



## Exam Registration Process

WorkKeys assessments measure "real world" skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world. ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information. NCRC offers the efficient matching of talent with work—which helps people find great jobs, companies find skilled workers, and our nation's economy grow and prosper.

### To schedule an exam appointment at our site:

1. Candidates **must first schedule** an appointment 72 hours prior to desire date of testing. Please contact the Certification Testing Center at 216-987-4040 to schedule an appointment. The testing center will provide candidate with a **Course Requisition Number (CRN)** after registration.
  - Tests must be scheduled consecutively all in the same day.
  - Once the Test Administer schedules your exam you will receive an email confirmation verifying your exam appointment.
2. Candidates can **purchase** the ACT WorkKeys *Applied Mathematics, Locating Information and Reading for Information* exams by calling **(216) 987-3075 option 1** and provide the **CRN**.
  - Three test vouchers (one for each exam) are combined into one CRN for purchase: **Cost is \$42.00**
  - Retake exam (**Cost is \$14.00 per exam**)
  - Test information:
    - *Applied Mathematics* test is 55 minutes long with 33 questions
    - *Locating Information* test is 55 minutes long with 38 questions
    - *Reading for Information* test is 55 minutes long with 33 question
  - Practice tests for the WorkKeys assessments are offered online at <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation.html>
3. On the day of your exam, you will need a current valid ID with photo (issued by school/city/state/federal government agency). Please bring a receipt of purchase of the test voucher to the testing center. Arrive 10-15 minutes prior to exam appointment for check-in.

*All ACT WorkKeys exams are held at 2415 Woodland Avenue, Room 231, Cleveland, OH 44115. Results are available immediately after the test is finished. Lockers are provided free of charge to store personal belongings.*