FAQs OCG Typing Certificate

General FAQs

What does the typing test check?

The typing test checks the writing skills of the candidates: speed and accuracy.

Can I start the test and decide during the test if I want to go for the Standard, Professional or Expert level?

Yes. The text is the same for all three levels. The result alone decides on the level. If you type faster with the necessary accuracy you will automatically earn the high Professional level certificate.

Do I have to press the Enter/Space bar at the end of the line?

No. The line breaks automatically. The typing test system has been developed to reflect practical usage. To press a bar for the line break is a thing of the past, people don't use typewriters anymore. You do not have to format the text, either. Just copy the text as it appears on the screen.

Can I correct errors manually or automatically?

You may correct errors manually during writing (backspace, mark and delete). You cannot use a spell check application.

How are the errors calculated?

The candidate copies the characters of the running text on the computer one by one. Only visible characters and the necessary blank spaces are evaluated. Any deviation from the given text (e.g. wrong key, missing or additional key, missing line) will be counted as one error. Each single sign can count as one error: Transposed letters in a word ("teh" instead of "the"), missing character ("aso" instead of "also") and missing punctuation marks. There is no limit to the amount of possible errors in a word.

How is the error quotient calculated?

The error quotient is calculated according to the following internationally uniform formula:

$$\text{Error} \times 100 / \text{appearing character}$$

The automatically saved test is the basis for the evaluation. Each typed character will be evaluated.

What is the maximum number of errors allowed for the 1400-, 2000- or 3000-character tests respectively?

For 1400 characters a maximum of 6 errors, for 2000 characters a maximum of 9 errors and for 3000 characters a maximum of 13 errors is allowed.

How long is the test?

The OCG Typing Test is a 10-minute test. Time starts to run as soon as you click the "start test" button. The test stops automatically after 10 minutes. It is not possible to work beyond that time.

When do I get my test result?

The test is evaluated automatically. The test result will show immediately and you can print it as confirmation. When you have entered an e-mail address the result will also be mailed to you.

Can I download my OCG Typing Certificate?

You may download your OCG Typing Certificate. To do so you must log in here: [ECDL website](#).

How do I prepare for the test?

You may prepare for the test as you like. No special training courses are required for the test.

Can I bring my own keyboard?

You may bring your own keyboard but it must be connected to the computer by the test supervisor.

Is there a warm-up time to get used to the test keyboard?

Yes, the candidates may type on their keyboards for a while before the test starts. We recommend taking the 2-minute Typing Demo Test.

Where is the Typing Demo Test?

1. Install [Sophia.exe](#) on your computer
2. Start the .exe file and select a language
3. **Select Typing Test, access code is otcdemox**
4. Start test

How many test texts does the OCG Typing Test system contain?

The test system contains 12 texts which are selected randomly.

Can I repeat the typing test?

The typing test can be repeated any number of times. The Test Centers determine the test fees for repeat tests.

Can I repeat the test on the same day?

Yes. But you must be registered for the exam on the computer again with your access code.

How many characters does the test text contain?

The texts consist of 5000 characters. The tests are long enough even for candidates who write at a very high speed.

Technical FAQs

How does the test master (Sophia Manager) learn about the test results of the candidates?

All tests and results can be viewed via the Sophia Manager Login
https://member.sophiatesting.com/.

Are the test results saved if the printer breaks down?

Yes, the test results are saved.

Is it necessary to register the candidates on each computer individually?

Yes. To comply with safety regulations, the candidate must be registered on the individual work place to start the test. The test supervisor accesses the test server by entering the access code of the respective Test Center or school. The candidates have their IDs checked and then they register individually.

The test does not start. What can I do?

Before the first test run the Test Center must install and start the Testsystem Sophia Certification (exe) on each test computer. Free download under:
www.sophiatest.com/certification/download.html

Which browser must be installed?

The test does not depend on a browser. It runs on the Testsystem Sophia Certification (exe).

Do I have to update Sophia.exe?

Sophia.exe is updated automatically at each restart if there is an update available.