GUIDELINES FOR KEYBOARDING/TYPING CERTIFICATION

The guidelines below are provided to employees and applicants when a typing test is required.

In order for your application or Qualified Selection Pool (QSP) Placement Request to be considered by the Clark County School District, certified test results must conform to the following criteria:

- must be on testing agency's official form or letterhead;
- must be dated;
- must be proctored by authorized personnel;
- must be signed by a person authorized to do such testing;
- must indicate the duration of the test was five (5) minutes;
- must list the gross number words typed per minute; and
- must list number of errors – no more than eight (8) errors will be accepted.

The typing test should be administered on a computer at an agency. Tests conducted via the Internet will not be accepted. To achieve a net score, your errors will be subtracted from the gross number of words typed per minute.

Locating an Agency to Administer the Test:
The Clark County School District does not endorse any particular agency or school for testing purposes. Most employment agencies charge a fee for administering the test. Consult the Internet and/or the telephone directory for agencies.

Submitting your Application or QSP Placement Request:
Upload your typing certification in your SearchSoft application under the Attach Documents tab before the closing date of the vacancy announcement.

Information Help Desk: 702-799-5404 (view our website @ www.ccsd.net/jobs for additional information)

Hours of Operation: Monday through Friday, 7 a.m. to 5 p.m., excluding holidays.