

## WorkKeys Information for the LPN Program at Beck School of Practical Nursing

One of the requirements for entrance into the Beck School of Practical Nursing LPN program is to submit ACT scores from within the last 5 years of 18 or higher or to meet score requirements on the WorkKeys Applied Math, Workplace Documents and Graphic Literacy tests.

The WorkKeys tests are given at the Waterloo Regional Office of Education, 107 East Mill Street, Waterloo, IL 62298 every Tuesday and at the Chester Regional Office of Education, Randolph County Courthouse, 1 Taylor Street, Room 101, Chester, IL 62233 the first and third Wednesdays of the month. Any questions you have about the WorkKeys testing can be answered for Waterloo at 618-939-5650 or for Chester at 618-826-5471. Any questions about the LPN program should be directed to the Career Center of Southern Illinois, Beck School of Practical Nursing at [www.gotoccsi.org](http://www.gotoccsi.org) or 618-473-2222, ext. 122.

You register for the WorkKeys tests at [www.educationregistration.org](http://www.educationregistration.org) and pay a \$20 fee for each test—totaling \$60 for first-time testers. Everything you need for testing is provided at the test site. The only thing you will need is a photo ID.

First-time testing begins promptly at 9:00 a.m., so the ROE asks that you arrive about 8:45 a.m. to sign in and get ready for testing. Each test takes 55 minutes with optional 5–10-minute breaks between, so you can plan to be finished shortly after noon.

The Beck School of Practical Nursing has set the required scores as 5 for Applied Math and Workplace Documents and 4 for Graphic Literacy. You get your scores immediately after finishing testing, and we send your scores to Beck the same day. If you do not meet the required scores, you can retest a particular test 3 times before having to wait 6 months to test again. At any time, you need to retest only those tests for which you did not meet the required score, and your scores are good for 5 years. Register for retests, which begin at 1:30 p.m. at both the Waterloo Regional Office of Education every Tuesday and at the Chester Regional Office of Education the first and third Wednesdays of the month, at [www.educationregistration.org](http://www.educationregistration.org). Be at your location about 1:15 p.m. to be prepared to take the retest.

FREE practice tests are available for the new 2.0 WorkKeys tests. Follow the directions below. This document will describe the process you need to complete to order and take WorkKeys 2.0 Practice Tests.

Go to <http://workkeys.com> ... make sure **WorkKeys Assessment** is selected ...

Scroll down the page ... to the section labeled **Preparation** ...

Select ... **More Preparation Options** ...

In the Preparation section ... you will find **Sample Questions** for the three new WorkKeys assessments

- Applied Math ... <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation/applied-mathematics.html?page=0&chapter=4>

- Workplace Documents ... <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation/reading-for-information.html?page=0&chapter=0>
- Graphic Literacy ... <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation/locating-information.html?page=0&chapter=0>

You will also find **Online Practice Tests** ... select **Purchase a Practice Test** ... *Note: If you select a 1.0 Practice Test, you will need a credit card because there is a charge for these prep tests. If you select a 2.0 Practice Test (Applied Math, Workplace Documents, Graphic Literacy) you will not be charged to do the online practice test.*

When you select **Purchase a Practice Test**, you will see a pop-up that indicates “This action will open a new window. Do you want to proceed?” ... Select **OK**.

Your action will open a Validus WorkKeys Window ... If you have an account, provide your username/password and log in. If you do not have an account, select **Create Account**, complete and submit the **Create an Account** form.

An **ACT Practice** window will open that will allow you to order and complete practice testing.

**WorkKeys** **ACT**

Home | Update Account Info | Change Password | Log Out

## ACT Practice

### Your Registrations

Welcome to the WorkKeys Online practice testing site. Through this site you can access two types of practice test experiences:

1. Test Prep Packages (available for a fee):
  - a. Applied Mathematics
  - b. Locating Information
  - c. Reading for Information
  - d. Applied Technology
2. NEW Practice Test Packages (available at no fee)
  - a. WorkKeys Applied Math
  - b. WorkKeys Graphic Literacy
  - c. WorkKeys Workplace Documents

Please click on 'Select a New Title' below and select one or more Test Prep Packages or Practice Tests from the list of titles that are displayed.

**Test Prep Packages** require credit card payment and are available immediately after registration. Click the 'Pay' button next to a test to provide payment. Once you pay for a practice tests the 'Pay' button will change to a 'Launch' button. You have access to the tests for 24 hours. Once inside the test, if you click 'Quit', the test will end and you will not be able to access this test again.

**Practice Test Packages** are free and will have the Launch button immediately upon selection. **To experience the Practice Tests like you will in regular test session, set your browser to full screen after launch (F11).** You have access to the tests for 24 hours. Once inside the test, if you click 'Quit', the test will end and you will have to select the test again in the 'Select a new title' menu.

Title - click a title for details	Date	Next/Options
<input type="button" value="Select a New Title"/>		

Again, you will see that you will be charged for 1.0 WorkKeys Practice Tests (1) ... but not charged for 2.0 WorkKeys Practice Tests (2).

At the bottom of the page ... select “Select a New Title” ... and select one of the 2.0 WorkKeys Practice Tests ...

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Change Password

Log Out

## ACT Practice

### Select New Title

*\* = required*  
*\*Click on the small circle to the left of the title for which you want to register and click on the Select button.*

	Name of Title	Availability	
		Start	End
<input type="radio"/>	Applied Mathematics Preparation Package	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Applied Technology - Preparation Package	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Locating Information - Preparation Package	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Reading for Information - Preparation Package	Dec 01, 2006	Dec 31, 2018
<input checked="" type="radio"/>	Website Practice Applied Math	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Website Practice Graphic Literacy	Dec 01, 2006	Dec 31, 2018
<input type="radio"/>	Website Practice Workplace Documents	Dec 01, 2006	Dec 31, 2018

and click the Select button at the bottom of the page.

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Title - click a title for details	Date	Next/Options
<a href="#">Website Practice Applied Math</a>		<input type="button" value="Launch"/>

You can launch and take the Practice Test ... or you can log back in later and will be able to order and/or launch additional Practice Tests.