

What questions might a parent ask?

1. How does the material my child learns in the class relate to what is covered on tests?
2. In what other ways does the school—and my child's teacher—measure how well my child is learning?
3. How much time does my child spend taking tests during the school year?
4. Does my child's performance on state-required achievement tests match his performance in the classroom?
5. How does the school—and my child's teacher—use tests results?

Why is WorkKeys important to high school students?

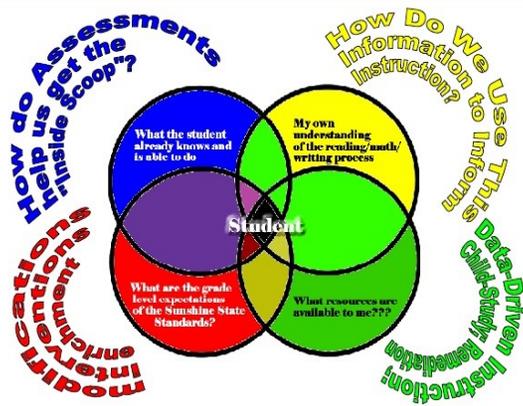
WorkKeys provides important information no matter what type of skilled or professional career a student plans to pursue after high school.

Studies show that occupations requiring higher skills in math, locating information, and reading pay higher entry-level salaries.

In fact, skill levels show a stronger correlation to pay than education levels do.

By increasing their skill levels while they are still in school, students increase their opportunities for higher salaries in the future.

The ABCs of Assessment



Frequently Asked Questions About WorkKeys

- **Why should parents and students care about these tests?**

All students enter the workforce eventually—whether they get a job right out of high school, work part-time while continuing their education, or go to college first.

WorkKeys stresses skills development important for every type of employment. In fact, the fastest growing segments of the WorkKeys job analyses are being done for professional, technical, and managerial jobs that require at least a four-year college degree.

The abilities to learn, listen, communicate, work in teams, and solve problems—all areas addressed by WorkKeys—are important assets for any employee, regardless of career choice. They are also extremely important in today's colleges.

- **What are the tests like?**

WorkKeys measures eight workplace skills:

Applied Mathematics	Applied Technology
Listening	Locating Information
Observation	Reading for Information
Teamwork	Writing

WorkKeys questions feature everyday workplace problems. In each case, the basic skills needed to answer the questions are the same as those needed to perform actual job tasks, such as solving a legal question, setting up a computer, or scheduling employee vacations.

Each test measures a range of skill levels, from the lowest level for which employers are willing to test up to the point at which specialized training is needed.

WorkKeys tests may use traditional paper-and-pencil testing, audiotapes, videotapes, or web-based testing.

- **What happens to the test results?**

At most schools, students and their counselors are the only ones to receive individual score reports.

Students can use their results to identify jobs for which they are qualified and to improve areas where their skills are weak.

Schools can use the information—along with input from employers—to ensure that the curriculum provides adequate work skills training to meet the needs of businesses.

Employers may request—with a student's permission—scores for recruiting, selection, and training.

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MPS Understanding Your ACT WorkKeys Results and Parent's Guide



**MONTGOMERY
 PUBLIC SCHOOLS**

ENGAGE, EDUCATE, INSPIRE

What is ACT WorkKeys?

WorkKeys is a job skills assessment system developed by ACT that measures the degree to which the student has developed important “real-world” skills. These employer-identified skills are applicable to any occupation and are critical to job success.

WorkKeys scores are also a significant predictor of success in postsecondary education/training programs. The student’s abilities are assessed in three areas: Applied Mathematics, Locating Information, and Reading for Information. Performance in these areas is measured against an established scale or standard of which successful completion can lead to earning one of the four National Career Readiness Certificates: Platinum, Gold, Silver or Bronze.

	BRONZE	SILVER	GOLD	PLATINUM
Certificates are awarded by achieving a minimum	Level 3 score on all assessments.	Level 4 score on all assessments	Level 5 score on all assessments	Level 6 score on all assessments
Skill levels demonstrate ability for	16% of jobs*	67% of jobs*	93% of jobs*	99% of jobs*
Sample Occupation Correlation	<ul style="list-style-type: none"> • Auto Body Repair Technician • Veterinary Assistant • Janitorial Supervisor • Drywall Installer • Pharmacy Aid 	<ul style="list-style-type: none"> • Administrative Manager • Head Cook • Medical Assistant • Engineering Technician • Machinist 	<ul style="list-style-type: none"> • School Counselor • Pharmacy Technician • Semi-Conductor Processor • Business Executive • Electrician 	<ul style="list-style-type: none"> • Accountant • Technical Writer • Sales Manager • Registered Nurse Manager • Elevator Installer and Repairer

*Approximate percentage based on jobs in the WorkKeys® occupational profile database.

CERTIFICATE LEVEL	PERCENTAGE OF QUALIFIED JOBS IN WORKKEYS DATABASE
Platinum	Examinee has necessary foundational skills for 99% of the jobs
Gold	Examinee has necessary foundational skills for 93% of the jobs
Silver	Examinee has necessary foundational skills for 67% of the jobs
Bronze	Examinee has necessary foundational skills for 16% of the jobs



The certificate is only one of many selection criteria employers use when hiring and promoting and is not a substitute for meeting other job requirements.

CERTIFICATE LEVEL SCORES

CERTIFICATE LEVEL	LEVEL SCORE REQUIREMENTS
Platinum	Minimum score of 6 on each of the three areas
Gold	Minimum score of 5 on each of the three areas
Silver	Minimum score of 4 on each of the three areas
Bronze	Minimum score of 3 on each of the three areas

Scores Scale Scores and Level

Applied Mathematics
Scale Score Range: 65 - 90
Level Score Range: <3 to 7

Locating Information
Scale Score Range: 65 - 90
Level Score Range: <3 to 6

Reading for Information
Scale Score Range: 65 - 90
Level Score Range: <3 to 7

National Career Readiness Certificate

Based on a student’s scores on three tests: Applied Mathematics, Locating Information, and Reading for Information, an individual can earn an ACT National Certificate (NCRC



Career Readiness). This certificate level is concrete evidence that the student has the foundational workplace skills needed to succeed in a certain percentage of the jobs profiled by WorkKeys. Evidence of this certificate is being requested and required by employers.

WorkKeys Basic Facts

- Test questions are based on everyday situations in the work world.
- Certificate level awarded is determined by the lowest level score achieved on each of the three assessments.

⇒ **Applied Mathematics** requires the examinee to set up and solve the types of problems and do the types of calculations that occur in the workplace. The test is designed to be taken with a calculator.

⇒ **Locating Information** asks the examinee to find information in a graphic or to insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.

⇒ **Reading for Information** measures the skills people use when they read and use written text in order to do a job.

- Scores are reported as a Level Score and a Scale Score for each assessment.