

**Newark Catholic High School**  
740-344-3594

### Keyboarding Proficiency Test

Students will have the opportunity to pass a proficiency test of keyboarding skill to become exempt from taking the class. This test will be open to all students planning to graduate from Newark Catholic High School who have not yet received their Keyboarding credit. There will not be a grade assigned to the test – a student will either pass or not pass. Newark Catholic will waive the keyboarding requirement for those students who demonstrate adequate skills. No grade will appear on the student's report card or transcript and the test will have no effect on the student's G.P.A.

#### Test Dates:

- **Spring of 2010**
- There will be three testing sessions at NC. Tests will be administered after school from 3:15-4:00 or so. Students from other schools who cannot attend these sessions may contact Mr. Smith to schedule a possible test at the student's home school.
- Specific times and dates will be made available through the Newark Catholic newsletter or you may contact Mr. Smith for the details as March approaches.

Content: Students will be expected to meet the following criteria to pass the Keyboarding proficiency test:

- 30-minute timed writing
- Typing speed of straight copy of at least 30 words per minute with at least 90% accuracy.
- All questions should be addressed to Mr. Smith at Newark Catholic ([rjsmith@laca.org](mailto:rjsmith@laca.org))

Students who do not pass the Keyboarding proficiency test will be required to complete the course as part of Newark Catholic's academic requirements. No make-up test will be scheduled.