

ACT WorkKeys - Workplace Documents, Applied Math, Graphic Literacy Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which term denotes a variable (often denoted by x) whose variation does not depend on that of another?**
 - A. Independent variable**
 - B. Dependent variable**
 - C. Axis labels**
 - D. Y-axis**

- 2. Which term describes something that happens once a week?**
 - A. Semimonthly**
 - B. Monthly**
 - C. Weekly**
 - D. Biweekly**

- 3. Which term refers to the regular, predictable layout of components in a design?**
 - A. Design**
 - B. Alignment**
 - C. Arrangement**
 - D. Patterns**

- 4. What term describes the lowest legally permitted hourly pay?**
 - A. Compensation**
 - B. Minimum wage**
 - C. Net pay**
 - D. W2**

- 5. Which term is an agreement that binds parties to keep information confidential?**
 - A. Policy**
 - B. Confidentiality/Nondisclosure Agreement**
 - C. Liability**
 - D. Workplace Morale**

- 6. Which term describes the difference between base pay and total earnings due to various factors?**
- A. Contingent**
 - B. Mission statement**
 - C. Wage drift**
 - D. Risk management**
- 7. Which term is the vertical axis on a coordinate plane?**
- A. Y-axis**
 - B. X-axis**
 - C. Percent**
 - D. Mode**
- 8. Which term refers to the middle score in a distribution; half the scores are above it and half are below it?**
- A. Mean**
 - B. Median**
 - C. Mode**
 - D. Axis labels**
- 9. Which term means to manage or control with excessive attention to minor details?**
- A. Supervise**
 - B. Micromanage**
 - C. Microcontrol**
 - D. Micromanage**
- 10. In data analysis, what term describes repeating elements that form a recognizable sequence?**
- A. Structures**
 - B. Patterns**
 - C. Irregularities**
 - D. Variables**

Answers

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1. A
2. C
3. D
4. B
5. B
6. C
7. A
8. B
9. D
10. B

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Explanations

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1. Which term denotes a variable (often denoted by x) whose variation does not depend on that of another?

- A. Independent variable**
- B. Dependent variable**
- C. Axis labels**
- D. Y-axis**

Understanding how variables relate in experiments helps you identify which one you control. The variable whose variation you change on purpose and that isn't driven by other variables is the independent variable. You set its values and observe what happens to other quantities as a result. In contrast, the dependent variable is the outcome you measure, and it changes in response to how you vary the independent variable. For example, if you adjust the amount of fertilizer you apply, that fertilizer amount is the independent variable, and the plant height you record is the dependent variable—the height depends on how much fertilizer you used. Axis labels and which axis is which are just ways to present the data; they don't define the dependency between variables. So the term that denotes a variable whose variation does not depend on another is the independent variable.

2. Which term describes something that happens once a week?

- A. Semimonthly**
- B. Monthly**
- C. Weekly**
- D. Biweekly**

Frequency terms describe how often something happens. When something occurs once every seven days, the term that fits is weekly. Weekly communicates a recurring interval of one week, matching the standard week used in schedules. Semimonthly means twice in a month, which isn't tied to the weekly rhythm. Monthly means once per calendar month, and biweekly usually means every two weeks (not weekly). So weekly is the precise, unambiguous way to describe something that happens once a week.

3. Which term refers to the regular, predictable layout of components in a design?

- A. Design**
- B. Alignment**
- C. Arrangement**
- D. Patterns**

Patterns describe the regular, predictable arrangement of elements that designers reuse to create consistency. When a design follows a pattern, you can anticipate where headers, images, and text blocks will appear because the same layout rules repeat across sections. This consistency makes the design easier to read and visually coherent, helping users scan and understand the material quickly. Alignment is about lining items up along guides or edges, arrangement is the act of placing items in a composition for a single piece, and design refers to the overall plan and look. So the term that captures a regular, predictable layout of components is patterns.

4. What term describes the lowest legally permitted hourly pay?

- A. Compensation**
- B. Minimum wage**
- C. Net pay**
- D. W2**

Minimum wage is the term for the lowest legally permitted hourly pay. It acts as a wage floor set by law to prevent paying workers too little and to help ensure a basic standard of living. The rate can vary by country or region, and there may be special rules or exemptions for certain situations, such as tipped workers. This is different from compensation, which covers all forms of pay and benefits, and from net pay, which is the amount you actually take home after deductions. W-2 refers to the tax form used to report earnings to the government, not to the wage rate.

