

Spring Branch I.S.D. Minimum Standard Assessments

After July 1st, the following assessment criteria will be used to establish minimum standards.

Category	MS Word	MS Excel	Bookkeeping
3	51% (Basic Knowledge)		
4	65% (Broad Knowledge)		
5 (Secretarial)	65% (Broad Knowledge)	51% (Basic Knowledge)	
5 (Bookkeeping)	65% (Broad Knowledge)	51% (Basic Knowledge)	10 Key - 100 kpm Data Entry - 80 kpm
6	65% (Broad Knowledge)	65% (Broad Knowledge)	

Basic Knowledge – Test results indicate that the applicant has required basic skills to perform routine tasks on the software.

Broad Knowledge - Test results indicate that the applicant has a broad knowledge of the software and related computer experience. This candidate can figure out a way to do an unfamiliar task using the software and is experienced enough to be placed in a more demanding situation with confidence.