

# TOSA® Word assessment

**Customized report included**

**Practical course - 1d - 00h40 - Ref. 3WT**

**Price : 21 CHF E.T.**

The TOSA® test provides a reliable and accurate assessment of your skills. It enables participants to choose the training course best suited to their needs. Used by over 7,000 companies, schools and training organizations worldwide, the TOSA® test is the international benchmark for assessing and certifying office and digital skills. The tests are adaptive, as the level of difficulty of the questions and exercises adapts to the participant's answers. The score obtained places the participant on one of five TOSA® skill levels: Initial (1 to 350 points), Basic (351 to 550 points), Operational (551 to 725 points), Advanced (726 to 875 points), Expert (876 to 1000 points).

## **Teaching objectives**

Assess your skill level reliably and accurately with the TOSA® Word test

## **Intended audience**

General public

## **Prerequisites**

Basic knowledge of the Windows environment.

## **Teaching mode**

### **1 Why take this test?**

- Assess your level before training.
- Training.
- Measure what you've learned after training.

## **PARTICIPANTS**

General public

## **PREREQUISITES**

Basic knowledge of the Windows environment.

## **TRAINER QUALIFICATIONS**

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## **ASSESSMENT TERMS**

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## **TEACHING AIDS AND TECHNICAL RESOURCES**

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Where and how does the test take place?

- Alone at a distance, or in a face-to-face group.
- Take the test online, remotely or face-to-face.
- Receive an e-mail with a link to the test.
- 25 exercises whose level of difficulty adapts to your answers.
- Software handling exercises.
- Duration: 40 minutes.
- Result on one of the five Tosa® competency levels.
- Results displayed immediately at the end of the test.
- Receive an individual report by e-mail (group report on request).

### Conditions of realization

Find out more about the evaluation by testing it from this link:

<https://www.tosa.org/FR/Certification?brand=desktop>

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.