Check-in & Proctor Explanations for Typing Test Applicants:
May 9, 2023

1. Please be sure you and your proctor are able to see and hear each other before proceeding.

2. You may take very short breaks between each 5-minute typing test. There are 6 trials of 5 minutes a piece. There is a 1-minute practice session that we encourage you to try before you start your tests. Unless it is required (such as Vancouver Community College applicants, you do not need to do all 6 trials).

3. You will be put into a breakout room. We need your audio, web cam and share screen of your on the **entire** time. Please have your laptop plugged in or fully charged.

4. **Please do NOT leave your breakout room when you are done the assessment**. Check in with your proctor before you leave Zoom. Please remind the invigilator if you are doing this for a job application and need a professional letter. If this is for the Nursing Unit Clerk Program with Selkirk College your results are immediately being sent to hhsadmissions@selkirk.ca. If this is for VCC, please indicate which program you are applying to.

5. Once you are the in the breakout room, the proctor/invigilator will ask that you have your Government issued PHOTO ID available and that you hold this to the camera for them to view front and backside.

6. Phones can be left on and on low. Please leave this on in case we lose connection and we need to call you – please answer when there is a call from us.

7. ***Please check your email after EACH TYPING TEST RESULT*** – This is how we would reach out to you if there are any issues with your screen share, audio, or webcam, or if there are tips and tricks we can offer to support you.

8. If you click outside of the page you will lose your session. Sometimes this happens in error and we cannot retrieve a session for you. That is why you have 6 trials. Many places only do 2-5 sessions, we provide six to balance out technology issues or testing stress.

9. When you are finished, please remind the proctor that you need a letter. This will be emailed to you as a PDF of the letter and done as soon as possible.

10. **VCC applicants**: We have an arrangement with VCC for the GROSS wpm results as this program ultimately is testing for net speed. This is a rather long and confusing explanation that your proctor will not be able to explain, suffice to say, our Assessment Services coordinator

and your VCC reps have worked out an agreement to have all your results provided on the professional letter that may look as though you have "not passed" if you did not meet the Net Words/Minute, but it will provide the Gross Words / minute on the scoring sheet and, if you met the cut-off Gross Words/Minute, then we will indicate you have passed. There are many factors that go into doing "well" on typing tests which include speed, accuracy, errors, etc. These are all done in a formula and automatically generated. You will see all the results as each result is emailed to you each time you finish a 5-minute test. Please note that your proctor may not be able to answer all your testing platform question, however, you can email us at exams@selkirk.ca for the Coordinator to respond. Please note that VCC is NOT looking for an average of your 6 results, and ONLY looking for one test where you pass all the requirements for YOUR SPECIFIC PROGRAM of entry – Please know these requirements PRIOR to proceeding. For instance, if you are applying to a program that requires 40 wpm Gross and 5 errors or less, our tests will "Pass you" with MORE than 5 errors and that is NOT good enough for your VCC application. You must have ONE test that meets ALL the program requirements. Essentially, you can not pass 5 tests and just pass one test with all your program requirements and be good.

11. **Please be sure you know where to find the "Ask for Help" button when you are in ==Share Screen mode==**. It is located on your screen somewhere (your Proctor WILL NOT be able to see this) and usually located in the top and slightly to the middle/right and once your mouse passes over it, it suddenly appears. It will usually say something like "More" followed by Three Dots (. . .) which you select that drop-down menu and it should be listed there – "***Ask for Help***". Sometimes it is on the bottom of your screen on the Zoom browser with an orange button with a "?" beside the "Chat" or "Share Screen" buttons. Please have practised this before your testing as it is a critical piece of communication with your Proctor. We CANNOT use the chat feature to reach out to your Proctor while they are in other breakout rooms.

12. **Please press "==Re-Take Test=="** between each typing test to re-load another typing test.

13. **Final notes**:
    a. **You can backspace in the word without it counting for errors but as soon as you move along and try to backspace, it counts as errors**.
    b. **Follow the blue highlighting**.

c. **The actual tests will only have the "errors" counting (as opposed to the Practice test that has net speed, gross speed, accuracy and errors all running as you type)**. We have disabled this feature for the actual tests (other than error count) as it was very distracting for applicants.

d. **You will get a results screen after EACH typing test showing you your net speed, gross speed, accuracy, and errors**.

e. **Our suggestion if you need 5 errors or less for your VCC application**; If you are typing at 45 or 50 or higher, and getting 6++ errors, SLOW DOWN! VCC does not care about how speedy you are if you cannot get 5 errors or less! This is very important information.

f. **When you are done, please use the "Ask for Help" button and let your Proctor know so they can check your scores and sign out with you**.

g. **Please expect your letter in your email inbox within 24-48 hrs.**