



# Keyboarding Tests

Potential applicants applying for any position requiring a Keyboarding Test must have a current passing keyboarding score before proceeding to the written test or online written test.

## How do you take a Keyboarding Test?

- **Applicants will be emailed a Keyboarding Test link, after they have applied on a job posting that requires a passing Keyboarding Test score. See job postings for requirements.**
- **If an applicant applies to multiple job postings that require a Keyboarding Test score, they may receive multiple emails within the month that include the same Keyboarding Test link. The Keyboarding Test link can only be used once per month.**
- **If an applicant does not meet the required wpm from the Keyboarding Test, a new Keyboarding Test link will be sent the following month until the job posting closes.**

**Keyboarding Test scores are valid for one calendar year.**

If you do not have access to a Windows computer, you may contact [certifications@personnelboard.org](mailto:certifications@personnelboard.org) or (251) 470-7727, extension "0" to schedule an appointment to use our public computers, but the availability of our public computers is limited.

For more information about Keyboarding Test procedures, call (251) 460-7727 or submit your questions your questions by email to [certifications@personnelboard.org](mailto:certifications@personnelboard.org).

Note: The Keyboarding Test requires the use of a Windows computer with an internet connection. Internet Explorer is no longer compatible with Microsoft and is not a compatible browser for this online test. The keyboarding test itself takes 5 minutes to complete, not including instructions and/or practice tests if you decide to take the practice tests. Each practice test is 3 minutes long, and you may take up to three practice/warm-up tests before taking the actual keyboarding test. Make sure you will have access to a Windows computer for as long as you need to complete the test.