



Ashe County High School

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Dear Parent/Guardian:

Your child is a senior/early graduate who meets the criteria to take the WorkKeys assessment and has the opportunity to earn their National Career Readiness Certification! This assessment is one of the most beneficial tests that students take because they can use their certification to get a job and earn more pay from employers the higher the level they earn. Below are frequently asked questions to help you understand this test.

- **What is the WorkKeys assessment?** The WorkKeys assessment is designed to measure students' career readiness as they prepare to enter the workforce. The test assesses their abilities in three core areas: **Applied Mathematics, Graphic Literacy, and Workplace Documents**. Students' performance in these areas is meant to demonstrate their abilities to potential employers. None of the questions on any of the tests are directly tied to any CTE concentration area. Questions are common knowledge, real world, logic, critical thinking, and job skill type questions.
- **Why is this test important?** The WorkKeys test is how students earn their National Career Readiness Certification (NCRC). This certification is required by some businesses before they will give out an application. Anyone required to have their NCRC for employment will have to locate a testing center and pay for it themselves if they do not take the opportunity to take it for FREE in high school.
- **What is the National Career Readiness Certification?** This certification has four levels: bronze, silver, gold and platinum. Students that score a 3 or higher on each of the three areas earn a bronze level CRC. Those scoring 4 or higher earn a silver CRC. Earning a 5 or higher on all three areas will place them at the gold level and 6 or higher on all three will earn them platinum. Employers are increasingly utilizing WorkKeys certification in the application process and applicants who have been successful on the WorkKeys assessment can list their certification level on their résumé. Additionally, students will receive a Career Readiness Certificate if they score a bronze level or higher on the test.
- **Does my child have to take this?** North Carolina requires all potential graduates (12th graders, including early graduates) who are Career and Technical Education (CTE) completers to take this test. CTE completers are students who have completed two or more CTE courses in the same concentration, one of them being a completer course (level II). The WorkKeys test is part of North Carolina's school accountability program and is one required step toward fulfilling graduation requirements.
- **Does my child receive a graduation cord for this exam?** To receive the **Career and Technical Education Completer Cord** (tri-braided teal, citrus green, and burnt orange cord), a student must complete a level II course in at least one CTE pathway. Additionally, the student must have an unweighted overall GPA of 3.0 and must take the ACT WorkKeys exam.
- **When is the test given?** All seniors and early grads that are required to take the WorkKeys assessment will be tested on Tuesday, December 3rd, beginning at 8:20 am. Students will be notified of their testing locations prior to test day.
- **How can I help my child?** You can help by encouraging your child to work on practice problems as much as possible between now and test time. Also encourage them to do their best and take advantage of this excellent opportunity.

If you have questions about the WorkKeys assessment, please contact me at 336-846-2400 or you may email me at jennifer.dollar@ashe.k12.nc.us. You may also visit <http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html> a dedicated website for North Carolina that is specifically related to our administration of WorkKeys.

Sincerely,

Jennifer Dollar
District Testing Coordinator. Ashe County Schools