

ESEA and WORKKEYS

Questions & Answers

What assessments do I need to take and at what level do I have to score?

*Applied Mathematics – Level 4;
Reading for Information – Level 4;
Writing – Level 3*

Will the test be computer-based or paper and pencil?

This will vary by Service Centers.

Is it better to take some classes before I take the tests? Or take the tests and then find out what skills I need to improve?

That is up to the individual. There are pre-screening questions that you can answer on the web at www.act.org/workkeys. You can also find out more information and take their practice exams at the above link.

Which test presents the most challenges for Paraprofessionals?

The writing section seems to present the most challenges due to its format. Test-takers listen to a timed, audio-taped message. They must take notes and write a formal summary of the key points in the message within a timed interval.

Can I use a calculator or reference sheet when taking the Applied Math test?

Yes, you can use a calculator. WorkKeys also provides an Applied Mathematics Formula Sheet on their website that you can bring with you to use during your testing.

Where do I go to take the test?

There are 44 Service Centers available in the State of Michigan.

Where can I find a list of Service Centers?

You can find the Center closest to you at www.act.org/workkeys/centers.html or at the ESEA link on www.mea.org.

What type of documentation will I need to take the tests?

Some type of photo ID will be needed to register for the tests.

How much do the tests cost?

Cost of the tests varies by Service Center.

What type of payment will be acceptable?

Types of payment vary by Service Center. Some Centers will take cash only; others will take check and credit cards only. Call before taking the test.

Must I take all three tests at the same time?

No, but you must complete all three test within 90 days after you have registered.

What percent is considerate passing on all three tests?

You need to score at least eighty percent (80%) mastery of each skill level.

What if I fail one of the tests?

You can retake any one of the three content area tests as often as you wish, as long as you reach proficiency in all three content areas by January, 2006.

Are there any preparatory classes or tutorial services available?

Yes, check the Service Centers for information on classes and tutorial services.

Who gets my scores?

You will receive your scores, not the District. It would be wise to confirm this at the Service Center prior to taking the tests.

Are my scores portable?

Yes, within the state of Michigan. They might be in other states that use WorkKeys as one of their state level assessments.

What if I have a disability and need accommodations?

Ask the Proctor at the Service Center before you register to take your first test what accommodations are available at that Service Center.

What happens once I pass all three tests?

The Service Center will give you or send to your School District certification that you "have met or exceeded the required skill level of each test".

Where can I find additional information?

You can find more information at www.mea.org, www.act.org/workkeys or you can call Yvonne M. William, MEA ESP Consultant at (800) 292-1934.