
ITAWAMBA COUNTY SCHOOL DISTRICT

ACT WORKKEYS SITE I.D. NUMBER: 6000488

WORKKEYS TESTING INFORMATION

Before you can be employed as a teacher assistant or teacher aide, the school district will need a copy of:

1. Your WorkKeys scores and your high school diploma or GED, or
2. Your college transcript that shows 48 semester hours credit earned.

If you can provide to the school district your college transcript with 48 semester hours credit earned, you do NOT have to take the WorkKeys test.

If you do not have 48 semester hours of college credit and you wish to take the WorkKeys test, complete the following form. Fax to 662-862-4515 or complete and email to pstrickland@itawamba.k12.ms.us.

Today's Date _____

Name _____ Date of Birth _____

Social Security Number _____ Race _____ Sex _____

Home Phone Number _____ Cell Phone Number _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Check Highest Level of Education Completed:

Passed 48 Semester Hours of College or More

Two Years of College (but less than 48 semester hours passed)

One Year College

High School Diploma

GED certificate

WORKKEYS IS GIVEN BY APPOINTMENT ONLY FOR A TIME THAT IS CONVENIENT FOR ALL. YOU MUST HAVE AN APPOINTMENT TO TAKE THIS TEST.

No personal checks will be accepted. You must bring:

- (1) **CORRECT CASH (\$50.00)**
- (2) **Identification (photo I.D. or driver's license).**

You may bring your own calculator for the math test; however, we do have calculators you may use. We provide scratch paper for working math problems or for jotting down ideas for the essay. Any paper you use will be filed in your folder with your test scores. Other than the math formula sheet, reference materials of any kind are not allowed. Scores are usually received after the tests are completed.

Assistants and aides who do not have 48 semester hours of college are required to score at least Level 4 on Reading for Information and Level 4 on Applied Mathematics. Both Reading for Information and Applied Mathematics cost \$10.00 each. These tests have 33 (thirty-three) multiple-choice questions and 55 (fifty-five) minutes are allowed for each test.

Business Writing costs \$30.00 and requires at least Level 3 to pass. Business Writing has only one question and 30 (thirty) minutes are allowed to answer the question. You do not have to type fast to take this test. Business Writing is scored on Focus, Content, Organization, Style, and Conventions.

There is a short tutorial before each test begins that helps you become familiar with how each test works. If you do not pass one of the tests, you may retake that test and pay only for that test again on the next available testing date. If you do not pass the second time, ACT requires a 30-day waiting period before taking the test a third time.

Look at items under:

www.act.org/workkeys

www.act.org/workkeys/assess/reading/index.html

www.act.org/workkeys/assess/math/index.html

www.act.org/workkeys/assess/bus_writing/index.html

ACT has a full-length practice test online for Applied Mathematics and Reading for Information that costs \$4.50 each. More information about the practice tests can be found online at www.act.org/workkeys/practice/index.html.

If your district does not have a study guide available and you wish to purchase one, contact WIN WorkKeys Instruction Solution at 1-888-717-9461 or www.W-WIN.com.

When you are ready to take the test, call 862-2159 to schedule an appointment.

DRIVING DIRECTIONS (from Tupelo)
ITAWAMBA COUNTY SUPERINTENDENT OF EDUCATION OFFICE
605 South Cummings Street
Fulton, MS 38843

On Highway 78 East toward Birmingham, Alabama, take Fulton Exit 104 turning North on Highway 25. (Bridge crosses over Highway 78.) Look for McDonalds, Fred's, and Movie Gallery all on the right.

About 1/4 mile from Movie Gallery, on the left you will see a giant rocking chair inside a gazebo in front of Smith's Furniture Store. Just past the rocking chair going up the hill, you'll see Clifton Street make a "Y" onto Highway 25. Turn left on Clifton Street.

At the second 3-way stop, turn left on Mattox Street. You will be tested in the building on the corner of Mattox and Cummings Streets. If you get lost, please call our receptionist at (662) 862-2159.

NOTE: If you live out of town, please call the day of the test before coming to Fulton. If an emergency arose or if the internet goes down, we would need to reschedule. If you cannot come for your appointment, please let us know. We will be happy to make another appointment for a later date.
