

ACT WorkKeys Assessment



WorkKeys is a job skills assessment system measuring "real world" skills employers believe are critical to job success. These skills are valuable for any occupation - skilled or professional - and at any level of education. Joliet Junior College is your site to attain the National Career Readiness Certificate Issued by ACT.

The WorkKeys assessment system is also often used by employers and organizations to assess prospective or current employees in many workforce skills areas. If you are representing an organization that is interested in using WorkKeys please contact us for more information.

To learn more about these assessments, please read through the information below.

ACT WorkKeys Preparation

The CareerReady 101/KeyTrain® training system is offered by Workforce Development and sharpens workplace skills of students and employees. It is an online program that is done at your own pace and can help you prepare for the WorkKeys® Assessment or assist in increasing your scores. For more information on CareerReady101/KeyTrain please contact Lynn Svetlecich at (815) 280-1526 or lsvetlec@jjc.edu.

Assessment Locations

WorkKeys assessment is available at City Center Campus, Main Campus, and the Morris Education Center. To register to take the WorkKeys® test in Will County, please call (815) 280-1526 or in Grundy County please call (815) 280-6822.

Calculator Usage

ACT permits examinees to use a calculator on the *Applied Mathematics* assessment but not on any of the other assessments. Use of a calculator is optional. The calculator on the computer may **NOT** be used during testing. Any four-function, scientific, or graphic calculators may be used, unless it is specifically prohibited as described below.

Special Accommodations

Examinees with documented physical or mental disabilities who cannot complete the WorkKeys assessments under standard conditions or using standard materials may, at the discretion of the test supervisor and following his or her review of disability documentation, may be tested under special conditions and/ or use special testing materials available from ACT.

Accommodations for paper and pencil testing authorized by the test supervisor, following ACT guidelines and with proper documentation, may include:

- the use of special testing materials provided by ACT, such as:
 - large-print test booklets
 - large-print answer documents
 - captioned videotapes
 - Braille versions of the assessments
 - reader scripts
- the use of a sign-language interpreter to sign test items and response choices in Exact English Signing (usually by signing from a regular-print test booklet)
- assistance in recording responses (may include a large-print answer document)
- the use of word-to-word foreign language dictionaries
- testing under extended testing time

The use of testing aids, translation of test items, or interpretation of test items by means other than those provided by ACT is not considered an acceptable accommodation. Examples of accommodations that are not acceptable include providing translation or interpretation of test items, using electronic screen readers, allowing the use of dictionaries with word definitions, or allowing the use of manipulatives or arithmetic tables.

Steps to Take the Assessment(s)

1. Schedule an assessment appointment through Workforce Development by calling (815) 280-1526 in Will County or (815) 280-6822 in Grundy County. Specify whether you need a testing accommodation. Also specify your preferred testing location.
2. If you need a testing accommodation and you are a JJC student currently taking courses, StAR will provide this assistance. If you need a testing accommodation and you are not a JJC student currently taking courses, Workforce Development will provide this assistance.
3. Plan to arrive at your testing center 5-10 minutes before your scheduled test time.
4. Once you complete testing, you will receive an [WorkKeys Interpretation Guide](#) with next steps.
 - If you are taking this test as part of an employment application process, please adhere to the directions provided by your potential/ current employer. Retesting and preparation options are determined by your employer's recommendations or guidelines.
 - If you are taking this test as a community member and not as part of an employment application process, please follow up with Workforce Development at 815-280-1526 with any questions.
 - If you are taking this assessment as a JJC student currently enrolled in classes and not part of an employment application process, **you also have free access to Joliet Junior College career counseling.** Please follow up with Career Services by (1) calling 815-280-2756, (2) emailing careers@jjc.edu, or (3) visiting the Career Services Center at Main Campus in A-

1175. [Click here to view their website and learn about other services including Career Exploration and Job Search Assistance.](#)

For a list of local area companies that recommend and support the National Career Readiness Certificate click [here](#). Individuals required to take the WorkKeys® assessment as a part of a job application, contact Lynn Svetlecich at (815) 280-1526 or lsvetlec@jjc.edu in Will County or Griselda Martinez at (815) 280-6822 or gmartine@jjc.edu in Grundy County.



National Career Readiness Certificate

Joliet Junior College Workforce Development is offering the National Career Readiness Certificate (NCRC). The National Career Readiness Certificate provides existing and potential job candidates with a credential that proves their skill level to enhance employability. This certification allows employers a more efficient way to assess work skills.

The certificate is designed to complement other traditional credentials, such as a high school diploma or community college degree, and confirms the person's competence in specific workplace skills in Applied Mathematics, Reading for Information, and Locating Information. Employers use the certificate, along with other education and background information, to make employment and training decisions. Higher scores indicate an individual's readiness for a greater range of jobs.

The National Career Readiness Certificate uses test results from assessments to award certificates in three categories:

- Bronze Level signifies an individual has scored at least a level 3 in each of the three core areas (Reading for Information, Applied Mathematics, and Locating Information) and has the necessary skills for 35 percent of the jobs in the WorkKeys® database.
- Silver Level signifies an individual has scored at least a level 4 in each of the three core areas and has the necessary skills for 65 percent of the jobs in the WorkKeys® database.
- Gold Level signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs in the WorkKeys® database.
- Platinum Level indicates a worker has scored at least a Level 6 on each of the three assessments and has the necessary skills for 99 percent of the jobs in the database.

For a list of local area companies that recommend and support the National Career Readiness Certificate click [here](#) and then choose the County you are interested in at the top. If you are an employer and interested in supporting the National Career Readiness certificate, [please fill out this letter of commitment](#) for questions, please contact Jami Trybom at jtrybom@jjc.edu or (815) 280-1303. For more information please contact Lynn Svetlecich at (815) 280-1526 or lsvetlec@jjc.edu in Will County or Griselda Martinez at (815) 280-6822 or gmartine@jjc.edu in Grundy County.

Employer List

For a list of local area companies that recommend and support the National Career Readiness Certificate click [here](#) and click on which County you are interested in. If you are an employer and interested in supporting the National Career Readiness certificate, [please fill out this letter of commitment](#) and for more information you can contact Jami Trybom at jtrybom@jic.edu or (815) 280-1303.

CareerReady101/KeyTrain

The CareerReady101/KeyTrain® training system is offered by Workforce Development and sharpens workplace skills of students and employees. It is an online program that is done at your own pace and can help you prepare for the WorkKeys® Assessment or assist in increasing your scores. For more information on CareerReady101/KeyTrain please contact Lynn Svetlecich at (815) 280-1526 or lsvetlec@jic.edu.

Paraprofessionals (Teacher's Assistant)

WorkKeys® Proficiency Certificate for Teacher Assistants for paraprofessional certification to fulfill the Illinois State Board of Education and federal "No Child Left Behind" requirements. The three WorkKeys® Assessments that are required for the Paraprofessional certificate are: Reading for Information; Applied Mathematics; and Business Writing.

The following scores are required on the tests:

- Reading for Information - 4, measures the skill individuals use then they read and use written text in order to do a job.
- Applied Mathematics - 4, measure the skill individuals use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems.
- Business Writing - 3, measure the skill individuals use when they write an original response to a work-related situation.

Individuals looking for more information on the Paraprofessional Certificate can visit <http://www.isbe.net/licensure/html/paraprofessional.htm> or contact Lynn Svetlecich at (815) 280-1526 or lsvetlec@jic.edu in Will County or Griselda Martinez at (815) 280-6822 or gmartine@jic.edu in Grundy County