5. Which term is an agreement that binds parties to keep information confidential?

- A. Policy**
- B. Confidentiality/Nondisclosure Agreement**
- C. Liability**
- D. Workplace Morale**

The idea being tested is recognizing formal language used to protect secret information. The term that binds parties to keep information confidential is a Confidentiality/Nondisclosure Agreement. This is a contract in which each party promises not to share or misuse specific information and to use it only for agreed purposes. It usually spells out what information is confidential, how long the obligation lasts, acceptable disclosures, and the consequences of breaches. For example, a vendor who receives product designs signs an NDA to prevent leaking those details. This makes the obligation legally binding, unlike a policy, which is a guideline or rule for behavior, or concepts like liability, which refer to responsibility for damages, or workplace morale, which describes the overall mood or spirit of a team.

6. Which term describes the difference between base pay and total earnings due to various factors?

- A. Contingent**
- B. Mission statement**
- C. Wage drift**
- D. Risk management**

Wage drift is the difference between base pay and total earnings that arises from extra pay components. Base pay is the fixed salary, while total earnings include overtime, bonuses, shift differentials, commissions, and other supplements. When these additional payments push total earnings above the base, the amount of that difference is wage drift. For example, if base pay is 40,000 and overtime adds 6,000, bonuses 2,000, and a shift differential 1,000, the total earnings become 49,000, with 9,000 as wage drift. The other terms don't describe this idea of earnings exceeding the base pay due to extra pay factors.

7. Which term is the vertical axis on a coordinate plane?

- A. Y-axis**
- B. X-axis**
- C. Percent**
- D. Mode**

On a coordinate plane, two directions show how to locate points: horizontal and vertical. The vertical direction is labeled with y-values and is called the Y-axis. The horizontal direction is the X-axis. Coordinates are read as (x, y): you move left or right along the X-axis to the x-position, then move up or down along the Y-axis to reach the y-position. The origin is where they meet, at (0, 0). Positive y-values go up, negative y-values go down. Terms like percent or mode belong to statistics, not to the axes, so they don't describe the vertical direction.

8. Which term refers to the middle score in a distribution; half the scores are above it and half are below it?

- A. Mean**
- B. Median**
- C. Mode**
- D. Axis labels**

The middle value of a data set when the scores are arranged from smallest to largest is called the median. It splits the data so that half the scores lie below it and half lie above it. If there are an even number of scores, the median is the average of the two central values, which becomes the dividing point between the two halves. This is different from the mean, which is the arithmetic average of all the scores and can be pulled toward extreme values. It's also different from the mode, which is the most frequent value in the set. Axis labels aren't related to central tendency; they describe parts of a chart, not the data's center. Example: For 3, 7, 9, 12, 15, the median is 9. With an even set like 3, 7, 9, 12, the median is the average of 7 and 9, which is 8.

9. Which term means to manage or control with excessive attention to minor details?

- A. Supervise**
- B. Micromanage**
- C. Microcontrol**
- D. Micromanage**

Micromanage means to manage or control with excessive attention to minor details. This term fits the description because it describes overseeing work at a level of detail that leaves little room for autonomy, often slowing progress and increasing frustration. Supervise is simply overseeing work generally and doesn't imply focusing on every tiny step. Microcontrol isn't a standard term for management behavior and sounds more like a technical term for controlling small systems. The repeated option is the same word and reinforces the intended meaning.

10. In data analysis, what term describes repeating elements that form a recognizable sequence?

A. Structures

B. Patterns

C. Irregularities

D. Variables

Recognizing regularity in data is the key idea. Repeating elements that form a recognizable sequence are patterns. When data shows a consistent order or cycle, you can often predict what comes next and understand how the data behaves over time or across steps. For example, a sequence like 2, 4, 6, 8 follows a clear pattern of adding 2 each time, and seasonal or cyclical data (sales peaking every holiday) also forms patterns you can analyze. Other terms don't specifically capture the idea of repetition and sequence. Structures describe how data is organized or built, not the repeating behavior. Irregularities are deviations from expected repetition, not the repetition itself. Variables are values that can change, but they don't inherently describe a repeating sequence.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://actworkkeys.examzify.com>

We wish you the very best on your exam journey. You've got this!

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