

Work Keys Assessment

**Testing Center, T 324
Academic Success Center
Main Campus
(903-463-8724)**

All students enrolled in Texas colleges must have their basic skills assessed, and Work Keys is the assessment for certificate program students. 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 starts promptly. Please arrive 10 minutes early for check-in.

Testing Schedule: 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.

Cost: \$10.00 exact cash

Bring with you: Picture ID, #2 pencil, and a calculator

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

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.