CCMEP
OMJ RESOURCES
GUIDE
2020
OMJ Resources

- This guide will cover the resources available in the online training center. However, it’s important to note that there are many other resources available on the OhioMeansJobs.com website.
Basic Skills Assessment

- Online practice WorkKeys assessments which are available on OhioMeansJobs.com (OMJ) can be used for the basic skills assessment requirement but cannot be used to measure Educational Functioning Level (EFL) for someone who is basic skills deficient (BSD). To show a skill gain for a participant that is BSD, another assessment like the TABE 11/12 must be used for Pre and Post testing. For more details, please see the CCMEP Performance Desk Aid.
- An estimated score of 3 or above is considered career-ready (i.e., not BSD).
- Please see the screenshot below for accessing these assessments from the OMJ home page. Please note that it’s always best to access from a participant’s backpack; this ensures the assessment results are saved to their associated OMJ account and transferred to their OWCMS record.

![Screenshot of OMJ home page](image)

Although clicking on the 'Online Training Center' icon will take you to the Online Training Center entry page, participants should instead access from their own backpacks. Please see these instructions on the next slide.
Click the 'Backpack' icon as shown on the left. Then click on the WorkKeys applied Math Practice Test 1. The next page shows the landing page for the online training center.
Enter username/email address and Password to login to OMJ account. Then, click the 'Sign In' button.
Click on either Backpack button.
Click on 'View Tests' button to access the online training center and the WorkKeys assessments as well as other training resources like practice tests for the GED, HiSet and TASC to get a high school diploma.
Basic Skills Assessment

- As you will see, this page lists the 3 WorkKeys assessments that can be used for a basic skills assessment and they cover both reading (graphic literacy and workplace documents) and math (applied math). The launch button opens these assessments which should be taken as simulations.
- This page also shows the 3 tests approved in Ohio for obtaining a high school equivalent diploma (GED, HiSET and TASC). The launch button opens practice tests.

Clicking the 'Launch' buttons will open the associated practice assessment or you can click the 'Visit Online Training Center' button to see more resources available.

Let’s click on the ‘WorkKeys Applied Math Practice Test 1’ ‘Launch’ button.
Basic Skills Assessment

WorkKeys® Applied Math Practice Test 1

About This Test

Administered by ACT®, WorkKeys® is a job skills assessment system that measures your "real-world" skills. This full-length practice test will help you prepare for the WorkKeys® Applied Math Assessment, one of the three assessments that are the foundation of the National Career Readiness Certificate (NCRC) Program. You will be asked to answer 34 multiple-choice questions of progressively difficult difficulty in 35 minutes. The online, Internet-based version of the Applied Math Assessment will be provided with a formula sheet of conversions similar to the one here.

Good luck!

How to Take This Test

Answering Questions
Mark your answer by clicking on the circle next to your choice.

Changing Your Answers
Before clicking SCORE MY TEST, you can change your answer to any question by clicking on a new answer choice. Once you answer your test, you will not be able to change answers.

Navigating Through Questions
To go to the next page of questions, click NEXT at the bottom of the page. To jump to another question, click JUMP TO QUESTION at the top of the page and select the question you want to see.

Scoring Your Test
SCORE MY TEST submits your answers for immediate scoring and analysis. Do not click this button until you are sure you are finished with your test. After your test is scored, you will not be able to change your answers.

Viewing Instructions
You can view test instructions at any time by clicking the VIEW INSTRUCTIONS button at the top of the screen.

View Answers
From your scores report, click on the VIEW ANSWERS button to view any question on the test. Click on any answer choice to see the explanation for that choice.

Please click on 'Simulation' and 'Start Test' as shown on the left.
Answer questions and click 'Next' when you’re ready to move to the next page of questions. Please note it’s possible to “pause” the test by clicking the 'Finish Later' button or even score the test before it’s completed.
Basic Skills Assessment

Once complete, click on the 'Score My Test' button.

34. You work as an office assistant who does data entry for a large survey company. Data entry is performed in two-person teams: one person types and the other checks that person’s work for errors. Each two-person team, on average, can enter the data of 520 surveys per day. A huge collection of 7,340 surveys will arrive tomorrow and must be entered by the end of the day. In order to enter all of the survey data, how many total employees, working in two-person teams, must work tomorrow?

A. 14
B. 15
C. 28
D. 29
E. 30
Basic Skills Assessment

This window will pop up where you can either revisit any unanswered question or score the test by clicking 'Score' button. As you can see in the window, none of the questions were answered.
Basic Skills Assessment

This is the score report. As you can see, this assessment has a score of less than 3 since none of the questions were answered. Anything 3 or higher is considered “career ready.”

