



Testing Center Schedule

WorkKeys Assessments - Usually given on Tuesday at 1:00pm or Friday at 8:30am and one Wednesday of each month at 6:00pm (Call ahead for an appointment). All applicants planning to attend a Technical Center program must take the Reading and Math WorkKeys test prior to enrolling.

- *\$10 for each assessment; same charges apply for re-takes*

Asset Assessment - Call ahead for an appointment. All applicants to the CMA classes must take the Asset Reading test. The placement test for Highland Community College Algebra classes is the Asset Elementary Algebra test, and the placement test for the English courses is the Asset Writing test.

- *No charge for the 1st time; each additional appointment is \$25*

CNA Testing - Appointments for HCC students are made by the class instructor. Out-of-state applicants and those retaking the test must apply to the Kansas Department of Aging and Disability Services. Contact Tabettha Mojica at 785-296-6958, or tabetha.mojica@kdads.ks.gov. Once the applicant has received permission to take the test from KDADS, he/she may call the Tech Center for an appointment.

- *\$40 proctor fee for out-of state and those retaking the test*

Nursing Entrance Tests - (TEAS V and PN STEP) – by appointment.

- *\$40 for the combination practice and final STEP test*
- *\$55 for the TEAS test*
 - *TEAS Study Guides are available for purchase for \$55*

When making your assessment appointment, please inform testing staff if you are or ever were on an Individual Education Plan (IEP) or if you qualified for Special Educational Services while attending K-12. **If so you may be eligible for special testing accommodations.**

Test-takers must present a photo ID and a Receipt for the testing fees (payable in the main office of Building B) to the Testing Center coordinator on the scheduled assessment date.

PLEASE ARRIVE AT THE TESTING ROOM 5-10 MINUTES BEFORE YOUR TESTING APPOINTMENT.

To schedule a test, please call Allison:

913-367-6204 ext. 138

Testing Center is located at:

**Highland Community College Technical Center, 1501 Riley in Atchison, Kansas
Learning Resource Center (Building E)**

WorkKeys Informational Guide

WorkKeys is a national system for teaching and assessing workplace skills that connects knowing with doing and learning with earning. WorkKeys is a national system enabling education and business to work together to strengthen achievement of workplace skills. For additional information about the WorkKeys assessment system, please visit www.act.org

All potential students seeking admission to Highland Technical Center will be tested using the WorkKeys Reading for Information and Applied Mathematics assessments.

Potential students are reminded that this is not a pass/fail test and that they are not competing against anyone. Reading for Information and Applied Mathematics scores are reported on a scale from <3 to 7; Level 3 is the least complex and Level 7 is most complex. Level 3 is established at the point where a business would begin to show interest in assessing individuals.

Reading for Information: 33 multiple-choice questions that increase in difficulty. Test time is 55 minutes.

Applied Mathematics: 33 multiple-choice questions that increase in difficulty. Test time is 55 minutes. Students can bring their own calculator or a calculator will be provided to use when taking the Applied Mathematics assessment.

Potential students need to inform testing staff when making their assessment appointment if they are/were ever on an Individual Education Plan (IEP) or considered for Special Educational Services while attending K-12. These students will be given special time consideration.

Technical Program Skill Levels

<u>PROGRAM</u>	<u>MATH SKILL LEVEL</u>	<u>READING SKILL LEVEL</u>
Administrative Assistant	4	4
Auto Collision Repair	4	4
Automotive Technology	5	5
Building Trades	4	4
Computer Support Technology	5	5
Diesel Technology	5	5
Electrical Technology	5	5
Engineering Graphics and Technologies	5	5
HVAC/Plumbing	5	4
Industrial Welding Technology	4	4
Medical Office Assistant	4	5
Practical Nursing	5	6

These are the scores that students must have **prior to graduating** from Highland Technical Center. Applicants must meet program minimum standards prior to program acceptance (minimum standard is one level below the graduation requirement). Students scoring one level below or more will be advised to make arrangements with the HCCTC Learning Resource Center to help them improve their WorkKeys scores.

NOTE: Students may retake the Math or Reading tests as many times as they would like.
All students retaking a test will be charged a \$10.00 fee per test.