



## Assessments for Prospective Nursing Students

### Frequently Asked Questions

#### 1. What assessments will I need to take?

As a prospective nursing student, you will be tested on your skills in math, reading for information, and locating information. The Wayne County Schools Career Center offers regularly scheduled testing dates for these WorkKeys Assessments. WorkKeys, developed by ACT, Inc., is a job ready assessment system measuring real-world skills.

The three WorkKeys Assessments are multiple choice, timed for 45 minutes each, and include:

**Applied Mathematics**, which measures the skills people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions in story-problem format require the individual to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

**Locating Information**, which measures the skills people use when they work with workplace graphics, such as charts, diagrams, forms and blueprints. Individuals are asked to find information in a graphic or insert information into a graphic. They must also compare, summarize and analyze information found in related graphics.

**Reading for Information**, which measures the comprehension skills people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies and regulations.

#### 2. How can I prepare for the tests?

The best way to get started is to go to the [WorkKeys](#) website to learn about the test - even take a practice test (\$5 for each section). The minimum scores that are needed to pass for the Nursing program are a Level 5 in Reading and Math, and a Level 4 in Locating Information. On any practice materials related to WorkKeys, it's advised that you work up to one level above what you need to score, i.e. a Level 6 in reading and math, and a Level 5 in locating information. If you are having difficulty on the practice tests in meeting these scores, you can go to ABLE.

The Adult Basic and Literacy Education ([ABLE](#)), located in the Central Christian Church in Wooster, offers the WIN program for our applicants. WIN uses computer programs and other study techniques that have been proven to increase scores. This is a free service. ABLE can be reached at 330-988-1007.

Finally, most public libraries have the materials that are used to prepare for the General Educational Development ([GED](#)) exam. These may be helpful for home study and a general review but are not directly related to the WorkKeys tests.

#### 3. What do I need to know to be able to pass each "Level"?

To enter the nursing program, on the assessments, you need to achieve a minimum score of Level 5 on Reading and Math and a Level 4 on Locating. Click on the link below for descriptions of each level and what you need to be able to do to achieve that level: (However, note that if you are using the WIN program, it's advised that you work through the levels above the minimum requirement)



## The Applied Mathematics Test:

### Applied Mathematics Level 3

- Solve problems that require a single type of mathematical operation. They add or subtract either positive or negative numbers (such as 10 or  $-2$ ). They multiply or divide using only positive numbers (such as 10).
- Change numbers from one form to another. For this they use whole numbers (such as 10), fractions (such as  $\frac{1}{2}$ ), decimals (such as 0.75) or percentages (such as 12%). For example, they can convert  $\frac{4}{5}$  to 80%.
- Convert simple money and time units (for example, hours to minutes and vice versa).

### Applied Mathematics Level 4

- Solve problems that require one or two operations. They may add, subtract, or multiply using several positive or negative numbers (such as 10 or  $-2$ ), and they may divide positive numbers (such as 10).
- Figure out averages (such as  $10+11+12\div 3$ ), simple ratios (such as  $\frac{3}{4}$ ), simple proportions (such as 10/100 cases), or rates (such as 10 MPH). For this they use whole numbers and decimals.
- Add commonly known fractions, decimals, or percentages (such as  $\frac{1}{2}$ , .75, or 25%).
- Add three fractions that share a common denominator (such as  $\frac{1}{8} + \frac{3}{8} + \frac{7}{8}$ ).
- Multiply a mixed number (such as  $12\frac{1}{4}$ ) by a whole number or decimal.
- Put the information in the right order before they perform calculations.

### Applied Mathematics Level 5

- Decide what information, calculations, or unit conversions to use to find the answer to a problem.
- Look up a formula and change from one unit to another in a single step within a system of measurement (for example, converting from ounces to pounds).
- Look up a formula and change from one unit to another in a single step between systems of measurement (for example, converting from centimeters to inches).
- Calculate using mixed units such as adding 3.5 hours and 4 hours, 30 minutes.
- Divide negative numbers (such as  $-10$ ).
- Identify the best deal by doing one- and two-step calculations and then comparing the results to determine the solution that meets the stated conditions.
- Calculate perimeters and areas of basic shapes like rectangles and circles.
- Calculate percent discounts or markups.

## The Locating Information Test:

### Locating Information Level 3

- Find one or two pieces of information in a graphic.
- Fill in one or two pieces of information that are missing from a graphic (for example, they might fill in a bill number on a form).

### Locating Information Level 4

- Find several pieces of information in one or more graphics.
- Understand how graphics are related to each other (for example, they might use a parts table and shipping ticket together).
- Summarize information from one or more straightforward graphics (for example, they



might find how many oak trees in an inventory table are taller than four feet).

- Identify trends shown in one or more straightforward graphics (for example, they might use a line graph to find how sales of a product change from one month to another).
- Compare information and trends shown in one or more straightforward graphics.

### **Locating Information Level 5**

- Sort through distracting information (that is, information in a graphic that may not be useful for the current task).
- Look up a formula and change from one unit to another in a single step within a system of measurement (for example, converting from ounces to pounds).
- Summarize information from one of more detailed graphics (for example, they might find the maple trees in an inventory table that are taller than four feet, are less than \$50, and are in the sales region).
- Identify trends shown in one or more detailed or complicated graphics (for example, they might use a detailed line graph to find how sales of five separate products changed from March to July).
- Compare information and trends from one or more complicated graphics.
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### **The Reading for Information Test:**

#### **Reading for Information Level 3**

- Pick out the main information and clearly stated details.
- Choose the correct meaning of a word when the word is clearly defined in the reading.
- Choose the correct meaning of common, everyday and workplace words (such as office, employee, timecard).
- Choose when to perform each step in a short series of steps.
- Apply instructions to a situation that is the same as the one they are reading about (such as knowing what button to push first after reading instructions on how to run a copy machine).

#### **Reading for Information Level 4**

- Identify important details that may not be clearly stated.
- Use the reading material to figure out the meaning of words that are not defined for them.
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials.
- Choose what to do when changing conditions call for different actions. For example, they can follow directions that include “if-then” statements.

#### **Reading for Information Level 5**

- Figure out the correct meaning of a word based on how the word is used.
- Identify the correct meaning of an acronym that is defined in the document.
- Identify the meaning of a technical term or jargon that is defined in the document.
- Apply technical terms and jargon and relate them to stated situations.
- Apply straightforward instructions to a new situation that is similar to the one described in the material.
- Apply complex instructions that include conditionals to situations described in the materials.



#### **4. How do I register for testing?**

You must first request an application from the Nursing Office by calling 330-669-7030. Complete the application and submit the application, along with your fee. The Nursing Office will then send you a letter assigning you to a test date and time.

#### **5. What if I don't pass?**

Any passing score remains valid for one year. You only need to retake a test you failed. We encourage you to contact ABLE at 330-988-1007 for remediation help before retesting. Tell them you want to study the WIN program for the nursing exam. It typically takes about 20 hours of studying on WIN and other materials before you will have the skills to move on to a higher level so leave yourself plenty of time to complete remediation.

When you are ready for retesting, call the Nursing Office to register.

**If you should have any further questions call the Nursing Office at 330-669-7030.**