

Keyboarding Performance Exam Schedule and Instructions & Key Information

Fall, 2026

This schedule is subject to change

Instructor Name	Date(s)	Time	Campus & Room No.
Ms. Brown brownjs@matc.edu <i>In-person Exam</i> Must email Ms. Brown to schedule the exam. Virtual Dates - Temporarily unavailable. - Information will be distributed when this option is available.	In-person Dates: 9/30/26 and 10/7/26 <i>Proof of payment (receipt) must be presented when you schedule the exam.</i>	In-Person Dates: 12:00 p.m. - 12:45 p.m.	In-Person Dates: West Allis Campus Room 234
Mrs. Caselius caseliun@matc.edu - Must email the instructor to schedule the exam. - The exam fees must be paid before the exam will be scheduled.	In-Person (West Campus, Room 207) Proof of payment must be presented to Mrs. Caselius at the time of your scheduled face-to-face keyboarding exam. 9/21, 10/5, 10/19, and 11/9	10:30 AM to 11:30 AM	West Allis Campus Room 207
Ms. Reyes reyese@matc.edu	In-Person (West Campus, Room 309) Proof of payment must be presented to Ms. Reyes at the	9:00 AM to 10:00 AM	West Allis Campus, Room 309

	time of your scheduled face-to-face keyboarding exam. * Friday, October 23, 2026 * Friday, November 6, 2026		
--	--	--	--

*** NOTE: Review, “Paying for the Exam” below for instructions. CPLE (cple@matc.edu) must be contacted before paying for the exam!**

Keyboarding Performance 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.
- To pass the exam, one (1) 2-minute 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 Performance Exam can be taken in-person on the date, time, and location designated above. It can also be 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.)

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 (cash, check, or money order only) of any MATC campus or in [Self-Service](#) (debit or credit card only).

- If you are paying for the exam at the Cashier's Window or through [Self-Service](#), you must notify CPLE (CPLE@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.**
- If you are taking the exam in-person, you must email your receipt to the instructor facilitating the exam before you will be scheduled to take it.