

# **WorkKeys** Registration Information

North Valley Career-Tech Center

**Testing dates are as follows:**

**Grafton High School, December 19, 2022, 8:30 AM – noon**

**Park River Area School, TBA**

**By arrangement for re-tests.**

- Call North Valley Career-Tech Center (701) 352-3705, e-mail [lori.zahradka@k12.nd.us](mailto:lori.zahradka@k12.nd.us), or stop by the office to be added to the list of registrants.
- Bring a Photo ID on test day.
- The cost is \$45 for three tests
  - Applied Math
  - Workplace Documents
  - Graphic Literacy
    - Please bring payment with you on test day. Make check payable to NVCTC.
    - Note: For 2022-2023, Grafton Public Schools will pay for the cost of the WorkKeys tests for their students.
- For the ND Scholarship, a student needs to receive at least a 5 on each of the three tests. Tests are scored immediately following completion. If a student does not receive a 5 on a particular test, the student may schedule to re-test on another day (\$15 per test).
- If a student should need to re-test, the limit is two tries on the same test during a 30 day time frame. (Don't wait until May to begin testing!)
- Testers should give one copy of the score results to your principal or counselor and keep one copy for yourself. You may need to show scores when applying for a job at some point in your future.
- Bring a calculator that meets ACT standards for the Applied Math test. A current calculator policy is posted at <http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf>
- Do not bring:
  - food or drink
- cell phones, or other electronic devices.
- Registration at the WorkKeys site takes about 15 minutes. Each of the three tests takes 55 minutes.
- We encourage students to take free practice tests at: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>. Click on Select a Practice Test.