

## REQUIREMENTS FOR KEYBOARDING TESTING

### Classified Monthly Positions

1. When applying for a position requiring a specific keyboarding skill, a valid keyboarding certificate issued by an employment agency or business school within the past twelve (12) months must be submitted with each application. Internet keyboard tests are not valid and will not be considered.
2. Applications received without a valid keyboarding certificate, or not meeting the minimum net words per minute will not be considered and the applicant will not be contacted to correct the deficiency.
3. A list of agencies that administer keyboarding tests and issue certificates can be found on the District's Human Resources website. Applicant's may need to call first to see if an appointment is required to take the test.
4. The keyboarding certificate must be scored to show a 5-minuted timed keyboarding exercise showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error found in the exercise.

### Hourly (Temporary) Positions

1. All applicants applying for hourly positions will be referred to the designated testing agencies to make arrangements for keyboard tests.
2. All applicants will be responsible for paying for their own keyboarding test.
3. Applicants will be provided with a test certificate. The designated testing agency will not maintain a log of the test scores. Applicants will be required to present the keyboarding certificate if applying for a classified position requiring keyboarding skills.
4. District Human Resources will honor any previous test scores from applicants who tested at a designated testing agency within one year of application. Test scores from other sources will not be accepted.