



Factsheet Typing Skills Certificate

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| 1. Number of characters | Three levels <ul style="list-style-type: none">• Standard: min. 1000 characters• Professional: min. 1800 characters• Expert: min. 2600 characters |
| 2. Exam time | 10 minutes |
| 3. Maximum number of mistakes | <ul style="list-style-type: none">• 1000 characters $\leq 0.5\%$: 5 mistakes• 1800 characters $\leq 0.5\%$: 9 mistakes• 2600 characters $\leq 0.5\%$: 13 mistakes |
| 4. Preparation | <ul style="list-style-type: none">• 10 minute diagnostic test or free 2 minute demo test• No certificate is issued |
| 5. Correction table | <ul style="list-style-type: none">• Mistake per character (space characters, commas, etc.)• Conversions („teh“ instead of „the“), 1 mistakes• Omissions („alo“ instead of „also“), 1 mistake |
| 6. Method | Touch typing |
| 7. Starting/ taking test | <ul style="list-style-type: none">• Online-Test• Correction possibilities• Print out of results |
| 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 Digital Literacy AG according to the level of the candidate and will be directly send to the Test Centre. |