![Score Report](image)

### Score Report

<table>
<thead>
<tr>
<th>Your Score</th>
<th>WorkKeys® Level Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>&lt;3</td>
</tr>
</tbody>
</table>

This score report displays your overall performance, as well as how you scored in the five different levels of difficulty and the skills assessed at each of those levels. Your score on the official WorkKeys® Applied Math Practice Test will be reported to you as a scaled score and as a level score between 3 and 7. If you’d like to estimate how your performance on this practice assessment might compare to those level scores, you can use the following conversion table.

### Score Breakdown

<table>
<thead>
<tr>
<th>Topic</th>
<th>Number of Questions</th>
<th>Correct</th>
<th>Incorrect</th>
<th>Skipped</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>34</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td>Solving problems that require one or two mathematical operations</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Solving problems that require one or two mathematical operations</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Basic Skills Assessment

Now, click on 'All Assessments' to take the next WorkKeys assessment or 'Return to OhioMeansJobs' to return to the site.
After clicking on 'All Assessments', select 'OMJ Core Assessments' and then select 'WorkKeys and Computer Fundamentals'.
Click on the drop-down menu and select the 'Graphic Literacy Practice Test 1'.

Follow the same steps described previously for the Applied Math assessment and then, return to this screen and select ‘Workplace Documents Practice Test 1’. Again, follow the same steps as described previously for Applied Math.
Click on 'View Tests' button to access the online training center and other training resources like practice tests for the GED, HiSet and TASC to get a high school diploma.
Click the ‘Visit Online Training Center’ button to see all resources available.
This is the Online Training Center Page. You can click on any of the down arrows to see what resources are available in each section.
'Master Core Business Skills' includes tutorials, videos, practice tests and ebooks. All WorkKeys assessments are available here as well the ones beyond literacy and math.
'Improve Your Computer Skills' includes tutorials, videos, practice tests and ebooks. Please note all of the training available for business software packages and Adobe software.
Online Training Center Resources – High School Diploma

'Prepare for Your High School Equivalency' includes tutorials, videos, practice tests and study guides for the GED, TASC and HiSet tests. The GED is available in Spanish too.
Online Training Center Resources –
High School AP Tests and College Prep Tests

College Test Preparation

ACT® Preparation
ACT® English Practice Tests
ACT® Math Practice Tests
ACT® Reading Practice Tests
ACT® Science Practice Tests
ACT® Writing Practice Tests
ACT® Preparation Courses and Guides

Advanced Placement (AP®) Preparation
AP® Biology Practice Exams
AP® Biology Test Study Guidance
AP® Biology Bookshelf
AP® Calculus AB Practice Exams
AP® Calculus BC Practice Exams
AP® Calculus BC Test Study Guidance
AP® Chemistry Practice Exams
AP® Chemistry Test Study Guidance
AP® Computer Science A Practice Exams
AP® Computer Science A Test Study Guidance
AP® Computer Science Principles Practice Exams
AP® Computer Science Principles Test Study Guidance
AP® English Language and Composition Practice Exams
AP® English Language and Composition Test Study Guidance
AP® English Literature and Composition Practice Exams
AP® English Literature and Composition Test Study Guidance
AP® Environmental Science Practice Exams
AP® Environmental Science Test Study Guidance
AP® European History Practice Exams
AP® European History Test Study Guidance
AP® French Language and Culture Practice Exams
AP® French Language and Culture Test Study Guidance
AP® Psychology Practice Exams
AP® Psychology Test Study Guidance
AP® Statistics Practice Exams
AP® Statistics Test Study Guidance
AP® U.S. Government Practice Exams

TOEFL® IBT® Preparation
TOEFL® IBT® Preparation Courses and Guides
TOEFL® IBT® Practice Tests

IELTS™ Preparation
IELTS™ Academic Practice Tests
IELTS™ General Training Practice Tests

Math Skills Review
Algebra
Basic Math
Calculus
Geometry and Measurement
Trigonometry
Statistics
Logic and Reasoning
Quantitative Comparison and Word Problems

Reading, Writing, and Grammar Skills Review
Reading Comprehension
Grammar
Writing
Vocabulary and Spelling

Science Skills Review
Chemistry
Biology

Test-Taking Skills Improvement
Test-Taking Skills Improvement

'College Test Preparation' includes resources to prepare for AP Tests, College entrance tests and improve your skills in math, reading, science and test taking. Please note that all practice tests are not included on the screenshot to the left.
'Career Test Prep' includes resources to prepare for career licensing tests. Please note that all practice tests are not included on the screenshot to the left.
Online Training Center Resources – Adult Learning Resources including Citizenship Test Prep

'Adult Learning Resources' includes resources to improve skills in math and reading or prepare for a citizenship test.
Online Training Center Resources – School Center for K-12

'School Center' includes resources to help K-12 students improve skills in math, reading, social studies, science and other areas.
Online Training Center Resources – Financial Literacy

'Financial Literacy Center' includes resources to help participants improve financial literacy skills.
'Improve Your Soft Skills' includes resources to help participants improve soft skills.