



ACT certifies that

Jane P. Sample

has earned the ACT WorkKeys National Career Readiness Certificate™ at the **Platinum** level.

Registered Certificate # JSAMPLE001
Issue Date: 2/17/18



The **ACT WorkKeys National Career Readiness Certificate™** is an assessment-based credential of foundational employability skills that are widely applicable to the vast majority of occupations. Individuals who achieve the **ACT WorkKeys NCRC** tend to possess foundational employability skills and are capable of learning job-related tasks quickly, benefiting from on-the-job training, and obtaining new knowledge and skills.

The certificate holder has earned a **Platinum ACT WorkKeys NCRC**. The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

Jane P. Sample

ACT WorkKeys Applied Math **7**

ACT WorkKeys Graphic Literacy **7**

ACT WorkKeys Workplace Documents **7**

Applied Math

Level Score 7

You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated the ability to:

- Solve problems that include ratios, rates, or proportions where at least one of the quantities is a fraction.
- Identify the reason for a mistake.
- Convert between units of measurement using fractions, mixed numbers, decimals, and percentages.
- Calculate volumes of spheres, cylinders, or cones.
- Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations.
- Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction.
- Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost.
- Apply basic statistical concepts; for example, calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance.

To find the Applied Math Levels 3, 4, 5, and 6 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Graphic Literacy

Level Score 7

You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated, using graphics designed at the highly complex level, the ability to:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify an inference or decision based on information
- Identify the most effective graphic given a defined purpose
- Justify the most effective graphic given a defined purpose

To find the Graphic Literacy Levels 3, 4, 5, and 6 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Workplace Documents

Level Score 7

You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have the ability to read and comprehend workplace documents that contain many details and are written in lengthy, complex sentences that use advanced vocabulary including esoteric words, jargon, and acronyms where meanings must be inferred from context. In reading these documents, they are able to:

- Infer implied details
- Infer the meaning of an acronym, jargon, or technical term from context
- Apply information/instructions to a situation not directly described in the document or to a completely new situation
- Apply principles inferred in a passage to a situation not directly described in the document or to a completely new situation
- Identify the rationale behind an entire document or a section of a document

To find the Workplace Documents Levels 3, 4, 5, and 6 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Share Your ACT WorkKeys NCRC with Employers

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ACT WorkKeys NCRC Level: [enter the level you have earned]

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The certificate holder has earned a **Platinum ACT WorkKeys NCRC**. The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

Jane P. Sample

ACT WorkKeys Applied Math	6
ACT WorkKeys Graphic Literacy	6
ACT WorkKeys Workplace Documents	6

Applied Math Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated the ability to:

- Use fractions with unlike denominators and calculate reverse percentages.
- Convert units within or between systems of measurement (e.g., time, measurement, and quantity) where multiple-step conversions are required and the formulas are provided, such as converting from kilometers to meters to feet.
- Identify why a mistake occurred in a solution.
- Find the best deal from a group of solutions and then use the result for another calculation.
- Find the area of basic shapes when it may be necessary to rearrange a formula, convert units of measurement in the calculations, or use the result in further calculations.
- Calculate the volume of rectangular solids (e.g., cubes).
- Calculate rates, production rates, rate by time (such as, production rate is 59 cups produced per hour, how many will be produced in an 8-hour shift).
- Identify the correct equation for solving a problem.

To find the Applied Math Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Graphic Literacy Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have demonstrated, using graphics designed at the highly complex level, the ability to:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Additionally, using graphics designed at the high-moderate level, they have demonstrated the ability to:

- Compare two or more trends/patterns/relationships
- Interpret a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic after finding information in another graphic

They also have demonstrated the ability to:

- Make an inference or decision based on one graphic after finding information in another graphic
- Identify the most effective graphic for a defined purpose
- Identify the most effective graphic for a defined purpose

To find the Graphic Literacy Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Workplace Documents Level Score 6

You scored at Level 6. People who score at Level 6 have demonstrated all of the Levels 3, 4, and 5 skills. They also have the ability to read and comprehend longer workplace documents written in lengthy, complex sentences that use advanced vocabulary including unfamiliar words, jargon, and acronyms where the meaning is often implied. In reading these documents, they are able to:

- Infer implied details
- Infer the meaning of an acronym, jargon, or technical term from context
- Apply information/instructions to a situation not directly described in the document or to a completely new situation
- Apply principles inferred in a passage to a situation not directly described in the document or to a completely new situation
- Identify the rationale behind an entire document or a section of a document

To find the Workplace Documents Levels 3, 4, and 5 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

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ACT certifies that

Jane P. Sample

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Registered Certificate # JSAMPLE001
Issue Date: 2/17/18



The **ACT WorkKeys National Career Readiness Certificate™** is an assessment-based credential of foundational employability skills that are widely applicable to the vast majority of occupations. Individuals who achieve the **ACT WorkKeys NCRC** tend to possess foundational employability skills and are capable of learning job-related tasks quickly, benefiting from on-the-job training, and obtaining new knowledge and skills.

