

WorkKeys[®]

Unlock the Power of Your Workforce



Locating Information

The WorkKeys *Locating Information* test measures the skill people use when they work with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges. 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.

The test covers four levels. Level 3 is the least complex and Level 6 is the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels. For example, Level 5 includes the skills used at Levels 3, 4, and 5. At Level 3, examinees look for information in simple graphics and fill in information that is missing from simple graphics. At Level 6, examinees may use the information in one or more complex graphics to draw conclusions and make decisions. The complexity can also increase as the quantity and/or density of the information increases.

Characteristics of Level 3 Skills

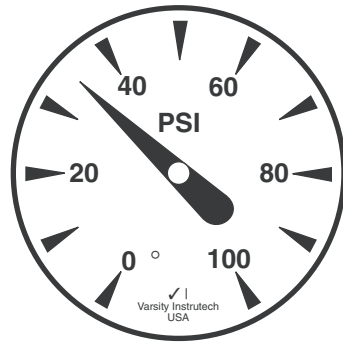
Individuals with Level 3 skills can:

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

Graphics used:

Elementary workplace graphics such as simple order forms, bar graphs, tables, flowcharts, maps, instrument gauges, or floor plans.

Sample Question



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

Characteristics of Level 4 Skills

In addition to the skills at Level 3, individuals with Level 4 skills can:

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

Graphics used:

Workplace graphics are straightforward. They may be basic order forms, diagrams, line graphs, tables, flowcharts, instrument gauges, or maps. At Level 4, examinees may work with one or two graphics at a time.

Sample Question

75053

FRESH 'N' CLEAN 555-6301 4:16 PM 8/26
 1200 14TH ST
 MAPLETON, OH 45768



PHONE 555-2261 DATE 8-29 CLERK'S INITIALS Sw

PRINT NAME EDNA THOMPSON

ADDRESS

| | | | | | | |
|------|-------------------------------------|-------------------------------------|-----|-------------------------------------|-----|-----|
| Fold | On Hangers | Starch | NO | LT | MED | HWY |
| | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | |
| Day | MON | TUE | WED | THUR | FRI | |
| | <input checked="" type="checkbox"/> | | | | | |

| | | | |
|-------------------------------------|---------|--|----------|
| <input checked="" type="checkbox"/> | TROUSER | | TROUSER |
| | SHIRT | | SUIT |
| | DRESS | | SHIRT |
| | BLOUSE | | OVERCOAT |
| | SKIRT | | SWEATER |
| | JACKET | | DRESS |
| | BLOUSE | | |
| | SKIRT | | |
| | JACKET | | |
| | TIE | | |

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.

Characteristics of Level 5 Skills

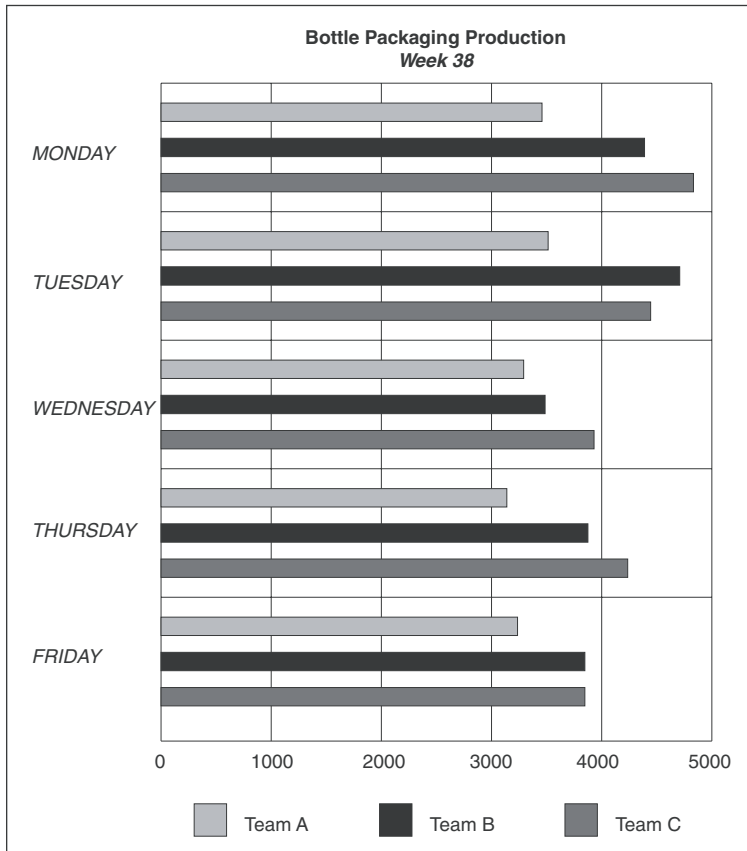
In addition to the skills at the previous levels, individuals with Level 5 skills can:

- Sort through distracting information
- 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

Graphics used:

Workplace graphics are complicated. The graphics are sometimes in a less common format (such as a three dimensional bar graph). They may be detailed forms, tables, graphs, diagrams, maps, or instrument gauges.

