

McMaster University, Centre for Continuing Education

Computer Training Workshop – Proficiency Testing

CCE is pleased to announce a proficiency testing option for participants in selected Microsoft Office 2010 workshops. Individuals may opt to complete a proficiency test after completing a workshop. Here's how it works:

1. At the workshop, indicate on the class sign-in sheet if you'd like to complete the workshop proficiency test.
2. After the workshop CCE will email a proficiency test to those wishing to participate.
3. Participants must sign a test integrity statement, complete the test and return it to CCE.
4. CCE will mark the tests.
5. Individuals that receive 80% or higher on the test will receive a letter of proficiency for the corresponding workshop.
6. Letters are accessed through the participant's message centre via CCE's online course registration system.

Below are some frequently asked questions:

Computer Proficiency Test Frequently Asked Questions (FAQ)

How do I sign up to take a test?

At workshops, individual will indicate (via the workshop attendance sheet) if they wish to complete the proficiency test (take-home format) for that specific workshop. Individuals who indicate that they intend to complete the test will receive a take-home test approximately two weeks after the workshop date.

Can I take the test immediately following the workshop?

No, we recommend you complete the test two-three weeks following the workshop. The rationale is that individuals should work with the software and apply their learning prior to completing the test.

How long after my course do I have to complete a test?

Individuals should complete the test within one month of completing the workshop.

Can I take a test for a course that I have not attended?

No, proficiency testing is available only to individuals that attended corresponding CCE Computer Training Workshops.

What do the tests cover?

The Computer Training Proficiency Tests consist of questions related to understanding the software processes (e.g. how to perform certain tasks or functions).

What determines if I pass or fail the test?

Individuals must get 80% correct in order to "pass" the test.

What do I receive if I pass the test?

CCE will provide individuals that receive 80% or greater a letter of proficiency. The letter can be shared with your supervisor or retained with your employment documents. Individuals are responsible for accessing their letter of proficiency through their message centre in CCE's online registration portal.

What happens if I fail the test?

No letter of proficiency is provided to individuals who receive less than 80% on the test. Individuals may re-take the test one time. It is recommended that individuals review workshop materials, enroll in a Microsoft Office Lab Tutorial session, or re-take the workshop with your supervisor's approval. Multiple versions of each test exist so individuals who opt to re-take a test will receive an alternate version.

How much time does it take to complete each test?

Tests are designed to be completed in 10- 20 minutes.