Procedures for Administering Typing Tests
Burbank Employment Connection at Burbank Public Library
Last Updated August 18, 2021

As part of the suite of employment services offered through Burbank Employment Connection, members of the public may take a typing test on Burbank Public Library computers for use in recruitment. The typing test will utilize the website Typing Test Pro.

The typing test is five minutes long and asks the patron to retype text on the screen. It captures the number of words per minute the individual types, along with their error rate, in order to calculate a typing speed that can be matched to the minimum requirements of a job listing.

Guidelines
- Patrons must check in at the Information Services Desk to get an access code. Results from other typing websites will not be certified by staff.
- Patrons must take the test under their own name. Anyone unable to demonstrate their identify will not be able to obtain a certified test.
- In order to receive certification, patrons must print their results (free) and bring them, along with ID, to the Access Services Desk in order to verify identity and pay the $7 fee.
- Each patron may make five attempts with the access code. For those who need more practice, both TypingTest.com and many other websites offer unlimited free practice tests.
- If a patron reports that they closed the browser or logged off the computer without printing their results, they will need to be directed to the Workforce Librarian or Admin, who can log into the system and provide a printed copy. There may be a delay in completing this request.

Procedure

The basic steps are:
1) STAFF MEMBER at the Information Services Desk provides patron with access code and directs them to the appropriate website. Please have everyone start at the desktop shortcut so we can track usage of employment services.
2) PATRON takes the test up to 5 times, prints best results and takes them to the Access Services Desk.
3) STAFF MEMBER at the Access Services Desk checks ID against name on printed results, accepts payment, and then certifies the results.

Part 1: INFORMATION SERVICES STAFF SETUP

1) Patron indicates at the Information Services Desk that they wish to obtain certified results for a typing test.
2) Information Services staff will provide the access code to the patron allowing five test attempts at TypingTestPro.com. The access code will be the same for each user and will change monthly. The current access code will be available at each Information Services Desk.

3) Information Services staff should set the patron up at a public computer, either with the patron's library card or a guest pass, and have them click the desktop shortcut "Job Search – Start Here," which takes them to the page burbanklibrary.org/workforce
4) On that page, the patron will see the link to burbank.TypingTestPro.com, which they can click to get started. Patrons should always start on the Library website, not TypingTestPro directly, so use of the service can be captured completely for statistical purposes.

PATRON INSTRUCTIONS BEGIN ON THE NEXT PAGE

PART 2: PATRON TEST TAKING

1) Click the "Job Search – Start Here" shortcut on the computer desktop.
2) Click on "Take a Certified Typing Test."
3) On the first screen, enter your email or phone number and the access code. Email is preferred so you can receive a copy of your results.

4) Click continue to get to the next screen and enter your first and last name. Be sure to use your official name that matches your photo ID. You will need to provide proof of ID in order to get the results certified by Library staff.

5) On the next screen, choose to start your official test, or take practice tests until you are ready. You have five opportunities to take the official test.

6) Review the information on the following page and confirm you are ready to start. Note that as soon as you start typing in an official test, it counts as an attempt even if you do not finish the 5-minute test period.

7) Type the displayed text in the box until the time runs out.

Text: Northern Lights, Copyright: © Virtual Finland, virtual.finland.fi
Problems? The test doesn't show up at all | Accent letters don't show correctly

8) When you are done, the site will calculate your results and give you a results screen. If you wish, retake the test. When you have a result you wish to have certified, **STOP HERE TO PRINT**

9) Once you have sent the print job, either:
   a. Proceed to the print release station and pay 10 cents for a copy of your results
   b. Proceed to the Information Services Desk to request staff release your results for free. You may obtain one free printed copy of your results. (Staff: See BEC printing instructions)
10) If you accidentally click Next before printing, you will leave the site. Use the back button to return to the page with your results. Your results will also be emailed to you if you entered an email. If you logged off the computer or closed the browser and still need your results, ask staff for assistance.
11) Once you have the printed results in hand, click Next to exit the site and log off the computer.
12) Proceed to the Access Services (checkout) desk for payment and certification.

PART 4: ACCESS SERVICES STAFF CERTIFICATION

1) Request the printed confirmation from the patron along with proof of ID. Library card may be used as proof of ID as well as anything accepted to obtain a library card (driver's license, etc)
2) Upon confirming names match, hand ID back to the patron and request the $7 cash or check.
3) Ring up $7 payment in the cash register using the TYPING TEST button, located two above the FEES button in the lower left.
4) Locate the Burbank Employment Connection stamp and stamp the printed confirmation.
5) In the spaces indicated on the stamp, write your initials and today's date as shown below.
6) Return the confirmation to the patron.

Typing Test Pro

Step 6 of 6 - Test Done

✓ Test Passed & Results Saved!
You met the requirements set for this test and the result was saved succesfully.

Test Results

Name	Elizabeth Goldman
Date and time	8/6/2021 4:09 PM U.S. Central Time
Test title	Demo typing test - for evaluation only
Duration	1:00 min.
Attempt	1 of 2 allowed attempts
Gross speed	96 wpm
Words with errors	0
Net speed	96 wpm
Accuracy	100%

City of Burbank
Employment Connection
Edi
Date _8/24/2021_
(818) 238 - 5580

RETAKE TEST   EXIT TEST

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