



**COMMUNITY  
COLLEGES AND  
WORKFORCE  
DEVELOPMENT**  
WORKSOURCE OREGON

Public Service Building

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Salem, Oregon 97310

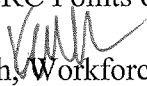
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**DATE:** April 8, 2015

**TO:** Oregon Workforce Partnership, Oregon Employment Department Managers, and NCRC Points of Contact

**FROM:** Karen Humelbaugh,  Workforce Division Director, CCWD

**SUBJECT:** NCRC Guidance 06-10 (Revision3)  
NCRC Testing and Re-Testing

### **Background**

Individuals who take the three WorkKeys assessments that make up the National Career Readiness Certificate (NCRC) may score at different levels on different assessments. The three assessments that comprise the NCRC are *Applied Mathematics, Reading for Information, and Locating Information*. The overall "level" of the NCRC issued (Bronze, Silver, Gold or Platinum) reflects the lowest score on the three assessments, certifying at least that level of proficiency.

### **Practice Testing and Skilling Up**

Individuals interested in taking the NCRC are strongly encouraged to first complete the Initial Skills Review (ISR), as it serves as an indicator for potential success on the NCRC. Additionally, the Worldwide Interactive Network (WIN) courseware provides an opportunity for customers to improve their skills and potentially test at a higher level. Both tools are available upon registering in Worksource Oregon Management Information System (WOMIS) at: <http://iMatchskills.org>.

### **Testing to Earn a Certificate**

All three assessments must be successfully completed to earn an NCRC. All three assessments do not need to be completed in a single sitting, but any individual who takes an assessment should attempt remaining assessments within one year. Individuals who have completed all three assessments and would like to retest and potentially improve their results are subject to the guidelines below.

### **Retesting**

Since public resources are limited, retesting should only occur with staff approval. All individuals must initially take each of the three NCRC assessments before any retesting is allowed. Any individual who takes all the three of the NCRC assessments and does not earn a certificate will be allowed to retest any/each assessment needed in order to earn a certificate.

Any individual who earns a Bronze or Silver level NCRC may retest. Once an individual has earned a Gold NCRC, publically paid testing is no longer appropriate. Individuals who earn a Gold NCRC are welcome to earn a higher level NCRC at their own expense.

Any individual who wishes to retest must demonstrate to staff that he/she has successfully completed some "skilling up" activities and has a reasonable chance of earning the NCRC at the higher level. Any individual who retests must, at minimum, retest on his/her lowest-scored assessment) or multiple, if two or more assessments scored equally low).





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Retesting on the other, higher scored assessment(s) is optional. **All individuals will be allowed a maximum of two retests per assessment, per year.**

### **Demonstrating Skills Gains**

Before scheduling individuals to retake the assessment(s), staff responsible for the scheduling of tests must ensure that skilling up has occurred and the individual has a reasonable chance of earning the NCRC at the higher level.

**High School Students:** Before any retesting, the student must use skilling up courseware, curriculum, and /or other resources to document that he or she has taken steps to skill up. Retests for student are subject to all guidelines and limitations above; all retesting should take place within an academic year.

**WorkSource Oregon (WSO) Customers:** Before any retesting is allowed, WSO customers must use WIN courseware and/or related WIN practice tests to demonstrate to staff the he or she has taken steps to skill up.

**Please Note:** Individuals who want to access the ISR and WIN Courseware should select “Work-Related Skills Review and Free Online Lessons” from their main menu screen on WOMIS

Please direct question to Blanca Torres de Hawkins at  
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