

Frequently Fielded Call Topics for Paraprofessional Testing

[Where can I register to take the test?](#)

[How much does the test cost?](#)

[Is there a refund if I need to cancel?](#)

[When can I take the test?](#)

[Can I reschedule my testing date?](#)

[Where do I take the test?](#)

[What time does the test start?](#)

[Do I have to come in to take it or is there an online version of the test?](#)

[Is the test on paper or computer?](#)

[What is on the test?](#)

[What score do I need to pass the test?](#)

[What do the scores mean, what percentage is a passing score?](#)

[How long does it take to receive the test results?](#)

[Are there any study materials for the test?](#)

[Do I have to bring anything for the test?](#)

[Can I bring my own calculator?](#)

[How often can I retake the test?](#)

[Do I have to retake the entire test if I do not pass?](#)

[How much does it cost to retake the test?](#)

[Are accommodations provided?](#)

[What sort of accommodations do you provide?](#)

[Is the test available in languages other than English?](#)

[I have taken the Parapro test in the past, do my scores still count?](#)

[Can I use college credit hours/prior paraprofessional experience/etc. In place of taking the Parapro test?](#)

Where can I register to take the test?

www.flalearns.com then click Parapro, or
<https://www.flalearns.com/ParaPro/ParaRegistration.aspx>

How much does the test cost?

The registration fee is \$70 and includes all three ACT WorkKeys sub-tests.

Is there a refund if I need to cancel?

No, the test registration fee is **non-refundable**.

When can I take the test?

Test registration dates are posted on the FLA Learns site. Normal tests are listed as dates, Retakes have an asterisk (*) after the date.

Can I reschedule my testing date?

You may reschedule your testing date one time, and only if you notify us at least 48 hours prior to the test date. There is no fee for this rescheduling.

Where do I take the test?

You will take the test at the Bay District Schools Nelson Building located at 1311 Balboa Avenue, Panama City, FL 32401.

What time does the test start?

You should be in the lobby by 8:00 AM, and we will come escort you to the testing lab.

Do I have to come in to take it or is there an online version of the test?

You must come in to take the test, there is no online version offered at this time.

Is the test on paper or computer?

The test is on the computer.

What is on the test?

There are three sections: Applied Math, Graphic Literacy, and Workplace Documents.

What score do I need to pass the test?

The ACT WorkKeys test has a 7-point scale, and the district sets the passing scores for the tests. Passing scores are: Applied Math - 4, Workplace Documents - 4, Graphic Literacy - 3.

What do the scores mean, what percentage is a passing score?

The test is designed by ACT and they do not share the exact meaning of the scale score.

How long does it take to receive the test results?

Test results will be sent out in pdf form via email within 24 hours of completing the test.

Are there any study materials for the test?

There are sample test items and practice tests available at <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>

Do I have to bring anything for the test?

No, you do not need any materials, they are all provided for you.

Can I bring my own calculator?

Calculators are provided, but if you would like to bring your own please refer to the ACT WorkKeys approved calculator list:

<http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf>

How often can I retake the test?

One retake is allowed within each 30 day period. The system will automatically stop you from registering if you are within the 30 window.

Do I have to retake the entire test if I do not pass?

No, you only have to retake the individual section(s) you did not pass.

How much does it cost to retake the test?

It costs \$25 per sub-test you have to retake.

Are accommodations provided?

Testing accommodations can be provided but must be requested before you register for the test so that the appropriate arrangements can be made. The examinee is **required** to sign an affidavit attesting to their need for accommodations.

What sort of accommodations do you provide?

The list of available accommodations is dependent on the needs of the examinee. The most common is extended time, but other forms are allowed.

Is the test available in languages other than English?

No, but examinees may bring approved bilingual word-to-word dictionaries if the ISBN matches one from the approved list:

<https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf>

I have taken the Parapro test in the past, do my scores still count?

Your scores are no longer valid if you

- took the Parapro test prior to 2017,
- took the Parapro test more than five years ago, or
- took the Parapro test outside the state of Florida.

There may be additional exceptions: check with the Bay District Schools Human Resources Department for further information.

Can I use college credit hours/prior paraprofessional experience/etc. In place of taking the Parapro test?

Please contact the Bay District Schools Human Resources Department for further information.