



Clark County School District Typing Test Guidelines Human Resources Division

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 to be considered by the Clark County School District, certified test results must conform to the following criteria:

- must be administered on a computer at an agency and 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;
- tests conducted via the Internet will not be accepted.

The typing test should be administered on a computer at an agency. Tests conducted via the Internet will not be accepted.

How We Calculate Net Score:

To achieve a net score, your errors will be subtracted from the gross number of words typed per minute. Please note this may be different from how the agency calculates your net score.

Locating an Agency to Administer the Test:

The Clark County School District does not endorse any particular testing agency. However, Vegas PBS is a valued community partner and provides a variety of testing services at their location. Visit their website for more information,
<https://www.vegaspbs.org/workforce-education/workplace-testing/>