NOTIFICATION OF TESTING
WorkKeys Assessments, Grades 11-12

Dear Parent/Guardian:

Your student is registered to take the following WorkKeys® assessment(s) on *(DATE)*.

- ❑ Workplace Documents
- ❑ Graphic Literacy
- ❑ Applied Math

What is WorkKeys®?
The Virginia Department of Education has approved ACT WorkKeys® assessments as substitutes for certain graduation requirements:

- The **Workplace Documents**, **Applied Math**, and **Graphic Literacy** tests can be used to earn the National Career Readiness Certificate (NCRC), which fulfills the industry credential requirement for students.

Why is my student taking WorkKeys®?
Your student has been registered to take the test(s) indicated above to satisfy one or more graduation requirements.

How should I prepare for the test(s)?
Students who are successful on WorkKeys® tests manage time effectively and are familiar with business terminology. The WorkKeys® tests are timed, authentic assessments that are administered online except when the paper format is required for accommodations. Students are expected to work with teachers to prepare and practice to take full advantage of this opportunity to meet graduation requirements.

Your student's counselor can provide resources to support preparation for taking the WorkKeys® assessments to earn the NCRC as an industry credential.

There is no charge to students for the test(s). Results from online tests are typically available within 48 hours, while paper tests may take 4-6 weeks to be scored. If you have any questions, please contact your student's counselor.

Sincerely,

Assessment Coach/School Test Coordinator