

Keyboarding

Keyboarding assessments are by appointment only

To schedule an appointment, please select ONE of the following:

- Phone 604.871.7093 and select option # 6
- Email assessments@vcc.ca
- Come into the [VCC Assessment Centre](#) at the Broadway Campus

The following information is required:

- Full name
- Date of birth
- Program applying for
- Phone number
- VCC Student ID (if known)

A keyboarding assessment is required for entry into some [VCC programs](#). The keyboarding assessment consists of 6 five-minute timings using the Cortez-Peters keyboarding program. This program does not allow the use of the backspace key.

The cost is \$25. This fee is payable by cash, debit card, Visa, MasterCard, or American Express. **Assessment fees are non-refundable.**

Assessment results are confidential and valid for one calendar year. This assessment can be retaken **without** a waiting period. An assessment fee applies each time you do the keyboarding assessment.

OPTION:

A keyboarding assessment can also be taken at a High school or College in the applicant's area or at an employment agency. You are responsible for making such arrangements. Keyboarding results should be on official company/school letterhead and **must** include the following:

- Your Full name and Date of Birth
- keyboarding assessment is a 5-minute test
- results must clearly indicate the gwpm (gross words per minute), # of errors (maximum 5 errors) and nwpm (net words per minute)
- signed by the test invigilator and contact number provided

Calculation of Keyboarding assessment for the Gross words per minute:

Total wpm (words per minute) divide by 5 minutes= # of gwpm

Calculation of Keyboarding assessment for the Net words per minute:

of gwpm minus # of errors (double the errors)=# of nwpm