

NOTIFICATION OF TESTING
WorkKeys Business Writing Assessment, Grades 11-12

Dear Parent/Guardian:

Your student is registered to take the WorkKeys® Business Writing assessment on (DATE).

What is WorkKeys®?

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

- The **Business Writing** test may be used as a substitute for the Standards of Learning (SOL) End-of-Course (EOC) English: Writing Test. (Score of 3 or higher is required.)

Why is my student taking WorkKeys®?

Your student has been registered to take the test indicated above to satisfy one or more graduation requirements.

How should I prepare for the test?

Although the Business Writing assessment tests skills similar to those on the SOL EOC Writing test, respectively, students who are successful on the WorkKeys® test manage time effectively and are familiar with business terminology. The WorkKeys® Business Writing is a timed, authentic assessment that is administered online. (Note: The Business Writing test is *only* available in an online format.) Students are expected to work with teachers to prepare and practice to take full advantage of this opportunity to meet graduation requirements.

There is no charge to students for the test. Results from the online test are typically available within 48 hours. If you have any questions, please contact your student's counselor.

Sincerely,

Assessment Coach/School Test Coordinator