

Wayne County Schools Career Center Adult Education Prospective Student Assessments for Administrative Office, Manufacturing Technologies, Practical Nursing, Cosmetology, Law enforcement, Nurse Aide, Medical Assisting, Dental Assisting, and the Ohio Adult Diploma Program.

All students will take the WorkKeys®: Graphic Literacy, Applied Math, and Workplace Documents assessments. In addition, depending on the program of study, other assessments are administered assessing prerequisite skills necessary for course success (see chart below). WorkKeys assessments are scored from a 3- 7. Each WCSCC AE program has a WorkKeys score needed for acceptance.

[ACT WorkKeys test descriptions with level explanations](#)

Test Name	Administrative Office Professional (full-time & fast track)	PT Billing & Coding	MA & Dental Assist.	Manufacturing Technologies (full-time & fast track)	PN	COS	LETA	STNA	Adult Diploma
<b>Math</b>	4	4	4	4	5	4	4	3	Combined score of a 14
<b>Graphic Literacy</b>	4	4	4	4	4	4	4	4	
<b>Workplace Documents</b>	4	4	4	4	5	5	5	4	
<b>Spelling</b>	16 correct out of 20		NA	NA	NA	NA	NA	NA	As needed per program requirements
<b>Wonderlic</b>	required		required	NA	NA	NA	required	NA	As needed per program requirements
<b>Keyboarding</b>	20 wpm		20 wpm	NA	NA	NA	NA	NA	As needed per program requirements
<b>Mechanical Reasoning</b>	NA		NA	50	NA	NA	NA	NA	As needed per program requirements
<b>Tap#1</b>	NA		NA	75%	NA	NA	NA	NA	As needed per program requirements

We ask that all prospective students attend a 1 hour Information Session. Please call the Wayne County Schools Career Center (WCSCC) Adult Education Office at (330) 669-7070 to schedule an Information Session. After the Information Session, you can sign up for Prospective Student testing which takes approximately three hours. You will receive test results by letter in one week.

If not all scores are met, candidates only need to retest the specific assessment that requires a higher score. The Wayne County Schools Career Center (WCSCC) offers (free) Applied Academics classes (both day and evening) (at no cost). With (appropriate or regulated) proctored classroom and/or online remediation through ACT Curriculum, the WorkKeys retest will be free-of-charge.

If you do not wish to attend Applied Academics, please note WorkKeys re-tests fees are \$20.00 per assessment and \$10.00 each for Spelling, Mechanical Reasoning and Tap # 1 building and \$15.00 for Wonderlic (OneScore).

Visit ACT WorkKeys for Sample Questions and full-length On-line Practice Test. To take a full-length WorkKeys assessment click on the link below and then "Create Account." Be prepared for an hour long assessment and have a calculator and scratch paper available for the Applied Math assessment

[ACT WorkKeys Online Practice test](#)

You may also utilize the free practice tests available for WorkKeys on:

<https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

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 45 questions related to observing differences and physical properties related to mechanical reasoning. This test is timed for 20 minutes.

Keyboarding (5 min. timed test) – candidates need to type 20 wpm (words per minute). If you do not have experience keyboarding, you may have an opportunity to improve you skills prior to a program start.

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