

# Computer Competency Assessment

All students shall demonstrate basic computer competence as a requirement for graduation. Students may demonstrate competence by passing a computer competency assessment or by successfully completing classes as designated in the course catalog that meet this requirement.

## Who should take the assessment?

Incoming 9th - 12th graders may register for this assessment.

## What is the assessment?




The computer competency assessment uses a web-based program to assess the student's ability "to perform basic competencies" in the Microsoft Office applications of Word, Excel, and PowerPoint.

## How does a student register for the assessment?

Students should complete the online registration form available on the Kennewick School District website under Graduation Requirements → [Credit Competency](#), or contact their school counselor.

## Preparing for the assessment

Microsoft provides training and tutorials on <https://support.microsoft.com/en-us/training>. Students should explore the Word, Excel, and PowerPoint training videos, paying attention to the tools listed in the table below.

WORD 	EXCEL 	POWERPOINT 
<p><i>Manage Documents:</i></p> <ul style="list-style-type: none"> <li>❑ Spelling/Grammar/Editor tools</li> <li>❑ Insert a hyperlink, header, footer, page numbers, and watermark.</li> <li>❑ Apply a page background,</li> </ul> <p><i>Insert and Format Text:</i></p> <ul style="list-style-type: none"> <li>❑ Utilize search function</li> <li>❑ Alignment (left/right/justify), indent (left, right, hanging)</li> <li>❑ Line spacing (double, before, after)</li> <li>❑ Insert WordArt, columns, and page breaks</li> </ul> <p><i>Manage Tables and Lists:</i></p> <ul style="list-style-type: none"> <li>❑ Insert/edit a table, add rows/columns, numbering, and bullet points.</li> </ul> <p><i>Insert/Format Graphics:</i></p> <ul style="list-style-type: none"> <li>❑ Insert/modify text boxes, shapes, and pictures.</li> </ul>	<p><i>Manage Worksheets/Workbooks:</i></p> <ul style="list-style-type: none"> <li>❑ Create/format worksheets</li> <li>❑ Find and Replace</li> <li>❑ Change cell formats</li> <li>❑ Modify grid lines and headings</li> </ul> <p><i>Manage Data Cells &amp; Ranges:</i></p> <ul style="list-style-type: none"> <li>❑ Autofill, Cut/Copy/Paste</li> <li>❑ Apply cell styles &amp; merge and center</li> <li>❑ Modify columns and rows</li> </ul> <p><i>Formulas &amp; Functions:</i></p> <ul style="list-style-type: none"> <li>❑ Apply cell references and ranges in formulas</li> <li>❑ AutoSum, Average, MAX</li> </ul> <p><i>Manage Charts:</i></p> <ul style="list-style-type: none"> <li>❑ Create/edit charts</li> <li>❑ Insert shapes</li> </ul>	<p><i>Manage Presentations:</i></p> <ul style="list-style-type: none"> <li>❑ Apply themes</li> <li>❑ Adjust page layout, orientation</li> <li>❑ Slideshow settings</li> </ul> <p><i>Manage Slides:</i></p> <ul style="list-style-type: none"> <li>❑ Insert and delete slides</li> <li>❑ Insert headers and footers</li> </ul> <p><i>Insert/Format Text, Shapes, &amp; Images:</i></p> <ul style="list-style-type: none"> <li>❑ Apply bullets</li> <li>❑ Insert hyperlinks</li> <li>❑ Modify images</li> </ul> <p><i>Insert Tables, Charts, SmartArt:</i></p> <ul style="list-style-type: none"> <li>❑ Edit table styles</li> <li>❑ Insert Charts</li> <li>❑ Modify SmartArt graphics</li> </ul> <p><i>Apply Transitions &amp; Animations:</i></p> <ul style="list-style-type: none"> <li>❑ Apply transitions</li> <li>❑ Apply animations including sound and adjust timing.</li> </ul>

## Day of the assessment

- ❑ Students should arrive ten minutes prior to the start of the assessment with a school or photo identification.
- ❑ The assessment is scheduled for 2.5 hours.
- ❑ Students will not be allowed to use any resource materials during the assessment.
- ❑ A composite score of 70 percent is required to pass the computer competency assessment. Passing the assessment fulfills the district's computer competence graduation requirement.

**Is there a fee for the assessment?**

No, there is no fee to take the assessment.

**What must a student score to pass the assessment?**

A student must achieve a total composite score of 70 percent to pass the assessment exam.

The composite score is weighted as follows:

Microsoft Word	45%
Microsoft Excel	25%
Microsoft PowerPoint	30%

**Do I get credit for passing the assessment?**

No, high school credit is not awarded for taking the assessment. The Computer Competency Assessment is not equivalent to the Computer Applications 1-2 but is the minimum competency that should be demonstrated by a student as they leave high school.

**Once a student passes the assessment, how is it documented on the transcript?**

There will be a notation on the transcript that indicates the student has fulfilled the Computer Competence graduation requirement.

**How can a student register for the assessment?**

A student may register online by completing the registration form posted on the KSD website or by speaking with a counselor.

**Where is the assessment offered?**

The assessment is given at the Kennewick School District Administration building on specific dates. Students must register at least five days prior to the exam.

**What happens if a student does not pass the assessment?**

A student may retake the test whenever it is offered prior to the student's senior year. Students who have not successfully passed the assessment by the start of their senior year will be automatically enrolled in Computer Applications 1-2.

**If the student fails a portion of the test, must they take the entire test again?**

Yes, the student will be required to retake and pass all three sections of the competency assessment.