

TYPING ASSESSMENT

WHAT IT TESTS

This assessment is a speed and accuracy & key placement memorization test that consists of a two minute practice test and three – five minute timed tests. Results are calculated and the best score, out of the three attempts, is recorded. It will take approximately 45 minutes to complete and be marked. Key protector skins will be used and touch typing must be demonstrated including proper handset.

Please Note: Individuals who are NOT students at Douglas College are eligible to take the typing test for a fee of \$15.00. Douglas College students taking the typing test for outside purposes will be required to pay a fee of \$15.00 and must only register in the sessions which are open for external testing purposes.

WHAT TO BRING TO THE TEST

Photo identification (Douglas College student card, current driver's license or passport), your student number and a pen.

TO BOOK AN APPOINTMENT

Assessments are held on an on-going basis throughout each semester at the New Westminster & David Lam campuses. The Testing Schedules are posted on the Douglas College Website www.douglas.bc.ca/application-services/assessment-testing. There is no accommodation for walk-ins.

To book an Assessment at the New Westminster or David Lam campuses contact the Registrar's Office by telephone at 604-527-5478 or in person at NW Room 2700 or DL Room A1450.

RESULTS

The result of this Assessment will be given out immediately after the exam and will be posted to the student records system within 24 hours.

TEST POLICY

Students may take an assessment test for admission to courses and/or programs a maximum of two times within a two year period. Students who believe extenuating circumstances exist may contact the Registrar to request special consideration or exemption to this policy.