



2855 Via Verde • Springfield, Illinois 62703 • 217-529-0161 (office) • 217-529-6005(fax)

## **Testing Procedure**

1. Candidate must call or email the LLCC Testing Center to schedule applicant test.  
[Stephanie.cummings@llcc.edu](mailto:Stephanie.cummings@llcc.edu) 217.786.2246 or Jennifer. [Hylton@llcc.edu](mailto:Hylton@llcc.edu) 217.786.9102.  
Applicant must sign release form to have scores sent directly to JATC 218S
2. Location / Address:  
5250 Shepherd Road, Springfield  
Testing Center located in Menard Hall  
Room 1128 - Across the hall from Financial Aid Office
3. Days of week a test may be taken and times.  
Monday, Tuesday, Wednesday and Friday 9 am or 1 pm. Thursday 1 pm
4. How long does it take to the test?  
There are three sections; Math, Workplace Documents and Graphic Literacy.  
Each test is 55 minutes in length.
5. A score of  $\geq 5.0$  must be attained on each test to be considered for apprenticeship.
6. Retesting procedure and cost:  
A candidate may retest 3 times in 30 days. It does cost \$15 per test. Applicant must schedule an appointment and pay retest fees to retest. Suggestion is to study for a few days before retesting.
7. Study guides:  
<https://www.testpreptraining.com/national-career-readiness-certificate-ncrc-free-practice-test>  
<https://www.test-guide.com/free-workkeys-practice-tests.html>  
<https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>
8. Is there an expiration of test results?  
All ACT Workkeys scores are valid for 5 years.
9. Google will be their friend when finding study materials.