Keyboarding Performance Exam Schedule
and
Instructions & Key Information

Spring, 2026

This schedule is subject to change

Instructor Name	Date(s)	Time	Campus & Room No.
Ms. Brown brownjs@matc.edu ● *Must email the instructor to request information for taking the exam.* ● *The exam fee **must be paid before the exam will be scheduled**.*	**Virtual*** 2/2/2026 - 5/1/2026 No exams will be administered during Spring Break: 4/3/26 through 4/10/26 *(Proof of payment must be emailed to Ms. Brown by 4/29/26 to schedule the exam by 5/1/26	● The exam must be completed within 1 week after it is scheduled. ● You will receive an email from the platform as well as me (Ms. Brown) when the exam is scheduled.	● 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.
Ms. Reyes reyese@matc.edu ● Must email the instructor to request information for taking the exam. ● The exam fees must be paid before the exam will be scheduled**.**	**Face-to-Face (West Campus, Room 237)** Proof of payment must be presented to Ms. Reyes at the time of your scheduled face-to-face keyboarding exam. **2/27, 3/27, And 4/24.** **10:30 AM to 11:30 AM**	**10:30 AM to 11:30 AM**	**(West Campus, Room 207)**

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.
- For virtual exams, you must practice on your own using TypingTest.com.
- 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 present your receipt of payment to the instructor facilitating the exam before you will be allowed to take it.