



ACT WorkKeys Assessments

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Education & Workforce
Development

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WorkKeys Assessments

ACT WorkKeys® measure foundational skills required for success in the workplace, and help measure the workplace skills that can affect job performance. WorkKeys assessments are:

Relevant—WorkKeys® assessments are developed to solve actual workplace problems. Unlike other assessments, they don't simply give an indication of reading and writing competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.

Recognized—Successful completion of WorkKeys core assessments can lead to earning an ACT WorkKeys® National Career Readiness Certificate™ (ACT WorkKeys NCRC®)—a credential that verifies the skills found to be most essential across industries and occupations.

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Who Can Take the WorkKeys Assessments?

All Missouri Job Center customers.

Customers may re-take assessments if they want to improve their scores providing they have utilized the WorkKeys Curriculum which indicates they are likely to meet the desired score.

Accommodations

- Assessments are available in both paper-and-pencil and online versions
- Please refer to ACT's Accessibility Support Guide

For questions regarding test administration, additional materials, report forms, and security of test materials:

Address

ACT WorkKeys Operations

301 ACT Drive

PO Box 168

Iowa City, IA 52243-0168

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CERTIFICATE LEVELS



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National Career Readiness Certificate (NCRC)

New downloadable PDF format

- The pdf of the certificate are available within 24-hours of the three NCRC assessments being submitted, validated, and scored.
- Please note assessments are submitted to ACT on a weekly basis (sweep); usually every Saturday evening
- Certificates are available by the Wednesday following the sweep
- E-mails are sent to the examinee instructing them on how to access their certificate

Examinees are able to pull individual test scores and NCRC scores from their MyWorkKeys account.

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QUESTIONS?

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