The certificate holder has earned a **Gold ACT WorkKeys NCRC**. The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

Jane P. Sample

ACT WorkKeys Applied Math	5
ACT WorkKeys Graphic Literacy	5
ACT WorkKeys Workplace Documents	5

Applied Math Level Score 5

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated the ability to:

- Decide what information, calculations, or unit conversions to use to find the answer to a problem.
- Add and subtract fractions with unlike denominators (such as $\frac{1}{2}$ - $\frac{1}{4}$).
- Convert units within or between systems of measurement (e.g., time, measurement, quantity) where the conversion factor is given either in the problem or in the formula sheet.
- Solve problems that require mathematical operations using mixed units (such as adding 6 feet and 4 inches to 3 feet and 10 inches, or subtracting 4 hours and 30 minutes from 3.5 hours).
- Identify the best deal using one- or two-step calculations that meet the stated conditions.
- Calculate the perimeter or circumference of a basic shape, or calculate the area of a basic shape.
- Calculate a given percentage of a given number and then use that percentage to find the solution to a problem (e.g., find the percentage and then use it to find the discount, markup, or tax).
- Identify where a mistake occurred in a calculation (such as identifying the row in a spreadsheet where a problem occurred).

To find the Applied Math Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Graphic Literacy Level Score 5

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have demonstrated, using graphics designed at the high-moderate level, the ability to:

- Locate information in a graphic using information found in another graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Additionally, using graphics designed at the low-moderate level, they have demonstrated the ability to:

- Compare two or more trends/patterns/relationships
- Identify a trend/pattern/relationship
- Make a reasonable inference or decision based on one graphic; finding information in another graphic
- Make a decision/inference based on information
- Locate the main purpose of a graphic for a defined purpose
- Justify the main purpose of a graphic for a defined purpose

To find the Graphic Literacy Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Workplace Documents Level Score 5

You scored at Level 5. People who score at Level 5 have demonstrated all of the Levels 3 and 4 skills. They also have the ability to read and comprehend longer workplace documents written in more complex sentences that use more advanced vocabulary, including unfamiliar technical words, jargon, and acronyms. The information in Level 5 documents is generally stated directly, but specific details may be more difficult to find because the documents also may have extraneous information. In reading these documents, they are able to:

- Identify specific details
- Infer the meaning of a word or phrase from context
- Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions
- Apply information/instructions that include conditions to situations described in the document
- Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document
- Apply technical terms and jargon to stated situations
- Make inferences to accomplish a goal

To find the Workplace Documents Levels 3 and 4 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

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ACT certifies that

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Registered Certificate # JSAMPLE001
Issue Date: 2/17/18



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The certificate holder has earned a **Silver ACT WorkKeys NCRC**. The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

Jane P. Sample

ACT WorkKeys Applied Math	4
ACT WorkKeys Graphic Literacy	4
ACT WorkKeys Workplace Documents	4

Applied Math Level Score 4

You scored at Level 4. People who score at Level 4 have demonstrated all of the Level 3 skills. They also have demonstrated the ability to:

- Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers (such as 10 or -2), and they can divide positive numbers (such as 10).
- Calculate the average or mean of a set of numbers (such as). For this, they may use whole numbers and decimals.
- Figure out simple ratios (such as $\frac{3}{4}$), simple proportions (such as 10/100 cases), or rates (such as 10 mph).
- Add commonly known fractions, decimals, or percentages (such as $\frac{1}{2}$, 0.75, or 25%).
- Add or subtract fractions with a common denominator (such as $\frac{1}{4} + \frac{3}{4} + \frac{1}{4}$).
- Multiply a mixed number (such as $12 \frac{1}{8}$) by a whole number or a decimal.
- Put the information in the right order before they perform calculations.

To find the Applied Math Level 3 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Graphic Literacy Level Score 4

You scored at Level 4. People who score at Level 4 have demonstrated all of the Level 3 skills. They also have demonstrated, using graphics designed at the high-moderate level, the ability to locate and find information. Additionally, using graphics designed at the low-moderate level, they have demonstrated the ability to:

- Locate information in a graphic using information found in a second graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

To find the Graphic Literacy Level 3 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

Workplace Documents

Level Score 4

You scored at Level 4. People who score at Level 4 have demonstrated all of the Level 3 skills. They also have the ability to read and comprehend workplace documents written in straightforward sentences that use familiar vocabulary, conditionals, and a few advanced words. In reading these documents, they are able to:

- Identify the main idea
- Identify specific details
- Use the information in the document to figure out the meanings of words or phrases that are not defined for them
- Choose when to perform a step in a series of steps
- Apply information/instructions to a situation that is the same as the situation described in the document
- Choose what to do when changing conditions call for a different action

To find the Workplace Documents Level 3 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.

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ACT certifies that

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The certificate holder has earned a **Bronze ACT WorkKeys NCRC**. The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

Jane P. Sample

ACT WorkKeys Applied Math	3
ACT WorkKeys Graphic Literacy	3
ACT WorkKeys Workplace Documents	3

**Applied Math
Level Score 3**

You scored at Level 3. People who score at Level 3 have demonstrated the ability to translate word problems into mathematical expressions to:

- Solve problems that require one type of mathematical operation. They add or subtract either positive or negative numbers (such as 10 or -2). They multiply or divide using only positive numbers (such as 10).
- Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%).
- Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50).
- Add the prices of several products together to find the total, and calculate the correct change for a customer.

**Graphic Literacy
Level Score 3**

You scored at Level 3. People who score at Level 3, using graphics designed at the basic and low-moderate levels, have demonstrated the ability to:

- Locate and find information
- Identify the next step in a process

**Workplace Documents
Level Score 3**

You scored at Level 3. People who score at Level 3 have demonstrated the ability to read and comprehend relatively short workplace documents, which contain no extra information. The document contains short sentences, consisting of common, everyday workplace vocabulary. All of the information in these documents is clearly and directly stated, and they contain a small number of details. In reading these documents, they are able to:

- Identify the main idea
- Identify specific details
- Choose when to perform a step in a series of short steps
- Apply information/instructions to a situation that is the same as the situation described in the document

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