



WorkKeys® Information

WorkKeys® testing is offered on Tuesdays 3:00-6:30pm and Thursdays 10:00am-1:30pm or 5:30-9:30pm at our LeSourdsville Campus-101 Jerry Couch Boulevard, Middletown, OH 45044. You **must** register (with \$78 payment) for your WorkKeys® Assessment at least **3 business days** before the test date by calling 513.645.8200 or going online to <https://bctc.axstudent.com/crs/70>.

If registering online, create your profile by clicking on the Register button in the upper right-hand corner. Please put in your date of birth and the class you are interested in. Under Browse Courses, select the ACT WorkKeys Assessment/Testing category. You can use VISA, MasterCard or Discover. If you come by the LeSourdsville Campus you may pay via cash or check, as well. You are allowed one retake on each section and after that, you must pay \$26 for each additional retake. Individual section retakes will need to be scheduled by calling 513.645.8200 or visiting our LeSourdsville Campus.

It is highly recommended you use the WorkKeys® practice tests found on OhioMeansJobs website prior to your testing. If you need additional WorkKeys® preparation help, there are FREE classes through ASPIRE. Call 513-894-0301 or email hamiltoncityaspire@gmail.com to sign-up.

Plan to arrive no later than 10 minutes prior to your testing time. You will not be admitted after the start time. A valid picture ID must be presented before testing. You may bring a basic calculator for the math portion of the test. Test scores are valid for 5 years.

Once you pass the WorkKeys® with the needed scores for your program of interest, you will be given the green enrollment form. This form along with a \$200 deposit is required to reserve your spot in the full-time programs. If you are taking a part-time program like EMT or Clinical Medical Assisting, you will need to pay for the program in full.

Applied Math

At some point, many of us sat in math class and asked ourselves, “When am I going to use this?” We may not have believed it, but the answer in a variety of professions is, “Every day!” The Applied Math assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that actually occur in today’s workplace. While individuals may use calculators and conversion tables to help with the problems on the assessment, math skills are still needed to think them through.

Workplace Documents

Employees need to be able to understand written text to do a job. The Workplace Documents assessment measures the skills people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.

Graphic Literacy

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures the skill needed to locate, synthesize, and use information from workplace graphics.

How the WorkKeys® are Scored

Each section of the assessment contains between 35-38 questions and you have 55 minutes for each section. Each multiple-choice question is rated between a 3 and a 7 and your score is an average of the questions you answer correctly. It is recommended you do not spend too much time on one question. It is better to try and answer all the questions and go back to ones you have difficulty with at the end or take your best guess.

WorkKeys® Scoring Benchmarks

| Program | Applied Math Passing Score | Graphic Literacy Passing Score | Workplace Documents Passing Score |
|-----------------------------------|----------------------------|--------------------------------|-----------------------------------|
| HVAC/R | 4 | 4 | 4 |
| Industrial Maintenance Technology | 4 | 4 | 4 |
| Welding | 4 | 4 | 4 |
| Practical Nursing | 5 | 4 | 5 |
| Clinical Medical Assisting | 4 | 4 | 4 |
| Medical Billing & Coding | 4 | 4 | 4 |
| Basic Peace Officer Academy | 4 | 4 | 4 |
| Emergency Medical Technician | 5 | 4 | 5 |
| Fire Rescue Academy | 5 | 4 | 5 |
| Paramedic Academy | 5 | 4 | 5 |

Instructions for accessing FREE WORKKEYS practice tests

Go to: www.ohiomeansjobs.com Click on: ONLINE TRAINING icon

Assessments and Training

| Name | Action |
|---|------------------------|
| WorkKeys® Applied Math Practice Test 1 | LAUNCH |
| WorkKeys® Graphic Literacy Practice Test 1 | LAUNCH |
| WorkKeys® Workplace Documents Practice Test 1 | LAUNCH |