

BIS Help Guides

How to complete the typing test properly

There are a few things students should do to ensure they can complete the typing test, and so that their results are recorded in the database.

Written By: BIS Edtech Team

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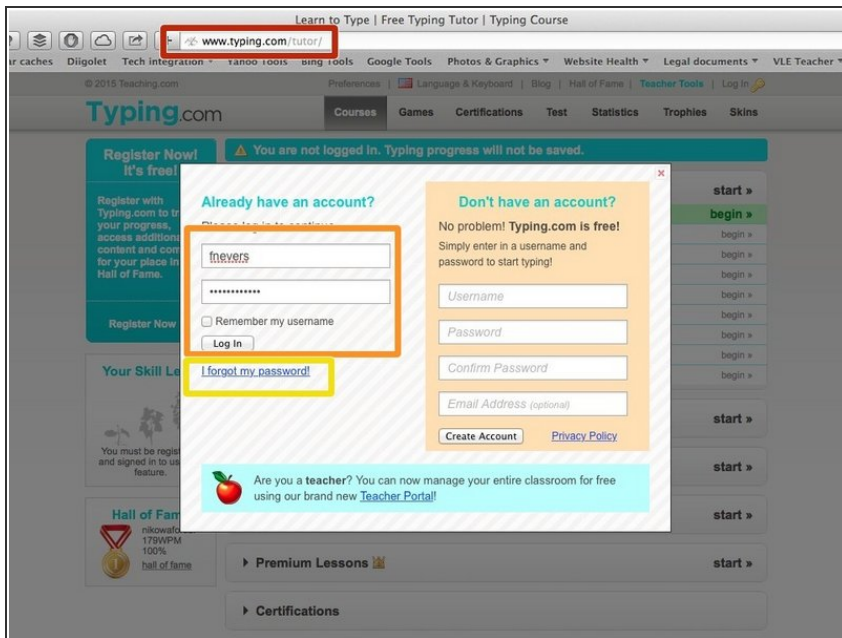
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INTRODUCTION

SCROLL DOWN

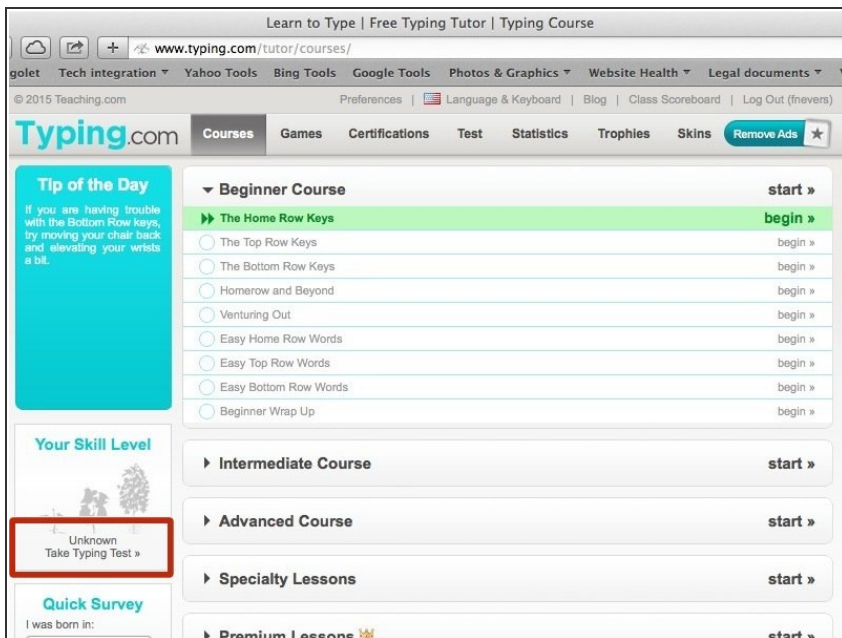
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Step 1 — Login to the typing system



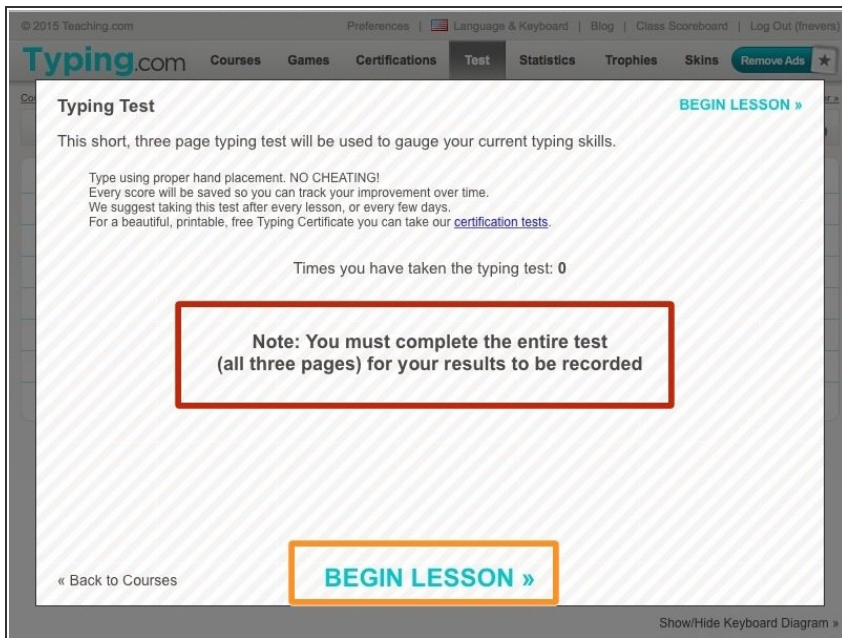
- Visit www.typing.com/tutor
- Enter your username (s number) and password (given to you at the beginning of the year - your teacher has a copy) and click 'Login'
- Click on 'I forgot my password' and wait for the instructions to be sent to your email address. **The email may take a few hours to be delivered.**

