

Testing Day Information – Step-by-Step Guide for Applicants & Proctors

Thank you for attending your **online, live, virtually proctored Typing Test**.

This guide explains exactly what happens before, during, and after your appointment so both applicants and proctors can follow the same process.

Before Your Appointment (Applicant Prep)

Complete all preparation before test day.

Applicant Checklist

- ☐ Read all appointment and testing instructions
 - ☐ Test Zoom before your appointment
 - ☐ Complete at least one practice test in Typing Test Pro
 - ☐ Confirm your webcam, microphone, and screen sharing work properly
 - ☐ Ensure internet speed is stable (recommended minimum 40 Mbps)
 - ☐ Have valid current government-issued photo ID ready and available
 - ☐ Plug in your laptop and fully charge your device
 - ☐ Locate and practice using Zoom’s “**Ask for Help**” feature in share screen mode in a breakout room with a colleague/friend/other before
 - ☐ Know your program requirements before testing (especially VCC applicants)
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Step 1 – Join Your Appointment

Applicant

- Join Zoom **10 minutes early**

- Late arrivals will not be admitted, and your test will be deemed cancelled
- Applicants showing up underprepared with their technology will be deemed cancelled (Please read Typing Test Booking & Requirements to understand “Prepared”)
- Be fully ready to begin testing at your designated time
- Keep your phone nearby and on low volume in case staff need to contact you if connection is lost (proctor’s # may come up as a private #).

Proctor

- ☐ Admit participants
- ☐ Confirm participant arrived on time
- ☐ Confirm readiness before proceeding

Note: Late arrivals cannot be admitted. Your test will be cancelled. Underprepared individuals are deemed cancelled.

Step 2 – Technology & Audio Check

Before testing begins:

Applicant

Please ensure:

- Camera ON
- Audio ON
- Screen sharing available
- Device connected to power if needed

Proctor

- ☐ Confirm camera functioning
- ☐ Confirm microphone functioning
- ☐ Confirm screen sharing functioning (once in private breakout room)
- ☐ Confirm participant understands screen share must remain ON for the full session (once in the breakout room)

Testing cannot proceed without audio, webcam, and screen sharing.

Step 3 – Group Welcome & Typing Test Overview

Once all applicants have arrived and completed the technology check, the session will begin with a brief group welcome and testing overview before moving into individual breakout rooms.

Applicant

During this **group** introduction, the proctor will review:

- How the typing test works
- Testing expectations and rules
- Number of attempts available
- How results are displayed
- How to request assistance during testing
- What happens after testing is complete
- Program-specific reminders (if applicable)

This is also an opportunity to ask process questions before testing begins.

Please remain in the main Zoom room until your proctor moves you into your private breakout room.

Proctor

- ☐ Welcome participants
- ☐ Review testing expectations and appointment procedures
- ☐ Explain test structure (practice session, timing, attempts)
- ☐ Review screen sharing and communication expectations
- ☐ Answer general process questions
- ☐ Confirm applicants understand next steps

Once orientation is complete, participants will be moved into private breakout rooms.

Step 4 – Move to Breakout Room & Complete Identity Verification

After the group overview, applicants will be moved into individual breakout rooms for final check-in and identity verification.

Applicant

Once you enter your breakout room:

- Stay connected to Zoom
- Keep audio ON
- Keep webcam ON
- Put and Keep screen sharing ON
- Find the “Ask for Help” button on the Zoom platform
- Do NOT leave the breakout room unless instructed

Please have your current government-issued photo ID ready.

Your proctor will ask you to:

- Hold the FRONT of your ID to the camera
- Hold the BACK of your ID to the camera

Photos, screenshots, digital copies, or expired ID cannot be accepted.

Please ensure your device remains plugged in or fully charged.

Proctor

- ☐ Move participant into breakout room
- ☐ Confirm applicant understands testing expectations
- ☐ Verify applicant identity
- ☐ Confirm ID is current and valid
- ☐ Confirm webcam, audio, and screen sharing remain active
- ☐ Confirm applicant is ready to begin

Once identity verification is complete, testing instructions will begin.

Step 5 – Practice Session

Before official testing begins:

Applicant

Should already have completed the **1-minute practice session**.

Proctor

☐ Confirm participant has audio, screen sharing, and webcam – remind them you will be doing checks into their breakout room with your audio and video off to observe them.

Step 6 – Complete Typing Tests

Testing Format

- Up to **6 attempts**
- Each attempt = **5 minutes**
- Total testing session = approximately **45 minutes**
- Short breaks between attempts permitted

You do NOT need to complete all 6 attempts unless required for your program.

Applicant

After each attempt:

- Review your results
- Decide whether to continue
- Select “**New Attempt**” to load another test (you do not need to check-in with Proctor between attempts)

Proctor

☐ Monitor testing conditions

☐ Remain available for support

Important Testing Tips

Typing Rules

- One OR two spaces after punctuation are accepted
- Enter key OR space bar may be used for paragraphs

- Follow the blue highlighting on screen

Error Information

- Backspacing within a word does not count as an error
- Moving forward and then returning to correct text may increase errors

Review Your Results

After EACH test you will see:

- Net WPM
- Gross WPM
- Accuracy
- Error count

Results are automatically emailed after each attempt. Please check these.

Please check your email during testing in case staff need to communicate about:

- Screen sharing
- Audio
- Webcam
- Technical issues

Step 7 – Getting Help During Testing

If you need assistance:

Use Zoom's **Ask for Help** feature.

Location varies depending on device and Zoom version:

- Often under **More (...)**
- Sometimes appears near **Chat**
- Sometimes appears beside **Share Screen**

Your proctor may be supervising multiple breakout rooms and will not see chat messages or raised hands.

Practice locating this feature before test day.

Applicant

☐ Know where Ask for Help is located

Proctor

- ☐ Remind applicant how to request support
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Step 8 – Finishing Your Test

Applicant

When finished:

- You may leave Zoom and do not need to check in with your proctor
- The typing test program saves all your results and tells us the highest result

Please remind your proctor if you require:

- Program-specific documentation

Proctor

- ☐ Review results
 - ☐ Confirm applicant testing complete and have applicant close the Typing Test browser
 - ☐ Confirm document requirements
 - ☐ Release participant from Zoom
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Results & Documentation

Applicants receive:

- Immediate unofficial results after each attempt
- Official PDF certificate emailed afterward usually within a few hours

Official documents reflect the actual typing performance achieved.

Example:

If you took a 45 WPM test and achieve 53 WPM, your documentation reflects 53 WPM.

Please allow approximately **2-6 hrs** for your official letter to arrive via email.

Program-Specific Notes

VCC Applicants – Please Read Carefully

VCC applicants must know their program requirements BEFORE testing.

Examples of requirements may include:

- Gross WPM
- Net WPM
- Maximum errors
- Accuracy thresholds

VCC reviews **individual qualifying attempts**, not averages.

Example:

If your program requires:

- 40 Gross WPM
- Maximum 5 errors

You must achieve BOTH requirements in the SAME attempt.

If your typing speed is high but your errors exceed your program maximum:

Slow down and focus on accuracy.

If you require a VCC-specific letter, notify your proctor before testing.

Questions after testing can be directed to:

exams@selkirk.ca

Thank you for helping us create a smooth and fair testing experience. We look forward to meeting you on Zoom.