

## Typing Skills Tests: What to Expect

### Before the Test Date:

- The typing skills test is taken by clerical and secretarial applicants only.
- If you apply to a position that requires the typing test, and you meet the minimum requirements for that position, you will be notified by mail and/or e-mail of the date and time of the typing test.
- If you would like to request ADA accommodation (i.e., you should have made a request in the job application you submitted online), you may contact the Recruitment Division of the Personnel Department at 504-364-2740. If you have questions or concerns regarding ADA accommodations for testing, contact the Recruitment Division as soon as possible (before your test date).
- If you know in advance that you will not be able to make the scheduled test date and/or time provided, you should call the Personnel Department at 504-364-2730, and we will try to reschedule you.

### On the Day of the Typing Test:

- The typing test is given on desktop computers in Room 206 at the Yenni Building.
- Please arrive on time.
- If you arrive after the scheduled time, the Personnel Department cannot guarantee that you will be admitted to the test late or that you will be rescheduled for a later date.
- If you are running late, or you find out on the day of the test that you will not be able to make it to the scheduled test, please call the department at 504-736-6364 or 504-364-2730, and we will try to reschedule you, if possible.

### Entering the Room:

- You are not permitted to bring any study materials or personal belongings into the testing room. Before you enter the testing room, you will be given a locker key and required to lock your personal belongings (including cell phones, pagers, radios...etc.) inside a locker.

### During the Typing Test:

- Applicants are given a 2-minute warm-up for practice before the actual test begins.
- Upon completion of the typing test, applicants will receive a score report. The score is based upon typing accuracy and speed over a period of 5 minutes. A passing score on this test is 40 net words-per-minute (i.e., 40 wpm after an adjustment for errors per minute has been made).

### After the Typing Test:

- In the civil service recruitment and examination process, the typing test is used as a “qualifying-only” or “pass/fail” screener. Therefore, your words-per-minute score is not considered in the eligibility list ranking for the clerical/secretarial position to which you apply.