



## Factsheet Typing Skills Certificate

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|-------------------------------|---|
| 1. Characters                 | Three levels <ul style="list-style-type: none"><li>• Standard: 1000 characters</li><li>• Professional: 2000 characters</li><li>• Expert: 3000 characters</li></ul>  |
| 2. Maximum number of mistakes | <ul style="list-style-type: none"><li>• 1000 characters &lt;0.5%: 4 mistakes</li><li>• 2000 characters &lt;0.5%: 9 mistakes</li><li>• 3000 characters &lt;0.5%: 15 mistakes</li></ul>   |
| 3. Preparation                | <ul style="list-style-type: none"><li>• 10 minute diagnostic test or free 2 minute demo test</li><li>• No certificate is issued</li></ul>   |
| 4. Correction table           | <ul style="list-style-type: none"><li>• Mistake per character (space characters, commas, etc.)</li><li>• Conversions („teh“ instead of „the“), 2 mistakes</li><li>• Omissions („alo“ instead of „also“), 1 mistake</li></ul>  |
| 5. Time                       | 10 minutes  |
| 6. Method                     | Touch typing  |
| 7. Starting/ taking test      | <ul style="list-style-type: none"><li>• Online-Test</li><li>• Correction possibilities</li><li>• Print out of results</li></ul>   |
| 8. Test recognition           | <p>The Typing Skills Certificate is an international certificate. With Austria, Switzerland and the Principality of Liechtenstein offering this Certificate, it sets the standard for certifying typing in the German-speaking region. Since 2014 the ECDL Typing Skills Exam is endorsed by the ECDL Foundation.</p> |
| 9. Test repetition            | If the test is not passed, it can be taken as often as required.  |
| 10. Certificate               | The certificate will be issued by PSI Services (Switzerland) Inc. according to the level of the candidate and will be directly send to the Test Centre.   |