

## WorkKeys Testing for Paraprofessionals:

Pikes Peak BOCES offers testing for paraprofessionals through the ACT Workkeys. The tests are given to individuals at the BOCES office. There are three tests you will need to take: Applied Mathematics, Workplace Documents, and Business Writing. You will take the tests on a computer and receive the results for the Math and Reading at the time of the test (unless there are technical issues), and the Business Writing 1-3 days after the test completion.

### Preparation:

You can get more information, be able to take practice tests, etc. by going to the ACT website:  
<http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/test-preparation.html>

### *Passing levels for the tests are as follows:*

Applied Math Min.: Level 4

Workplace Documents Min.: Level 4

Business Writing Min.: Level 3

### Costs:

\$75.00 (payable by **CERTIFIED FUNDS ONLY: Money Orders or Cashier's Check**)

There are separate fees to re-test in the event a test was failed. Candidates may re-test only twice in a 30 day period.

### Take the Test:

The tests are administered on Tuesdays at 8:00 AM. Please call to check availability and to schedule an appointment. Call or email Sheralyn Aniasco at [719-622-2089](tel:719-622-2089) or [saniasco@ppboces.org](mailto:saniasco@ppboces.org) to sign up for your test time.

### Testing Site:

Pikes Peak BOCES Office  
2883 S. Circle Dr., Room D-105  
Colorado Springs, CO 80906

We are across the street from Alta Living at Circle and I-25. Once you have passed through the 1<sup>st</sup> set of gates on the property, drive straight to the STOP sign and go RIGHT. You will see signage above the main door ("Pikes Peak BOCES Administration"). You need to ring the bell for admittance.

