

GRAYSON COUNTY COLLEGE WORK KEYS ASSESSMENT

Dear Certificate Program Student:

All students enrolled in Texas colleges must have their basic skills assessed, and Work Keys is the assessment for certificate program students. Work Keys is given at the Testing Center, Room SC-115. The fee is \$15.00 and must be paid in **exact cash**. Testing will take only two hours of your time.

If you think you may be exempt from taking Work Keys, due to other assessments or degrees you have earned, please check with your advisor.

Testing Schedule: Work Keys is given on most **Mondays at 9:30 a.m. and 5:30 p.m.** Evening test sessions are canceled when GCC does not conduct evening classes, i.e., minimester, late summer. Please call the Testing Center at 903-463-8724 to make a **reservation** to take Work Keys.

*****Testing starts promptly! Please arrive 15 minutes early for check-in.*****

Applied Math: Calculators are allowed! 45 minutes/33 multiple-choice questions. Apply mathematical reasoning to set up and solve workplace word problems.

Reading for Information: 45 minutes/33 multiple-choice questions. Read and understand memos, bulletins, notices, letters, policy manuals, and government regulations.

Approximately two weeks after you take the Work Keys Assessments, you should contact a counselor in the Counseling Office to review your scores. An additional set of scores will be sent to your instructor. Scores may not be given by phone. Each vocational program determines the recommended skills levels on reading and math. If the assessment indicates weakness in reading/math, students are advised (but not required) to contact instructors in the Academic Success Center for an individualized computer-aided program to strengthen their skills.

Students with disabilities may request special accommodations by providing appropriate documentation to the Coordinator of Special Services at least two weeks prior to testing.

Students need to bring \$15.00 exact cash, picture ID, #2 pencil, and a calculator.

Thank you for your cooperation,
GCC Testing Staff