

Attention Students!!!!
Please read this important information
about the WorkKeys Exams

All diplomas and degrees (with the exception of Associate in Arts and Associate in Science) require WorkKeys Assessment before credentials can be awarded. WorkKeys is the required assessment instrument for technical programs to be used in Perkins funding accountability. This exam is mandatory to receive a degree in one of the technical programs. Please contact your Program Coordinator and Testing Center, either at the Somerset or London Campus, to set up an appointment to take your entrance exam. Some programs will test together as a group; it is your responsibility to find out if you need to schedule a testing time yourself or if you will be testing with your program. If you have already taken the WorkKeys assessments and have received a **KY WorkKeys Employability Certificate**, please bring a copy of the Certificate and your scores to the testing center.

If you do not receive level scores that qualify you for the **KY WorkKeys Employability Certificate**, you must take the WorkKeys post-exam. There are three assessments: ***Reading for Information, Applied Mathematics and Locating Information***, students must score at least a Level four on each exam to receive a Silver KEC. If students score a Level Five on each exam they will receive a Gold KEC. The Gold KEC lists more employability skills than the Silver KEC. **The Criminal Justice and the PTA program will use the Listening, Writing, Observation and Teamwork WorkKeys assessments; these assessments are program specific.** Students in the Criminal Justice program must score a Level 4 in Listening, a Level 3 in Writing and a Level 4 in Observation in order to receive a KEC certificate. Students in the PTA program must score a Level 5 in Listening, a Level 6 in Observation and a Level 6 in Teamwork in order to receive the KEC certificate.

What is WorkKeys?

WorkKeys is a national system developed by ACT to document and improve workplace skills. This comprehensive system helps individuals, businesses, educators, and policymakers make informed decisions to improve the overall quality of America's workforce. Thousands of companies and schools across the United States and internationally are using WorkKeys skills assessments, job analyses, training evaluation, and research and reporting services to assess needs and measure progress.

WorkKeys measures skills that employers believe are critical to job success—skills such as reading, math, listening, locating information, and teamwork. These skills are valuable for any type of profession—skilled or professional—and at any level of education. If you do not receive scores that qualify you for a certificate, you must take an exit exam for the assessments that you didn't the required score for.

**For more information about the WorkKeys exam please contact the Somerset North Assessment Center at 606-451-6850 or the London Center at 606-878-4728.