

ACT WorkKeys® Assessment Information

ACT WorkKeys® Assessments measure foundational workplace skills critical for success and evaluate competencies that impact job performance. The following assessments, along with their associated minimum required scores, are mandatory for admission into the Radiologic Technology program at Garrett College.

Assessment	Description	Estimated Cost	Minimum Required Score
ACT WorkKeys® Applied Math	Applying mathematical reasoning to work-related problems	\$15	5
ACT WorkKeys® Workplace Documents	Comprehending work-related reading materials such as memos, bulletins, policy manuals, and governmental regulations	\$15	5
ACT WorkKeys® Graphic Literacy	Using information from sources such as diagrams, floor plans, tables, forms, graphs, and charts	\$15	4

Preparing for the Assessments

Use the following resources to prepare for the ACT WorkKeys® assessments:

- [ACT WorkKeys® Test Preparation Website](#)
- [ACT WorkKeys® Practice Test Quick Start Guide \(PDF\)](#)

Steps for Taking the Assessments

Garrett College is an official ACT WorkKeys® testing site. Follow the steps below to complete the ACT WorkKeys® Assessments. All testing must be completed by March 31.

- 1. Apply to the College and Apply to the Radiologic Technology Program**

If you have not already done so, before proceeding you must first apply for general admission to Garrett College, submit the Radiologic Technology Program Application, and pay the non-refundable program application fee. Visit <https://www.garrettcollege.edu/radiologic-technology.php> for information on the program application process.

- 2. Schedule Your Assessment Appointment**

Please plan for a minimum three-hour appointment; each assessment takes approximately one hour to complete.

Contact the Garrett College Testing Center to schedule your appointment:

Phone: 301-387-3715

Email: testingcenter@garrettcollege.edu

3. Pay for the Assessments

On the day of your appointment, pay the fee for all three ACT WorkKeys® Assessments at the Garrett College Business Office located in the 700 building on the main campus.

4. Bring Your Receipt to the Testing Center

After payment, present the receipt at the Testing Center in the Learning Commons (500 building, room 519).

5. Take the Assessments

The Testing Center will proctor your exams and record your scores.

Retaking an Assessment

If you do not achieve the minimum required score on an ACT WorkKeys® Assessment, you may retake that individual assessment up to three (3) times within a thirty (30) day period. To schedule a retake, follow the same procedure as outlined for the initial assessment, paying the fee again for the specific assessment to be retaken. All testing must be complete by March 31.

Testing at Another Site

You may transfer your official ACT WorkKeys® Assessment scores to Garrett College if you completed the required assessments at another testing site within the past three years and met the minimum required scores. For guidance on this process, please contact the Garrett College Testing Center (301-387-3715 or testingcenter@garrettcollege.edu) for assistance.

Questions?

If you have any additional questions, please contact the Garrett College Testing Center (301-387-3715 or testingcenter@garrettcollege.edu) for assistance.