



## **Prospective Student Assessments for Office, Industrial, and Medical Assisting Programs**

All students will take the **WorkKeys®**: Locating Information and Applied Mathematics tests. In addition, depending on the program of study, other tests may be administered that assess other prerequisite skills necessary for success.

To register for a test, call the Adult Education Office at (330) 669 - 7070 to schedule an Information Session. After the Information Session, you will be scheduled for your assessments. Assessment sessions take approximately three hours.

You will receive test results by letter in approximately two weeks.

### **Workkeys Retesting Policy**

The Adult Education Retesting Policy is:

- Before WorkKeys or Wonderlic retesting, applicants are highly encouraged to attend Applied Academics at either the Career Center or the Central Christian Church. It is rare to be able to pass a retest without some kind of remediation. There is no charge for this program. If you attend Applied Academics sessions, then you may retest for free at the recommendation of your instructor.
- You need to only retake the test(s) that were not passed. Please call our office at (330) 669-7070 to schedule a retest session when you have completed remediation.
- If a second retest is needed, you may schedule a testing session 3 months following the first retest – you must obtain permission to retest from the Applied Academics instructor.
- Should more retesting be needed, you must wait until one year following the second retest and have the permission of the Applied Academics instructor. At that point, you must retake the entire set of tests at the full cost.
- If you do not wish to attend Applied Academics, you may retest for a fee; however, if you fail to meet the entrance standards, you cannot retest again for three months.

### **Frequently Asked Questions**

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

As a prospective 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.

Depending on your program, you may be taking only the Applied Math and Locating Information Tests. In addition, you will be taking other tests that are geared to your particular program choice. These may include a reasoning test, assembly test, mechanical reasoning test, or a spelling test.

No matter what tests you take, you will need to plan on three hours for your testing session.

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

The best way to get started is to go to the WorkKeys website ([www.act.org/workkeys](http://www.act.org/workkeys)) to learn about the test—even take a practice test (\$4.50 for each section).

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”?**

The levels needed to enter programs varies depending on the program. The level is set based on ACT job profiles which are done with people in the field. Below are 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) You can call the Adult Education Office to find out what level you need to score to be admitted to the program you are interested in.

### **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.
- The Reading for Information Test:

### **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.



## 5. How do I register for testing?

First, attend an information session. Scheduling tests will be done during this time.

## 6. 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. 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 Adult Education Office to register – (330) 669-7070.

## 7. What other tests will I need to take?

Depending on your program, you may need to take other tests, which might include:

**The Tap #1 Assembly Test** - This test consists of one preassembled model and a box of component parts to be used in the assembly of another model. The parts consist of long metal straps, short metal straps, right angles, and nuts and bolts sufficient for assembly. The person is timed from when they start to when they finish, and accuracy is essential because each side of the assembled model must be made to exactly copy the model.

**Wonderlic Personnel Test** – Each form of this test consists of 50 questions and incorporates a wide variety of problem types. For example, the questions include word comparisons, disarranged sentences, direction following, number comparisons, number series, analysis of geometric figures and story problems requiring either math or logic solutions. The test focuses on assessing learning potential. The test is timed for 12 minutes.

**DAT Mechanical Reasoning Test** – This test has 60 questions related to observing differences and physical properties related to mechanical reasoning. This test is timed for 25 minutes.

**Keyboarding** – How you do on this test does not affect your entrance into a program. However, it gives our instructors information as to where to start you on keyboarding instruction. If you do not have experience keyboarding, you may have an opportunity to improve your skills prior to a program start. The keyboarding test is timed for 5 minutes and is scored according to words per minute and accuracy.

If you should have any further questions, please call the Adult Education Office at (330) 669 – 7070.