

Keyboarding Challenge Exam Schedule and Instructions & Key Information Fall, 2024

Instructor Name	Date(s)	Time	Campus & Room No.
<p>Ms. Brown brownjs@matc.edu</p> <ul style="list-style-type: none"> • <i>Must email the instructor to request information for taking the exam.</i> • <i>The exam fee must be paid before the exam will be scheduled.</i> 	<p>Virtual 9/9/2024 - 12/2/2024 (Proof of payment must be emailed to Ms. Brown by 11/26/24)</p>	<p>The exam must be completed within 1 week after it is scheduled.</p>	<ul style="list-style-type: none"> • Must have a reliable internet connection and a laptop or desktop computer. • The exam can also be taken virtually at the Academic Support Center, Downtown Milwaukee Campus, Room M273, during their hours of operation.
<p>Ms. Reyes reyese@matc.edu</p> <ul style="list-style-type: none"> • <i>Must email the instructor to request information for taking the exam in person.</i> • <i>The exam fee must be paid before you can take the exam in person.</i> 	<p>In-person on the following dates:</p> <ul style="list-style-type: none"> • 9/10/2024 • 9/24/2024 • 10/22/2024 • 11/12/2024 • 12/03/2024 <p>(Please bring your receipt as proof of payment.)</p>	<p>On Tuesdays ONLY between the hours of 9:30 AM and 10:30 AM.</p>	<p>Milwaukee Area Technical College West Allis, ROOM 261</p> <p>Campus Address: 1200 S 71st St, West Allis, WI 53214</p>

This schedule is subject to change

*** NOTE: Review, "Paying for the Exam" on the next page for instructions. CPLE (cple@matc.edu) must be contacted before paying for the exam!**

Keyboarding Challenge Exam General Information and Instructions

The OFTECH-103 Performance Examination (Challenge Exam) is administered by a member of the Office Technology Department in an MATC lab environment or virtually utilizing Internet-based software.

OFTECH-103 Exam Information

- If you plan to take the exam, you are encouraged to practice your keyboard skills before paying for, scheduling, and taking the exam. You can use the web-based application, TypingTest.com for this task.
- For virtual exams, you must practice on your own using TypingTest.com.
- To pass the exam, 1 timed writing must score 30 words per minute or higher with no more than 3 errors (95% accuracy). The backspace key may be used when keying.

Scheduling the Exam

The Keyboarding Challenge Exam is taken virtually (no instructor is present) either on-campus or off-campus at your convenience.

- Before scheduling the exam, you must:
 - a. **Contact CPLE at (cple@matc.edu)**
 - b. **Pay the fee to take the exam** (See “Paying for the Exam” below.)
 - c. Send the receipt of payment by email to BrownJS@matc.edu. **The itemized receipt must list CPLE.**
 - d. After payment and confirmation of payment have been received, you will be notified that the exam has been scheduled.

Paying for the Exam

NOTE: This is an out-of-pocket expense to students. FINANCIAL AID DEFERMENTS CAN NOT be used to pay the fee for taking the Keyboarding Challenge Exam.

- The [fee is \\$50](#) to take the exam and **must be paid before taking the exam**. The exam can be paid for at the cashier’s window of any MATC campus or in Self-Service.
- **If you are paying for the exam at the Cashier’s Window or through Self-Service, you must notify CPLE (CPL@matc.edu) and let them know that you want to pay the fee through Self-Service so that the fee can be added to your account.**
- If you pay the fee for the exam at the Cashier’s Window you must email a copy of the receipt to brownjs@matc.edu. **After receipt of payment, Ms. Brown will schedule the exam, and email you the instructions for taking the exam virtually.**