

ACT WorkKeys® Assessment Michigan ParaProfessionals

No Child Left Behind Act of 2001

**The WorkKeys® assessments for Michigan
ParaProfessionals are:**

Applied Mathematics

This internet based assessment measures a person's skill in using mathematical reasoning to solve work-related problems. You may bring a basic four-function calculator. This multiple-choice assessment contains 33 questions. It is timed for 55 minutes. Score ranges are Level 3 to 7. ParaPros must achieve a Level 4.

Reading For Information

This internet based assessment measures a person's skill in reading and using work-related information including instructions, policies, memos, bulletins, notices, letters, manuals, and governmental regulations. This multiple-choice assessment contains 33 questions. It is timed for 55 minutes. Score ranges are Level 3 to 7. ParaPros must achieve a Level 4.

Writing

This assessment measures a person's skill in writing work-related messages. This is a constructed response audio tape assessment that contains 6 messages. Examinees are asked to listen to the audio taped messages and then hand write a message or summary based on the information they hear. It is timed for 40 minutes. Score ranges are Level 1 to 5. ParaPros must achieve a Level 3.

Submit Registration Form and test fee to Assessment/Testing Services to schedule an appointment.

- Test fee \$50.00
- Test session takes approximately three and one-half hours.
- A photo ID is required for check-in. (ex. Driver's License, State ID, passport)
- You will receive your scores approximately 2 weeks after testing.
- Visit <http://www.act.org/workkeys/assess/index.html> to purchase a practice test or to view the Foundational Skills sample questions.

- For additional information about WorkKeys® assessments contact:

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To locate an alternate test center visit <http://www.act.org/workkeys/centers.html>