

WorkKeys Testing 2025–2026

October 31, 2025

Dear Parent or Guardian:

The State Board of Education is required by General Statute §115C-174.25, “to plan for and require local school administrative units to make available the appropriate WorkKeys tests for all students who complete a concentration in career and technical education courses.” The ACT WorkKeys assessment is given free of charge to all North Carolina students who are considered Career and Technical Education (CTE) concentrators. WorkKeys is part of North Carolina’s school accountability program.

The WorkKeys assessment is designed to measure students’ career readiness as they prepare to enter the workforce and allow them to demonstrate their abilities to potential employers using standardized, quantitative metrics. North Carolina administers the three WorkKeys assessments, Applied Math, Graphic Literacy, and Workplace Documents, that form the basis of the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®).

Students who achieve qualifying scores on the Applied Math, Graphic Literacy, and Workplace Documents assessments can earn an ACT WorkKeys NCRC at one of four levels of readiness: Bronze, Silver, Gold, or Platinum. The nationally recognized certificate can provide employers with information on the skill levels of potential employees and can aid with employment, promotion, and training decisions.

Accessing WorkKeys Student Scores and the NCRC

WorkKeys test scores and NCRCs earned from the state-sponsored administration are available two ways.

- The school will view and print the student score report and certificate and provide a copy to your student.
- Your child can create a [MyACT.org](https://myact.org) account; this is optional. Account creation can occur before or after testing; there is no time limit for account creation. The student score report (provided by the school) contains the ACT student code needed for your child to access their WorkKeys score results within MyACT.

The following information is required for North Carolina students:

- Name (first, middle initial, last)
- Date of birth
- ACT Student code (available on the student score report)
- Email address. The student must provide an email address to create an account.

Note: Parents and legal guardians should be aware that ACT allows students to input additional information through the MyACT website. Any information voluntarily shared by your child within the MyACT website beyond the account creation criteria above may be used by ACT. The NCDPI does not require or condone the sharing of additional information with ACT, but if a student, parent, or legal guardian decides to supply additional information, the NCDPI recommends students and families review and understand the ACT Terms and Conditions and ACT Privacy Policy before doing so.

WorkKeys Testing Exceptions

If students have previously taken the WorkKeys assessments and earned a Silver, Gold, or Platinum certificate, they do not have to participate in the WorkKeys administration. However, it is the student’s responsibility to notify the school that they do not wish to participate in the test administration.

If you have questions or concerns about WorkKeys testing, please contact Katie Bullard, Testing Coordinator at Southern Lee High School at katiebullard@lee.k12.nc.us or my phone number is 919-718-2400 ext 2111.

Cordially,

Katie Bullard