



# TYPING/KEYBOARDING TESTS

1. **PARKING:** Check with Campus Patrol at the main entrance of the campus for parking directions.
2. **FEE:** Pay fee(s) at the cashier's window, located in Building A, Administrative Services. Picture Id required.
3. **TEST:** The test is administered in MD-335. Directions to MD-335 test location may be obtained from the cashier.

Report to the MD-335 lab at your scheduled time. give the FEE RECEIPT to the staff when you check in.

You will have 10 minutes of practice time. Three 5-minute timings will be given from straight copy. Typing tests follow International Typing Rules. A certificate will be issued for the best timing with 5 errors or less. Allow an hour for the whole process.

## CONTACT US:

Palomar College  
1140 West Mission Road  
San Marcos, CA 92069  
Room MD-335  
(760) 744-1150, ext. 2494

## WHEN:

Monday - Friday  
9:00 or 10:30 am  
By appointment  
only

## WHERE:

MD-335

**FEE: \$10**

**NOTE:-NO CHARGE to currently registered Palomar College STUDENTS OR STAFF. Students must show proof of registration for the current semester.**

**Photo ID required**

