Hello Typing Test Applicant,

**All our times are Pacific Time*

Hello Typing Test Confirmed Applicant,

Thank you for your registration on our online registration portal.

This message is an automatic reply to note that you have registered for your Typing Test.

There are NO in-person services. Please do not attend a Selkirk College Campus.

Please check here: https://selkirk.ca/services/student-support-services/assessment-services/typing-tests and select the link for "What to expect on the Test Date" for required reading prior to your test.

Please come fully prepared.

This is your initial reminder and confirmation. Please become familiar with the following expectations, guidelines, Zoom details, and your technology requirements WELL BEFORE your test.

- **Rescheduling?**: Follow prompt here
  - https://canada.registerblast.com/selkirkcastlegar/Tab/View/123 (no refunds provided and you must **reschedule 72 hrs in advance**)Select the "My History" in the top right. Use your email you registered with to sign in. A link will be sent to your email. Use that link to look at your booking schedule to make changes. No refunds provided.
- **Cancellation?**: *There are no refunds provided for cancellation*: Follow prompt here
  - https://canada.registerblast.com/selkirkcastlegar/Tab/View/124 (no refunds provided) Select the "My History" in the top right. Use your email you registered with to sign in. A link will be sent to your email. Use that link to look at your booking schedule to make changes. No Refunds provided. Or, you can email us directly and let us know you are cancelling.

Thank you and have a wonderful day!

 Note: The program we use is https://pro.typingtest.com/ and you can sign up to do a 1-minute practice test there. The actual test is 5-minutes.

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Official End time: You have up to 45 minutes to complete the eight 5-minute trials. Vancouver Community College must do all 6 trials. Other external applicants can choose as many up to 6 trials.

We test remotely/on-line using Zoom. To test, you will need a computer (desktop or laptop) with a webcam and audio capabilities.

- You are given 45 minutes to complete all 6 of your trials - you do not have to do all 6, however.
- You will see your results immediately after each test (net wpm, gross wpm, accuracy, and errors)
- If you do better than the wpm test you are taking, then it will indicate that (i.e. 45 wpm test chosen but you type at 53 wpm), then it will show 53 wpm on the professional letter.
- A professional letter is sent at the end as a PDF attached to your email.
- An external keyboard is highly recommended if you are using a laptop.

Note: Our typing tests have the "***backspace current word only***" feature enabled which means you will not be marked as an "error" for backspacing in the actual word. However, if you move beyond the word and try to go back, then it is an error (this is part of your overall errors and accuracy that determine your overall words per minute). Many online 'free' speed typing tests will allow numerous backspacing without impacting your words per minute - which can be misleading for accuracy. Some professional typing tests are stricter than this and have "no backspacing". Employers are looking for both accuracy and speed in the wpm assessments. Please be sure you have practiced this feature in advance.

Note: Typing Test Pro does not mark an error if there are one or two spaces after a period, comma, colon, or semi-colon.

Note: <mark>VCC (Vancouver Community College) Applicants</mark> - we have an arrangement made with VCC if you are looking for "gross wpm" which is why <mark>**you must do all 6 trials**</mark> as our testing format is initially set up for "net wpm" but does show the gross speed as well. We will provide a professional letter for **you** to provide to VCC with your results and they will take the best of your trials for your application. ***If you did NOT indicate you were a VCC applicant on your registration in the notes field as was asked from VCC, then you must email us directly to ask that this is updated.***

Please follow these steps <mark style="color:red">BEFORE </mark>your testing appointment:

1. Please be sure you are **very familiar with Zoom** before you come to do your test and particularly how to login (Note: you do not have to "sign-in" when first prompted and can skip that, and, you do not have to download Zoom or have an account to login - when asked to login finally, you will enter the Meeting ID and Password provided): https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting (1 minute video and short article)

<mark>**NOTE: MANDATORY - If you are using a MAC**</mark>, please follow these steps <mark>**PRIOR**</mark> to your appointment to change your system preferences to accept Zoom when you are ***Sharing your Screen*** if you have never done it before: https://support.zoom.us/hc/en-us/articles/360016688031-Using-the-Zoom-client-and-Zoom-Rooms-with-macOS You will need to log out and log back in for them to take. You need to do this before our meeting while you are on Zoom.

Please have ready:

1. Sit in a quiet place where you will be undisturbed while testing.

2. Clear a workspace for your monitor, mouse, keyboard.

3. **Government photo valid ID**.

4. Please be very familiar with **your** computer and technology before you join us. **You must use a desktop or laptop for the assessment (and are unable to use a phone or Chromebook). If you come under-prepared with your technology, you will forfeit your sitting without a refund.**

5. Audio, video, and share screen will remain on during the typing portion of your test.

6. Please leave your cellphone ON as **we must be able to contact you by phone in case we lose audio or other technological issues arise**.

7. **Practice Test**: https://pro.typingtest.com/ - this is the site we use for the test and there is a 1-minute practice test you can sign up and do.

8. **Other Practice Places Candidates have recommended**:
https://official-typing-test.com/test/5test.html
https://www.typelit.io/
https://www.typingtest.com/
https://www.keybr.com/

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We look forward to meeting you on Zoom soon and have a wonderful day!