identified by the U.S. Department of Labor

WorkKeys NRS Research Study

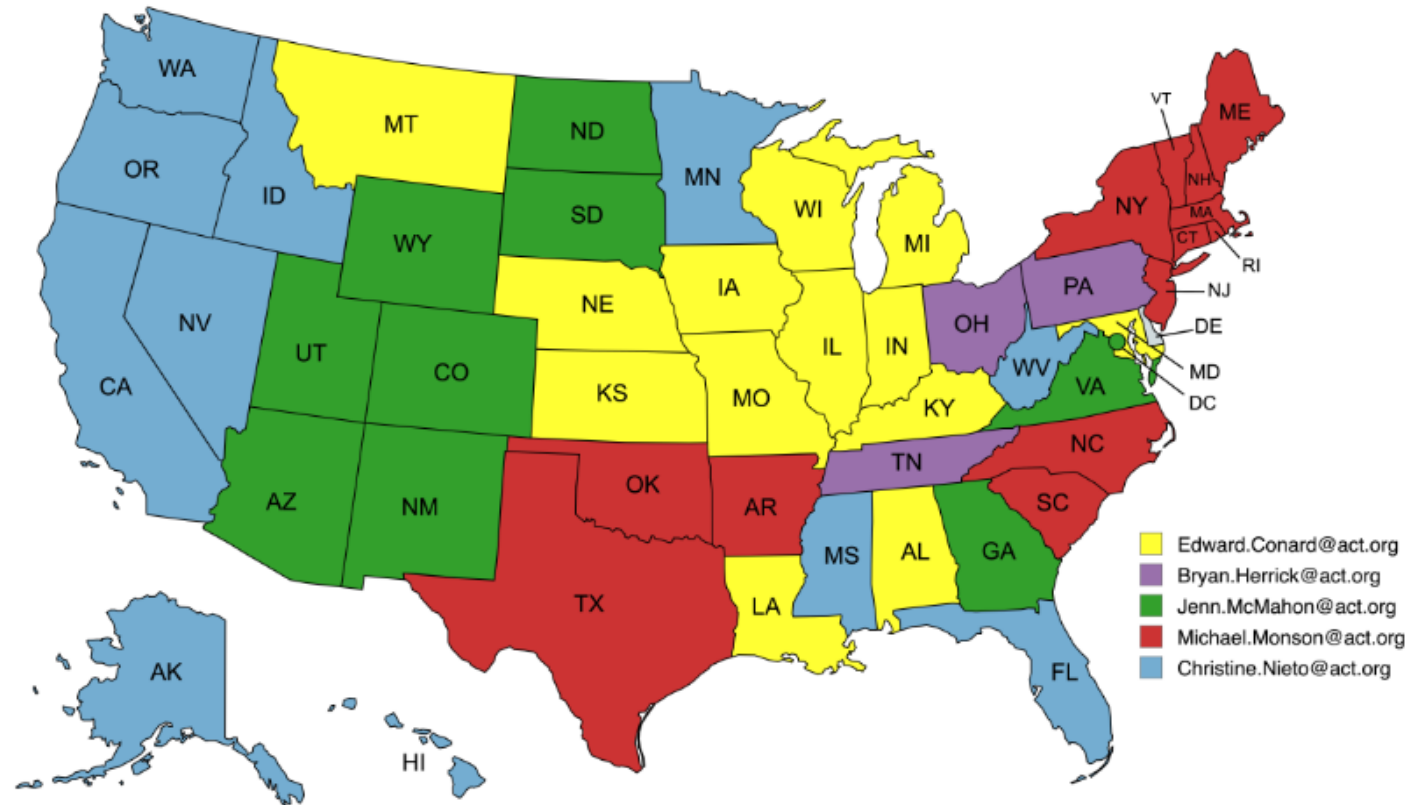


- No charge for tests taken within NRS Research Realm
- No intervention between tests
- Take the second form either immediately after completing the first form, or up to a week later – no instruction has occurred between administrations

With minimum score of 3 on each NCRC assessment

To get started or ask questions

- Send an email to: Workforce.act-survey@act.org
- Contact your WorkKeys Account Executive



Created with mapchart.net

Email the completed form to workforce.act-survey@act.org

Please provide the following information to assist us in planning the study:

Site Code/Realm #		
Name of Study Coordinator/Title:		
Estimated Number of Participants:		
Institution/School:		
Telephone:		
Email Address:		

By agreeing to participate in this NRS Study ("Study"), an authorized representative of your institution ("Institution") is agreeing to the following terms and conditions:

1. Institution will administer WorkKeys assessments to ACT-selected examinees in accordance with ACT's instructions for administration including testing window, technical specifications, test forms, testing realm, and other reasonable requirements.
2. Designated assessments administered pursuant to the Study will be administered within a testing realm provided by ACT and specific to the Study (the "Study Testing Realm"). No fee will be charged by ACT to Institution or examinees for assessments administered within the Study Testing Realm.
3. Institution acknowledges that the Study, results of the Study, and any other Study-related materials or information provided to Institution by ACT are confidential and/or proprietary information of ACT and are subject to Institution's confidentiality obligations related to the administration of WorkKeys assessments.

Thank you for participating in our WorkKeys Study!

An Amazon e-gift card will be emailed to you at the email address provided below after your successful participation in this study; please provide the information below to acknowledge and facilitate receipt of your gift card and allow up to 3 weeks.

Note: Study participants will receive a \$30.00 Amazon gift card for each set of assessments administered (i.e., two NRS approved forms of Applied Math or two NRS approved forms of Workplace Documents). Study participants who complete two forms of both WorkKeys Applied Math and WorkKeys Documents will receive a \$60 Amazon gift card.

Participant First Name	
Participant Last Name	
Participant Email Address	
Gift Card Amount	
Participant Signature	
Date	

Note. Participant First Name, Last Name, and Email address are required for processing of gift card payment. ACT requires a good faith effort from test-takers on all assessments. ACT reserves the right to withhold payment in the event of Participant's violation of the Terms and Conditions: Testing Rules and Policies for the ACT® WorkKeys® Test or extreme differences in scores between the two test-taking sessions, for example, in the event a test-taker gets an extremely high score in the morning and a very low score in the afternoon. There is no penalty for scoring poorly on the assessments. ACT is merely looking for consistent effort across all assessments.

Resources

[ACT webpage for NRS](#)

[NRS Quick Start Guide](#)

[NRS Test Coordinator Training](#)

[NRS Proctor Training](#)

[WorkKeys Skills-Based Career Navigation Toolkit](#)

Thank you!