

HOW TO SCHEDULE A TEST

For a list of test dates, please visit
ALCO's website

www.alco.osceola.k12.fl.us

Appointments may be made in
person or by telephone.

2320 New Beginnings Road
Kissimmee, FL 34744
407-518-8140

Photo ID or School District ID Required

*Schedule subject to change without notice.
If you are unable to keep your appointment,
please call and cancel your appointment at
least 24 hours in advance.*

TESTING FEES

The cost for any combination of clerical tests, up to three tests per session, is \$10. In the event you do not pass one of the clerical tests, you may reschedule for the next available testing date.

The testing fee is collected upon scheduling of appointment and can be paid for by cash, debit, personal check, MasterCard or Visa. Fees are nonrefundable and are subject to change without notice.

All School District of Osceola County employees are exempt from paying the testing fees.

DISTRICT MISSION STATEMENT

"Education which inspires all to their highest potential".

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

The School District of Osceola County, Florida does not discriminate on the basis of race, color, sex, age, national origin, religion, or other handicap. Students with disabilities are encouraged to enroll in all programs. We will make every effort to provide reasonable accommodations for individuals participating in our programs and activities.



ALCO MISSION STATEMENT

"Adult Learning Center Osceola is committed to providing educational opportunities that empower the adult participant to be active in lifelong learning."



Clerical Testing Services

Adult Learning Center Osceola
ALCO

2320 New Beginnings Road
Kissimmee, FL 34744

407-518-8140

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An Equal Opportunity Agency

SERVICES OFFERED

Adult Learning Center Osceola (ALCO) provides testing opportunities for people seeking employment or upgrading from existing positions.

This evaluation process is the perfect way to show a prospective employer that you “have what it takes” to get the job done. Test results may be forwarded to a designated employer by completing a signed release.

Applicants/employees who use the testing services provided at ALCO may specify a combination of clerical tests. An individual’s test results may be used to help determine if the applicant is qualified for employment.

The ALCO staff will conduct the tests in a fair and consistent manner. The staff of ALCO does not participate in the decision making process of hiring individuals. ALCO only provides testing. Any inquiries regarding job openings are handled by the School District of Osceola County Human Resources Department or your prospective employer.

All testing results and personal information are confidential and will only be released to applicants in person, to the School District of Osceola County or prospective employer.

CLERICAL TESTS AVAILABLE

Applicants/employees may request any combination of the following clerical tests for one set fee. School District of Osceola County employees are not charged. Calculators will be provided for you.

Keyboarding: A five (5) minute timed test is administered. The total words per minute are adjusted allowing only one error per minute.

Bookkeeping: This test includes basic bookkeeping skills and bank reconciliation. This is a 40 minute timed test.

Math: This test assesses basic math skills. Calculators or adding machines are NOT allowed. This is a 30 minute timed test.

Calculator: A 10-key calculator test is used to determine data entry accuracy and adding machine knowledge. This is a 30 minute timed test.

Proofreading: Documents are checked for various errors including spelling, punctuation, capitalization, abbreviations, number usage, and grammar. This is a 30 minute timed test.

Data Entry: This test evaluates applicants’ ability to follow instructions and pay attention to detail. This is a 30 minute timed test.

WHICH TEST(S) DO I NEED TO TAKE?

If you are not sure what test(s) you are required to take for a specific position, please refer to the School District of Osceola County website at www.osceola.k12.fl.us *prior* to calling for an appointment.

Once on the website, click on:
“Employment”
“Job Descriptions”
“Professional Support Positions”

You will find an alphabetical listing of job descriptions. The clerical tests required are included in each job description.

