The following material is publicly available on the ACT website at:

The Graphic Literacy Assessment

Workplace graphics come in a variety of formats, but all communicate a level of information. From charts to graphs, diagrams to floor plans, identifying what information is being presented and understanding how to use it are critical to success. The Graphic Literacy assessment measures skills that individuals use when they read and comprehend graphical materials to solve work-related problems.

Number of Items: 38

Test Length

- 55 minutes (WorkKeys Internet Version and Paper)

What it Measures

There are five levels of difficulty. Level 3 is the least complex, and Level 7 is the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels.

For example, Level 5 includes skills used at Levels 3, 4, and 5. At Level 3, examinees are required to identify information in simple graphics and fill in information that is missing in forms. At Level 6, examinees may use the information found in a complicated graphic to make a decision or interpret a trend. The complexity of the graphics increase as the levels increase, and the skills required to answer the higher level items also becomes more complex.

Level 3

Characteristics of Items

- Elementary workplace graphics such as simple order forms, bar graphs, tables, flowcharts, maps, instrument gauges, or floor plans
- One graphic used at a time

Skills

- Locate and find information
- Identify the next step in a process
Level 3 Graphic Literacy Sample Question

A construction manager reviews the Request for Information (RFI) Log.

### Request for Information (RFI) Log

<table>
<thead>
<tr>
<th>RFI #</th>
<th>Request date</th>
<th>Title</th>
<th>Status</th>
<th>Response date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFI-0393</td>
<td>02/06</td>
<td>Mechanical Room Duct Sleeve</td>
<td>Canceled</td>
<td></td>
</tr>
<tr>
<td>RFI-0392</td>
<td>02/05</td>
<td>Bathroom Ceilings</td>
<td>In Review</td>
<td>02/06</td>
</tr>
<tr>
<td>RFI-0391</td>
<td>02/04</td>
<td>AHU Alarm Monitoring Clarification</td>
<td>New Item</td>
<td></td>
</tr>
<tr>
<td>RFI-0890</td>
<td>02/03</td>
<td>Union Station Ceiling Conflict</td>
<td>Closed</td>
<td>02/03</td>
</tr>
<tr>
<td>RFI-0389</td>
<td>02/02</td>
<td>AHU Smoke Damper Control</td>
<td>Canceled</td>
<td></td>
</tr>
<tr>
<td>RFI-0388</td>
<td>02/02</td>
<td>URGENT: Terminal Unit Accessories</td>
<td>Canceled</td>
<td></td>
</tr>
<tr>
<td>RFI-0387</td>
<td>01/30</td>
<td>Base in Vestibule</td>
<td>Closed</td>
<td>01/30</td>
</tr>
<tr>
<td>RFI-0386</td>
<td>01/29</td>
<td>Hardware for Existing Door</td>
<td>Pending</td>
<td>01/30</td>
</tr>
<tr>
<td>RFI-0385</td>
<td>01/28</td>
<td>Door</td>
<td>Pending</td>
<td>01/29</td>
</tr>
<tr>
<td>RFI-0384</td>
<td>01/28</td>
<td>Union Station Hood Fire Protection</td>
<td>Closed</td>
<td>01/29</td>
</tr>
</tbody>
</table>

On which date was RFI-0386 requested?

**Individual Question**

A. 01/28

B. 01/29

C. 01/30

D. 02/02

**Level 4**

**Characteristics of Items**

- Straightforward workplace graphics, such as order forms, bar charts, pie charts, diagrams, flow charts, maps, and dashboards
- May include multiple levels of data within a graph
- One or more graphics are used at a time
Skills

- Locate information in a graphic using information found in a second graphic
- Compare two or more pieces of information
- Identify a trend/pattern/relationship
- Make an inference or decision
- Identify the graphic that accurately represents the data

Level 4 Graphic Literacy Sample Question

A financial analyst reviews one year’s quarterly revenue numbers to plan for future business expansions.

The company would like to reallocate funds for plant improvement by selecting the location that had the most quarters under 40 million dollars in revenue. Which location should receive the improvement funds?

Individual Question

A.  
Akron

B.  
Atlanta

C.  
Minnetonka

D.  
St. Louis
Level 5

Characteristics of Items

- More complicated workplace graphics – may include unusual graphic types
- Multiple variables
- Densely displayed information within a graphic
- One or more graphics are used at a time

Skills

- Locate information in a graphic using information found in another graphic
- Identify and interpret a trend/pattern/relationship
- Make and justify an inference or decision
- Identify the graphic that accurately represents the data
- Compare two or more trends/patterns/relationships
- Identify the most effective graphic given a defined purpose

Level 5 Graphic Literacy Sample Question

A drill press operator who works with wood, plastic, aluminum, and steel uses drill speed recommendation tables to complete orders.
Level 6

Characteristics of Items

- Very complicated and detailed graphs, charts, tables, forms, maps, and diagrams
- Graphics contain large amounts of information
- May include three axes and different scales within same graphic
- May include multiple graphics

Skills

- Locate information in a graphic using information found in another graphic
- Interpret trends/patterns/relationships
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify a decision using evidence found in a graphic
Level 6 Graphic Literacy Sample Question

A nurse manager uses data to study the results of a new treatment.

Level 7
Characteristics of Items

- Level 7 items use extremely complex, dense graphics (often multiple graphics) and require examinees to demonstrate the following skills

Skills

- Interpret trends/patterns/relationships
- Make a reasonable inference or decision based on one graphic after finding information in another graphic
- Justify a decision using evidence found in a graphic
- Identify the graphic that accurately represents the data
- Justify an inference or decision based on information
- Identify and justify the most effective graphic given a defined purpose
Level 6 Graphic Literacy Sample Question

A manager tracks the total value of warehouse inventory and the average number of days an item spends in inventory before being sold each month.

![Monthly Inventory–Total Warehouse Inventory](image)

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