

SVUSD Typing Test **Frequently Asked Questions (FAQ)**

- **Who has to take a typing test?**
Anyone applying for a position at SVUSD that requires a *typing* speed minimum, as outlined in the job description. This includes current SVUSD employees who are applying for a different job, as well as new applicants. If a current employee has a typing speed on file that fulfills the requirement, they do not have to re-take the typing test. If a current employee's typing speed on file does not meet the job description's minimum, they need to re-take the typing test *before* the position closes on Ed Join. Please read below for more information regarding this issue.
- **How do I sign-up to take the typing test?**
To take the typing test through SVUSD, visit the SVUSD homepage: www.svusd.org, click Employment, visit "CLICK HERE FOR APPOINTMENT" for the Signup Genius webpage. Appointments are filled on a first-come, first-served, space available basis.
- **How long does the test take?**
The test is comprised of a 5 minute warm up, and two 3 minute tests. It takes no longer than 20 minutes to complete the entire process. We keep the higher of the two scores on file.
- **Is the test on a computer or typewriter?**
The test is held on a PC with a standard keyboard.
- **Is there any cost?**
No, there is no cost to take the typing test at SVUSD.
- **Do you offer night or weekend testing?**
No, we do not offer tests on nights or weekends
- **Is the typing test mandatory?**
Completion of the typing test is a requirement for clerical and secretarial positions. Applicants may not be hired unless the requirements are met. The next typing test will accommodate this requirement for all future positions. For questions regarding the Typing Test, e-mail theresa.nguyen@svusd.org
- **What if I can't attend the next typing test before the position on Ed Join closes?**
All applicants applying for clerical positions will be required to have either a typing test speed on file from SVUSD, or will need to attach a typing certificate from another agency that meets the following criteria:
 - Minimum of 3 minutes in length
 - Gross words per minute reported
 - Net words per minute reported
 - No web game certificates

As an option to attending SVUSD's typing test, applicants can obtain a typing test certificate from EDD's ONE STOP department, which offers a typing test that meets the district's criteria.

One-Stop Center, Irvine
17891 Cartwright Road
Irvine, CA 92614
Mon - 8:00 am - 7:00 pm
Tues to Fri - 8:00 am - 5:00 pm
Sat & Sun - Closed

For information on their testing program, please call (949) 341-8000.

***NOTE:** SVUSD's HR department does not have information regarding EDD's typing test program, testing dates or times. Applicants should contact EDD directly for information.