

# WorkKeys Assessments

## Benefits

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

- **Relevant**—WorkKeys® assessments are developed to solve actual workplace problems. Unlike other assessments, they don't simply give an indication of reading and writing competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.
- **Recognized**—Successful completion of WorkKeys core assessments can lead to earning an ACT WorkKeys® National Career Readiness Certificate™ (ACT WorkKeys NCRC®)—a credential that verifies the skills found to be most essential across industries and occupations. Tens of thousands of employers recognize the value of the NCRC, and many recommend the credential to candidates.

Each assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. The complexity increases as the quantity and/or density of the information increases.

Assessments are web-based and most take one hour. They are offered in both English and Spanish.

## National Career Readiness Certificate

Individuals who successfully complete the three WorkKeys assessments—[Applied Math](#), [Graphic Literacy](#), and [Workplace Documents](#)—earn the WorkKeys National Career Readiness Certificate® (WorkKeysNCRC®), a valuable credential for students and job seekers seeking to verify foundational workplace skills. ACT WorkKeys also offers additional assessments to measure interests, values, and behaviors that can lead to greater job satisfaction.

[Learn More about the NCRC](#)

[Verify a Certificate](#)

# Assessments

## Applied Math

*Required for the NCRC*

The Applied Math assessment measures critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today's workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through. Get more information:

[Applied Math](#)

## Graphic Literacy

*Required for the NCRC*

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures the skill needed to locate, synthesize, and use information from workplace graphics. Get more information:

[Graphic Literacy](#)

## Workplace Documents

*Required for the NCRC*

Employees need to be able to understand written text to do a job. The Workplace Documents assessment measures the skills people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job. Get more information:

[Workplace Documents](#)

## Applied Technology

The Applied Technology assessment measures basic principles and skills in four areas of technology: electricity, mechanics, fluid dynamics, and thermodynamics. Get more information:

[Applied Technology](#)

# Business Writing

The Business Writing assessment measures the skill used when writing an original response to a work-related situation. Get more information:

[Business Writing](#)

# Workplace Observation

The Workplace Observation assessment measures skills in observing, following, understanding, and evaluating processes, demonstrations, and other workplace procedures. Get more information:

[Workplace Observation](#)

# Fit

It's a simple truth: people tend to seek occupations with characteristics that match their personal preferences. The Fit assessment measures an individual's interests and values and matches them to the work environment. Get more information:

[Fit](#)

# Talent

The Talent assessment helps employers find and develop employees by measuring work-related attitudes and behaviors. Get more information:

[Talent](#)

# Administration

ACT administers and scores millions of tests each year with the highest levels of integrity and accuracy. Being a test administrator for WorkKeys® requires that you have an active understanding of our testing policies and procedures.

WorkKeys assessments are considered high stakes, so all members of the testing staff are required to complete a training program in preparation for test center operations.

[Admin Resources](#)

[Training](#)

[Tech Requirements](#)

# Scores

To learn more about the types of scores and score reports available, select the Understanding Scores button below.

[Understanding Scores](#)

# Preparation

Learn more about the WorkKeys Curriculum and other preparation options to help individuals improve their scores.

[WorkKeys Curriculum](#) →

[More Preparation Options](#) →

# Validity Evidence Report

ACT is committed to ensuring that the three WorkKeys assessments measure relevant cognitive skills and help to identify applicants who have the skills needed to acquire job-related skills and meet the needs of employers.

 [Validity Evidence Report \(PDF\)](#)



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