

Hello Typing Test 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.

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" and "Check-in for your 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)

Cancellation?: Follow prompt here - <https://canada.registerblast.com/selkirkcastlegar/Tab/View/124> (no refunds provided)

Thank you and have a wonderful day!

Hello Typing Test Applicant,

Thank you for booking your Typing Test appointment date and time-slot for our Zoom virtual/remote/on-line assessment time slot with Selkirk College!

****All our times are Pacific Standard/Daylight Time (PDT)**

Date of Test: XXXXX

Official End time: 1 hour 15 minutes after you begin

We are testing remotely using Zoom.

To test, you will need a computer (desktop or laptop) with a webcam and audio capabilities.

- You are given 1 hour and 15 minutes to complete all your trials.
- You are given a 1-minute practice session prior to starting your test - we recommend you try this.
- You may do up to **8 trials** of the test (at 5 minutes a piece). You will see your results immediately after each test and choose whether you want to do it again (unless you are a VCC applicant, then you will need to do all 8 trials). You do not have to keep going if you like the wpm you receive in the first few tries. If you do better than the wpm test you are taking (i.e. 45 wpm and you type out at 60 wpm), then it will indicate that. At the end, we can send a professional letter emailed to you with our signature from this email address to indicate that this was an in-person invigilated test and meets all the requirements.

- Some applicants suggest plugging in an external keyboard if you are using a laptop as it will make your typing easier.
- **Please 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, but 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 with any online free testing platforms if you are concerned. We will be using <https://pro.typingtest.com/> for our test. Typing Test Pro does not mark an error if there is one or two spaces after a period, comma, colon or semi-colon.

Note: VCC Applicants - we have an arrangement made with VCC if you are looking for "gross wpm" which is why, at the moment, **you must do all 8 trials** as our testing format is initially set up for "net wpm" and for more errors allowed. However, each test result CLEARLY shows your Gross Speed, Net Speed, Accuracy, and total errors. We will produce a professional letter for **you** to provide to VCC with all your results and they are looking for ONE test result that has passed all the requirements (not an average of the 8). ***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.***

******Kindly respect your booked time, because if you cancel last minute then it has put someone else out of our very limited spaces currently available. There are no refunds issued.***

Please follow these steps BEFORE 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)

When it is time for your appointment please:

1. Sit
in a quiet place where you will be undisturbed while testing (this may be anywhere from one to

three hours). Ideally in a location where the door can close. Our testing time is promptly finished 1.25 hours after we start.

2. Clear

a workspace for your monitor, mouse, keyboard. **All other items must be removed from your table/desk. Some applicants have suggested that plugging in an external keyboard if you are using a laptop is quite helpful.**

3. Be

sure to have your **government photo ID** ready. You will need to show it to your proctor when we are in our break-out rooms.

4. Break-out

rooms will be awarded to each applicant at our group check-in for the testing time and that is where we will check ID in your own private break-out room. We would also ask at that time that you **remove your virtual background** as we will need to have uninterrupted access to your entire background the entire testing time. Your webcam will be on the entire time and pointed at you. You will be asked to show your entire environment to us prior to test start time. We will also ask that you have your **share screen on** the entire time. If you are unfamiliar with this process, please practice ahead of time on how to **"Share Screen"** (big green button at the bottom of the Zoom page). Please have all other windows and applications closed on your computer the entire time. When you select **"Share Screen"** it must be "Desktop" as we will need to see your entire desktop at all times.

5. Please

use the **washroom prior to writing** the test. Please do not wear hats or glasses (unless they are your prescription eyewear) or hoodies or jackets or watches or pendants.

6. ***Please do not have drinks or food around your work-space.***

7. 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).**

8. **Webcams** with your actual background will be active from our meeting time until your test is submitted and our session is complete.

9. Audio will remain on during the typing portion of your test.

10. Please do not use headphones or music during our testing time.

11. Recording devices or recording of Zoom is prohibited.

12. Please leave your cellphone on in case we need to reach out to you in case we lose audio or other technological issues arise.

ZOOM LINK:

This will come in your registration and in an email from us after you register, as well as again 3 days prior to your test, and again the day before.

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