

WORKKEYS TESTING INFORMATION

At Alaska Works Partnership, certain construction training classes **require** the entire WorkKeys® test which is noted on our application. Several local apprenticeship programs also require these tests. These tests are multiple choice and it is administered on a computer, you are provided with a calculator for the applied math test.

It is recommended by the Job Center and NineStar staff that you take the practice assessment first to better prepare for the WorkKeys® test, the pre-assessment program is called **ACT curriculum**. If you'd like to take these pre-assessments, call one of the contacts listed below and ask about getting set up to take the practice tests which can be emailed to you. Upon completion of the practice assessment, you still need to set up an appointment to take the WorkKeys® test.

The WorkKeys® test is a 3-part assessment: Graphic Literacy; Workplace Documents; and Applied Math.

Assessment descriptions:

Applied Math: This 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.

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.

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.

You must call one of these location contacts below to make an appointment for the Work Keys test.

Testing is by appointment only, you must register in advance!

Hours of operation for all testing locations below: Monday-Friday, 8am-5pm

Anchorage testing locations:

Nine Star Education & Employment Services
730 I St. Anchorage, AK 99501

To register: Call James at 907-744-7586 or Steve at 907-339-0881
Work Keys test offered on Tuesdays from 1:00p.m. to 4:00p.m.

Midtown Job Center

3301 Eagle St. Anchorage, AK 99503

To register: Call the main line at: 907-269-4759

Work Keys test offered on Tuesdays from 1:00p.m. to 4:00p.m. and Thursdays from 9:00a.m. to 12:00p.m.

Mat-Su testing location:

Mat-Su Job Center

877 W. Commercial Dr. Wasilla, AK 99654

To register: Call front desk at 907-352-2500

Work Keys test offered Mondays from 1:00p.m. to 4:00p.m.

Fairbanks testing location:

Fairbanks Job Center

675 Seventh Avenue, Station D, Fairbanks, AK 99701-4531

To register: Call front desk at 907-451-5901

Work Keys test offered Mondays from 1:00p.m. to 4:00p.m. and Wednesdays from 9:00a.m. to 12:00p.m.

Kenai testing location:

Kenai Job Center

11312 Kenai Spur Hwy # 2, Kenai, AK 99611

To register: Call front desk at 907-335-3010

Work Keys test times may vary

The job centers and Nine Star will provide you with a copy of your Work Keys test scores which Alaska Works Partnership training applicants are responsible for submitting to our Alaska Works Partnership Inc. office by fax, email, or in person.

Alaska Works Partnership Inc.

Anchorage office Phone (907) 569-4711 Fax (907) 569-4716 Email: mark@alaskaworks.org

Fairbanks office Phone (907) 457-2597 Fax (907) 457-2591 Email: jessica@alaskaworks.org