

## WorkKeys® Examinee:

The cost of WorkKeys®\* is \$17 per assessment. Business Writing is \$25 per assessment. All assessments must be prepaid and *there are no refunds*. You must schedule an assessment date (see contact information on back of this form).

*Please allow at least one hour per assessment.*

You must present this WorkKeys Assessment Ticket, a photo ID, and your receipt at the time of the assessment.

You may bring a calculator when taking the Applied Math assessment.

It is your responsibility to print assessment results and submit to college personnel for enrollment prerequisite requirements or to an employer for employment consideration.

## WorkKeys® Assessments

	Workplace Documents*	Graphic Literacy*	Applied Math*	Business Writing	Minimum Level Required
Phlebotomy	√				Level 4
Pharmacy Technician			√		Level 3
Medical Assisting	√		√		Level 4 Workplace Documents & Level 3 Applied Math
Nurse Aide 1	√				Level 5
Real Estate	√		√		Level 3
Teacher Assistant Moore County Schools	√		√	√	Level 4 WP Documents & Applied Math Level 3 Business Writing
Career Readiness Certificate	√	√	√		Level 3

**The National Career Readiness Certificate (NCRC)** is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success. The WorkKeys® assessment system is used to determine those skill levels. Depending on the scores, you will receive one of these certificates:

**Bronze** - awarded to those who score at or above a level 3 in each of the first three assessments.

**Silver** - awarded to those who score at or above a level 4 in each of the first three assessments.

**Gold** - awarded to those who score at or above a level 5 in each of the first three assessments.

**Platinum** - awarded to those who score at or above a level 6 in each of the first three assessments.

Examinees may earn a **Career Readiness Certificate** by taking the first three WorkKeys® assessments and scoring at least a level three on each assessment.

**Workplace Documents** –Employees must be able to understand written text to do a job. This assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations.

**Graphic Literacy** –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. This assessment measures skills that individuals use when they read and comprehend graphical materials such as tables, forms, flowcharts, maps, and instrument gauges to solve work-related problems.

**Applied Math** –Measures critical thinking, mathematical reasoning, and problem solving techniques from basic addition, subtraction, multiplication and division to multiple math functions like calculating percentage discounts and markups based on 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.

**Business Writing** –Measures the skill used when writing an original response to a work-related situation. Components include sentence structure, mechanics, grammar, word usage, tone and word choice, organization and focus, and development of ideas.

## WorkKeys® Assessments

Sandhills Community College Main Campus

3395 Airport Road Pinehurst, NC 28374

**STEP ONE:** Pay for assessment(s). *There are no refunds.*

Please call the **Workforce Continuing Education (WCE) Office at 910.695.3980** (credit card required) or come to the WCE office on the first floor of Van Dusen Hall to pay with cash, check, or money order and to receive your assessment ticket.

**WCE Office Hours: Fall & Spring:** Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 4 p.m.

**Summer:**

Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 12 p.m.

**STEP TWO:** Schedule your assessment date.

### WorkKeys® Administrator Contact Information for Main Campus

Judy Hines, Director of Learning Resources Computer Lab

[hinesj@sandhills.edu](mailto:hinesj@sandhills.edu)

910.695.3890

**STEP THREE:** Arrive promptly at assessment site. **Present Photo ID, receipt, and Assessment Ticket** to Administrator. Complete assessment(s), and print results.

**Assessment Site: Boyd Library – Learning Resource Computer Lab – Room 102**

**Assessment Hours: Fall & Spring:** Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 2 p.m.

**Summer:**

Monday – Thursday 8 a.m. – 8:30 p.m.

Friday 8 a.m. – 1 p.m.

Please call the Learning Resources Computer Lab at 910.695.3833 for hours changes due to holidays and school breaks.

Sandhills Community College Hoke Center

1110 E. Central Avenue Raeford, NC 28376

**STEP ONE:** Pay for assessment(s). *There are no refunds.*

Please call the **Hoke Campus at 910.875.8589** (credit card required) or come to Upchurch Hall to pay with cash, check, or money order, to receive your assessment ticket.

**Office Hours: Fall & Spring:** Monday – Thursday 8 a.m. – 5 p.m.

**Summer:**

Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 12 p.m.

**STEP TWO:** Schedule your assessment date. Please call **the Hoke Center at 910.875.8589** to schedule your assessment date.

**STEP THREE:** Arrive promptly at assessment site. **Present Photo ID, receipt, and Assessment Ticket** to Administrator. Complete assessment(s), and print results.

**Assessment Site: SCC Hoke Center – Upchurch Hall**

### WorkKeys® Coordinator Contact Information

Jenny Troyer

[troyerj@sandhills.edu](mailto:troyerj@sandhills.edu)

910.695.3926

Please contact ACT WorkKeys Customer Service at 800.967.5539 to retrieve WorkKeys scores.