

## Check-in & Proctor Explanations for Typing Test Applicants:

Modified March 1, 2021

1. Please be sure you and your proctor are able to see each other before proceeding.
2. You may take very short breaks between each 5-minute typing test, however, please not 5-10 min breaks. There are 8 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 8 trials).
3. You will be put into a breakout room. We need your audio, web cam and share screen of your ENTIRE DESKTOP 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.** You must wait until the invigilator is in your breakout room. They will check you out. Please remind the invigilator if you are doing this for a job application and need a professional letter, or if this is for the Nursing Unit Clerk Program with Selkirk College (in which case your results are immediately being sent to [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca) but we encourage you to send the email you receive with the best result to your admissions officer), or if this is for VCC and which program and that you will need a special professional letter indicating the program name.
5. Once you are 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. They will ask that you show your entire room/space you are in and to show you desk and under your desk. Please only have mouse, keyboard, - No hats, - only prescription or reading glasses, no water bottles or cups (you can have one clear glass with water), No hoodies, please try to put pets away.
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 8 trials. Many places only do 2-5 sessions, we provide eight to balance out technology issues or testing stress.

9. You will be requested to “join” a breakout room. You must accept this request in order to have the invigilator join you. If you need to use the washroom, just wait until they show up in your room and ask. Ideally, use the washroom before you begin. The invigilator’s audio and web cam will be off, however, they can hear and see you, so you can just say something to them when you see their icon in your breakout room. They will do their best to assist you with technological issues.
10. When you are finished, please remind the proctor that you need a letter. This will be emailed to you as soon as possible but may take a business day.
11. **VCC applicants:** We have an arrangement with VCC for the GROSS wmp 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](mailto:exams@selkirk.ca) for the Coordinator to respond. Please note that VCC is NOT looking for an average of your 8 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 7 tests and just pass one test with all your program requirements and be good.
12. **Please be sure you know where to find the “Ask for Help” button and then the “Invite the Host In” 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.

13. Please press the **GREEN** button that says “**Re-Take Test**” between each typing test to reload another typing test.

14. 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.**