ATTN: Health Program Applicants

RE: Information on WorkKeys Assessments, Pre-Admission Exam for the Dental Assisting and Physical Therapy Assistant Programs

ACT’s WorkKeys assessment system measures real world skills that employers and educators believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education. WorkKeys assessments are offered by CSN’s Division of Workforce and Economic Development (www.csn.edu/workforce).

FREQUENTLY ASKED QUESTIONS:

What is the purpose and format of the assessments?
WorkKeys assessments are used as a pre-entry tool used to evaluate the academic preparedness of students entering various programs at CSN. The assessments are computer-based and commonly include the following 3 areas:

- **Reading for Information** - measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations.

- **Applied Mathematics** - measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

- **Locating Information** - measures the skill people use when they work with workplace graphics. Examinees are asked to find information in a graphic or insert information into a graphic. They also must compare, summarize, and analyze information found in related graphics.

Each assessment is comprised of 33 to 38 questions and lasts 55 minutes. The entire assessment session lasts approximately 3 ½ hours.

For further information on WorkKeys assessments, visit www.act.org/workkeys.

How do I receive my test scores?
Assessment scores will be available immediately following the test or you can send an email to workkeys@csn.edu or call (702) 651-4955. If you have taken the WorkKeys assessments at another institution, please present your official assessment score reports to the assessment coordinator for review. The contact number for this staff person is at (702) 651-4955.

When would I retest?
Applicants who do not meet the minimum assessment scores designated by the Dental Assisting Program will be required to retest in the necessary subject areas only. Retesting is scheduled by appointment only. Note: Physical Therapy Assistant students do not have minimum score requirements but may retest for higher scores in any of the subject areas if desired.

10/14/2015
How can I prepare for the tests?
Because WorkKeys measures applied skills, you cannot study or cram for the assessments. However, when you schedule your assessment session, we will provide some information and basic practice sets so that you have an idea of the type of questions to expect.

Where are the assessments offered and how much do they cost?
WorkKeys assessments are held at CSN DWED Assessment Center is located at the Sahara West Center, 2409 Las Verdes St, Las Vegas, NV 89102. The cost for the three assessments is $50.00. The cost to retest in any one area is $20.00. Both costs include a registration fee.

How do I schedule and register for the assessments?
WorkKeys assessments are scheduled by appointment only and are held on Wednesdays 1:00pm-5:00pm and Fridays 8:30am-12:30pm. All applicants must obtain an authorization form from their Health Programs Advisor prior to registering for the assessment. To inquire or set up a time for the assessments, send an email to workkeys@csn.edu or call (702) 651-4955. Please schedule your session at least one week in advance.

How do I reschedule assessments and what if I miss my scheduled date?
To reschedule assessments, you must contact (702) 651-4955 one week prior to your scheduled appointment. If you miss your scheduled assessment date without notification, your assessment fee will be forfeited.

What information should I be aware of for the assessments?
1) Plan to arrive at the CSN Sahara West Center 15 minutes early to check in for your scheduled assessment session. You will not be allowed to enter the session late.

2) Bring a photo ID to present at the assessment session, such as a driver’s license, state issued ID card, military ID or passport. You will not be allowed to enter the session without this form of identification.

3) A calculator will be supplied for you to use on the Applied Mathematics assessment.

SPECIAL TESTING ARRANGEMENTS:
If a physical handicap or learning disability prevents you from taking the Pre-Admission Examination under standard conditions, contact (702) 651-4109 to request special testing arrangements. You must provide documentation of your disability.

This documentation must include one of the following:

- A statement from a representative of your educational institution indicating that you have received special testing accommodation within the past three years.

- Documentation of an evaluation by a state-licensed professional qualified to diagnose your particular disability. This evaluation must have been made within the past three years, and must include information about the licensing and credentials of the evaluator as well as the procedure used to diagnose the disability.

Your performance report will indicate that you took the examination under nonstandard conditions.