# ACT<sup>®</sup>WorkKeys<sup>®</sup> Locating Information Test

ACI

## **Training and Curriculum**

Level Scores for Foundational Skills Assessments							
Applied Mathematics	<3	3	4	5	6	$\bigcirc$	
Locating Information	<3	3	4	5	6		
Reading for Information	<3	3	4	5	6	$\bigcirc$	





#### **Preparing for WorkKeys:**

# Pace yourself.





#### Preparing for W

# Listen to and read the directions for each test carefully.





#### **Preparing for WorkKeys:**





# **Locating Information**

- # of items: 38
- Test length:
  - 55 minutes (internet)
  - 45 minutes (paper/pencil)



 The WorkKeys Locating Information test 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.



#### Level Characteristics of Items

- Elementary workplace graphics such as simple View order forms, bar graphs, <u>sampl</u> e item tables, flowcharts, maps, instrument gauges, or floor plans
  - One graphic used at a time

#### Skills

- Find one or two pieces of information in a graphic
- . Fill in one or two pieces of information that are missing from a graphic



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- You regularly check the pressure gauge on a large tank. According to the gauge shown, what is the current pressure (in PSI)?
- A. 30
- B. 35
- C. 40
- D. 45
- E. 100





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- D. 45
- E. 100





### Level

4 <u>View</u> <u>sample</u> item

#### Characteristics of Items

Straightforward workplace graphics such as basic order forms, diagrams, line graphs, tables, flowcharts,

instrument gauges, or maps

• One or two graphics are used at a time

#### Skills

- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
  - Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
  - straightforward graphics
- Compare information and trends shown in one or two straightforward graphics



- You must sort clothes in a dry cleaning establishment according to the customer's instructions. According to the form shown, how should this customer's shirt be treated?
- A. Dryclean it, add light starch, and fold it.
- B. Dryclean it, add light starch, and place it on a hanger.
- C. Launder it with no starch and place it on a hanger.
- D. Launder it with light starch and place it on a hanger.
- E. Launder it with medium starch and fold it.





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#### Level Characteristics of Items Skills 5 Complicated workplace information graphics, such as detailed View forms, tables, graphs, sample diagrams, maps, or instrument item gauges Graphics may have less common formats

One or more graphics are used at a time

- Sort through distracting
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics



- You are a line supervisor at a plant that packages dishwashing soap in bottles. Each week you review the production rates for the three teams that work on your line. According to the bar chart shown, which team had the highest overall production for Week 38?
- A. Team A
- B. Team B
- C. Team C
- D. Team A and Team B had the same high production rate.
- E. Team B and Team C had the same high production rate.







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- C. Team C
- D. Team A and Team B had the same high production rate.
- E. Team B and Team C had the same high production rate.

See, Students! You can do this!!! I see all Platinum!





#### Level ( 6 <u>View</u> <u>sample</u> <u>item</u>.

#### Characteristics of Items

- Very complicated and detailed .graphs, charts, tables, forms,maps, and diagrams
- Graphics contain large amounts of information and may have challenging formats
- One or more graphics are used at a time
- Connections between graphics may be subtle

#### Skills

- Draw conclusions based on one complicated graphic or several related graphics Apply information from one or more complicated graphics to specific situations
- Use the information to make decisions



- You are a road contractor and you have analyzed a soil that you want to use for road fill. Your analysis shows that the soil contains 15% sand, 65% silt, and 20% clay. You need to know what the shrink-swell potential is for the soil because it will affect the durability of the road. Based on the diagram and table shown, what is the shrink-swell potential at a 30-inch depth for this soil?
- A. Low
- B. Low to moderate
- C. Moderate
- D. Moderate to high
- E. High





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Soil name	Texture class	Depth (inches)	Shrink-swell potential
Sarpy	sandy loam	0-7 7-60	low low to moderate
Kennebec	silt loam	0-38 38-60	moderate low to moderate
Colo	silty clay loam	0-31 31-60	high high
Blend	silty clay	0-17 17-29 29-60	high moderate to high high
Nevin	clay loam	0-28 28-48 48-60	moderate to high moderate moderate
Kenmoor	loamy sand	0-24 24-60	low high







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- A. Low
- B. Low to moderate

# C. Moderate

- D. Moderate to high
- E. High



# More information:

https://www.act.org/workkeys/



## We love you and want you to do your best!



