

WORKKEYS TESTING INFORMATION

At Alaska Works Partnership, certain construction training classes **require** the entire WorkKeys® test. This test is multiple choice and is taken on a computer. **It is strongly recommended by the Job Center and NineStar staff that you take the practice assessment first to prepare for the WorkKeys® test.**

The pre-assessment program is called **Career Ready 101** and can be taken on a walk-in basis at the locations listed below. You will need to register with ALEXsys, the AK labor exchange system, in order to take any of these tests. Once you have registered in ALEXsys, the Job Center or Nine Star staff can give you the Career Ready 101 website address and your specific username and password needed to log into the pre-test online program. You can also call one of the contacts listed below and ask for the website login information over the phone if you would like to take the practice test at home online at your own convenience. Once you complete the practice assessment, you will still need to make an appointment to take the WorkKeys test.

The WorkKeys® tests are timed and proctored and are only offered at these locations below.

The WorkKeys® tests are a 3-part assessment: Graphic Literacy; Workplace Documents; and Applied Math. If you take all three tests at a score of at least 3 or higher, you will earn a National Career Readiness Certificate (NCRC).

Alaska Works Partnership does not need a copy of your NCRC, we only need a copy of your test scores.

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!

Hours of Operation for all locations: Monday-Friday, 8am-5pm

Anchorage testing locations:

Midtown Job Center

To pre-register: Call front desk at 269-4759

Address: 3301 Eagle St. Anchorage, AK 99503

Work Keys test offered on Wednesdays from 12:30-3:30 pm

Nine Star Education and Employment Services

Location: AHFC 440 E Benson

To pre-register: Call Lorne Bailey at 330-6132 or email lorneb@ninestar.com

Work Keys test offered most Fridays from 9:00 a.m. to 12 noon

Nine Star Education and Employment Services

Location: 208 E. 4th Ave.

To pre-register Call front desk at 433-8500

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

Mat-Su testing location:

Mat-Su Job Center

800 Commercial Dr. Wasilla, AK 99567

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

Work Keys test offered on Thursdays from 9:00 a.m. to 12 noon

Fairbanks testing location:

Fairbanks Job Center

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

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

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

The job centers and Nine Star will provide you with a copy of your WorkKeys test scores which 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: shawndy@alaskaworks.org