

Kealing will offer students who are not enrolled in a Keyboarding class an opportunity to take the Keyboarding Proficiency Test during this 2009-2010 school year.

The proficiency test has two parts: Part I -- Speed and Accuracy; Part II – Production. Students must pass Part I in order to take Part II. Students who are considering getting keyboarding proficiency via this test (rather than a keyboarding class, summer school, or credit by exam) need to review the expectations and practice on their own. Information about the test content and performance standards can be found by going to www.kealing.org, clicking on “Other Information” on the left and then clicking on the *Keyboarding Proficiency Tests*.

Kealing will offer the Keyboarding Proficiency Test three times during the 2009-2010 school year:

Tuesday, December 1	Speed and Accuracy
Thursday, December 3	Production
Tuesday, February 16	Speed and Accuracy
Thursday, February 18	Production
Tuesday, May 4	Speed and Accuracy
Thursday, May 6	Production

Speed and Accuracy tests will begin at 3:00 p.m. and end by 4:30 p.m.. Production tests will begin at 3:00 p.m. and end at about 5:00 p.m.. Students who are taking the tests need to be in the library no later than 2:55 p.m. on the day(s) they will test. A maximum of 24 students may take the Speed and Accuracy portion of the test on one date.

Following are details everyone contemplating taking the proficiency test needs to read carefully:

- Reservations for a testing session will be accepted via a note or email. Notes and emails should be addressed to Annette Moore, Magnet Program Secretary (amoore2@austinisd.org). Phone reservations will NOT be accepted.
- Students must go to the Magnet Office the day following the Speed and Accuracy test to find out whether they passed that test and are eligible for the Production portion of the test. It is the student's responsibility to find out this information. Staff will not look for students to tell them the results. Nor will staff share the results over the phone.
- Students who pass the Speed and Accuracy test must take the Production test at the very next administration. In other words, students cannot “bank” Speed and Accuracy results. So, for example, if a student passes the Speed and Accuracy test on December 1, s/he must take the Production test on December 3.
- First time testers will be given space 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 whether there is space available.
- Results of the Production test (which determine whether a student has achieved keyboarding proficiency) will be mailed home within two weeks of that test.