Step 2 — Start the typing test



- Click on 'Take typing test'

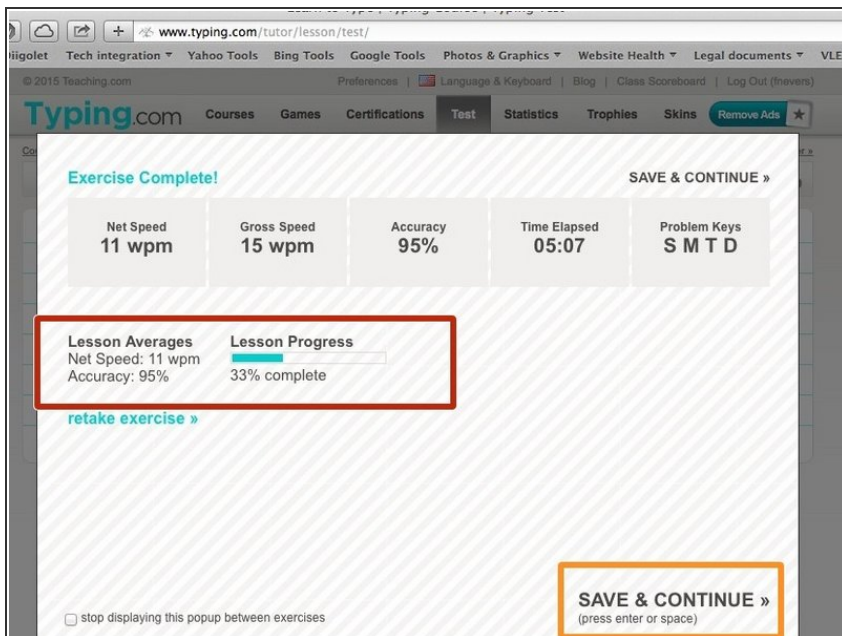
Step 3



⚠ The test is made up of 3 parts. Should all 3 parts not be completed, the test will be marked as 'not done'

- Click on 'Begin lesson'

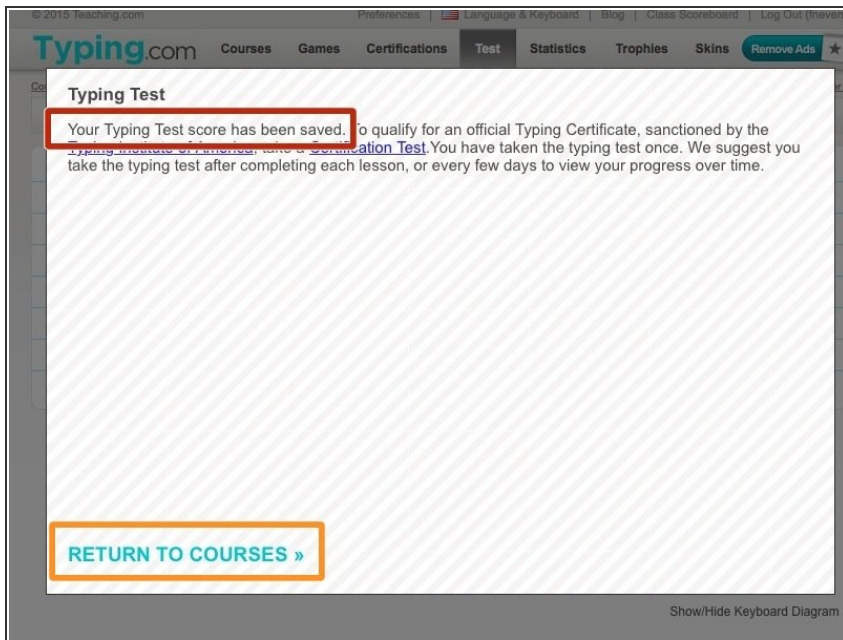
Step 4 — Complete each task




⚠ At the end of each task, students will be shown their intermediate results


- Click 'Save & Continue'

Step 5 — Complete the test



 After the third task has been completed and saved, an information message will be shown, letting students know their test has been saved correctly

- Click 'Return to courses'

 It is possible the test results are not visible to students. Mentors will receive the results and disseminate them to students