Sample Question



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.

Characteristics of Level 6 Skills

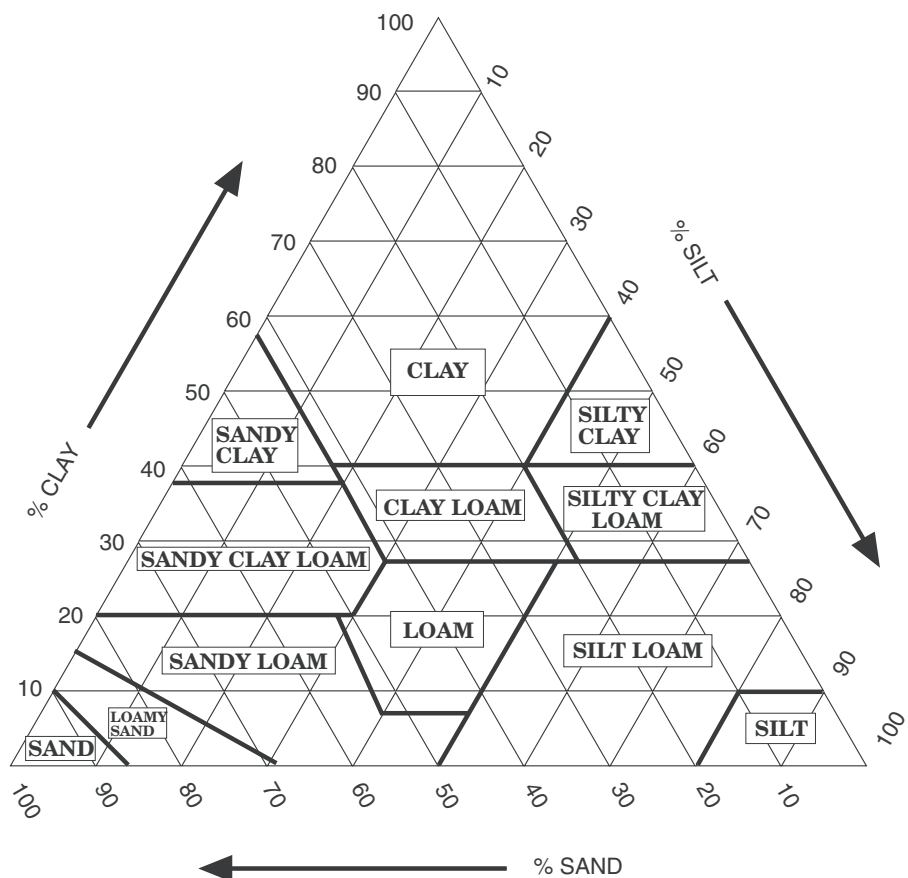
In addition to the skills at the previous levels, individuals with Level 6 skills can:

- 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

Graphics used:

Workplace graphics are very complicated. They contain large amounts of information and may have challenging formats (such as a wiring diagram, airplane control chart, or contour map). They may be very detailed graphs, charts, tables, forms, maps, and diagrams. At Level 6, examinees may work with one or more graphics at a time, and the connections between the graphics may be subtle.

Sample Question



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

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



For answers to the sample questions and a more extensive overview of WorkKeys, visit WorkKeys online at www.workkeys.com or call 800/WORKKEY (967-5539)

The WorkKeys System

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education. The WorkKeys system is centered around three major components—Assessments, Job Analysis, and Training.

WorkKeys has been developed by ACT, an international leader in educational assessment and workforce development services for more than forty years, best known for the ACT Assessment college entrance exam. Over the past decade, ACT has completed WorkKeys job and occupational profiles for thousands of jobs across every employment field and has administered millions of WorkKeys assessments. The system is used by thousands of companies and schools across the United States and internationally.

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, guides to the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each *Code*. A copy of each *Code* may be obtained free of charge from ACT Customer Services (68), P.O. Box 1008, Iowa City, IA 52243-1008, 319/337-1429.