

AISD Keyboarding Proficiency Exam Proficiency Exam Information

AISD expects that all students will be proficient in keyboarding as well as certain technology concepts and skills before entering 9th grade. To assist students in meeting this expectation, the following opportunities are available to middle school students:

- Passing a keyboarding class or another substitute class during middle school, OR
- Passing keyboarding during summer school before grade 9, OR
- Demonstrating proficiency on a district-developed keyboarding equivalency assessment.

O. Henry Middle School will offer students who are not enrolled in Keyboarding class an opportunity to take the Keyboarding Proficiency Test this semester to meet the keyboarding requirement. Any student who has not taken the class, a substitute class, or passed the keyboarding test before the end of their 7th grade year MUST take the keyboarding class their 8th grade year.

What is being tested?

The proficiency test has two parts: Part I—Speed and Accuracy and Part II—MS Office and Internet Search Proficiency. Students must pass Part I by typing a minimum of 25 words a minute with no more than five errors in order to take Part II. Students who are considering meeting their keyboarding proficiency requirement via this test (rather than via a keyboarding class or summer school) need to review the knowledge and skills required and should practice on their own. Information about the test content and performance standards can be found in the Keyboarding Proficiency Study Guide on the O. Henry Web Page

When is the test?

O. Henry Middle School will offer the Keyboarding Proficiency Test one time during the Spring Semester. The test is currently scheduled for February 27th and 28th.

The test will take place over two days.

The first day will be the Speed and Accuracy portion of the test.

The Production tests will be given on a second day.

The test will be administered after school at 3:45 in Ms. Mann's Classroom

How do I sign up for the test?

Reservations for a testing session will be accepted via the school web site. Look for the [Keyboarding Proficiency Test Registration link](#) at <https://goo.gl/forms/lkov63qiT9dYkB8M2>. Phone reservations will not be accepted.

Space is limited, so first time testers will be given priority for testing. Students who fail either portion of the test may request a reservation for a later testing date and will be informed the Friday before that test if there is space available. If the Office Production portion of the test is failed, only that section will need to be retaken.

How do I get the test results?

Immediately following the Speed and Accuracy test, students will be informed whether they passed that test and are eligible for the Production portion of the test. Results of the Production test will be emailed to the student's district email address plus a parent email. The counselors will be notified of the names of the student who have fulfilled the keyboarding requirement.

If you have questions, email Ms. Mann at dell.mann@austinisd.org or call [\(512\) – 841-4502](tel:(512) 841-4502).

KEYBOARDING

Students must be able to enter text into a word processing program by means of a keyboard attached to a computer at a rate and error level established by the district.

Note: Any computer may be used. Any word processor may be used or a typing program that uses specified text which counts time and errors may be used. Only school personnel who are certified test administrators may verify that this portion of the proficiency has been passed.

It is strongly recommended that students use a home key row method of typing as compared to "hunt and peck typing" due to the speed and accuracy required.

Passing score: In a five-minute timed test, students must type at a rate of at least **25 WPM**.

1. WORD (or Google Docs Documents)

Students must use prepared text (a text file already entered into the computer) with Microsoft Word or Google Docs Documents which will allow you to perform the following operations:

Opening a file	Moving text	Printing a document
Closing a file	Indenting	Adjusting margins
Centering text	Bolding	Capitalization of Title
Changing font size	Changing text to italic	Underlining
Aligning text in columns	Using a spell checker	Left Align text
Add header or footer	Insert page numbering	Right Align text

2. POWERPOINT

Students must individually prepare and present a computer "slide" presentation using Microsoft PowerPoint or Google Docs Presentations that includes the following:

2 different slide layout designs	Slide Transition or other animation
Use of clip art	

3. INFORMATION RETRIEVAL (SEARCH ENGINES)

Using a computer which has access to the Internet, students must locate information from a minimum of *two verifiable, reputable sources on one specific topic* as determined by the test administrator from a pre-determined list. *One source must come from an online encyclopedia*. The websites will be emailed or printed and given to the test administrator.

Passing score for #1, 2 and 3 is 80% accuracy.