

The Isle of Man Government Civil Service Typewriting and Audio Transcription Grading Tests are run by the Computing, IT & Administration Department at University College Isle of Man.

### Test Times & Prices

These Tests are held at the Electronic Testing Centre at Thie Ushtey, off Greenfield Road, Douglas on a Tuesday at 9.30 am or 10.30 am at a cost of £20 each. This fee includes an optional speed test. If either the Typewriting or Audio Transcription Test is arranged at a separate time the cost will be £30 per Test.

Tests must be paid for in advance by completing a Test Entry Form and paying the relevant fee at the main reception at University College. You will then be contacted and the Test date/time arranged. ***NB: A Test must be booked and paid for at least one week prior to the Test, otherwise the fee is £30 per Test.***

### Test Sessions

Please bring your receipt AND photographic identification to the Test. You should arrive at Thie Ushtey 5 minutes before the allocated Test time and wait in the seated foyer area. There is plenty of parking available.

Both the Typewriting and Audio Transcription Tests are 20 minutes, with up to 15 minutes practise time before the Test begins. You may use spellcheck and/or a dictionary (which is supplied) for either Test. The audio equipment is 'The Record Player' and instructions on the use of it will be given prior to the Audio Transcription Test.

If you are not familiar with Microsoft Word 2016 and/or audio you are strongly advised to book a training session: available by arrangement at a cost of £40 for 2 hours.

The optional speed test is 10 minutes, with up to 5 minutes practise time beforehand. ***NB: The speed test is only available at either the Typewriting or Audio Transcription booked session.***

Test result notification is emailed to candidates usually within 4 working days.

On successful completion of any of the Tests you will be issued with a Certificate, usually within 14 working days, which you must retain and forward with any application for employment in Government. If a Certificate is mislaid there will be a charge of £20 for a replacement.

## Training

Training can be arranged if you are unsuccessful in either Test or wish to have training prior to sitting a Test. This costs £40 per 2 hour session: you will need to complete a part time application form and enter the relevant course code:

GOVTA-1 for Audio-Transcription training (session includes use of Microsoft Word 2016, producing a business letter from recorded speech and information provided on an information sheet)

GOVTT-1 for Typewriting training (session includes use of Microsoft Word 2016, producing a business document from handwritten and typewritten draft)

The part time application form is available to download from University College's website. For a Test Entry Form please contact:

Department's Secretary, Tracy Clift: email [tracy.clift2@gov.im](mailto:tracy.clift2@gov.im) or telephone 648202

## Location

These Tests and any training sessions will be held at the University College's Electronic Testing Centre at Thie Ushtey. This is just a few minutes' walk from the main site - with the advantage of separate parking and a quieter environment.

### University College Main Site

From the TT Grandstand on Glencrutchery Road turn up Greenfield Road (alongside the TT score-board). The University College is located straight ahead at the end of Greenfield Road.

### Thie Ushtey

Thie Ushtey is located at the end of the second turning on the right off Greenfield Road. A map showing the exact location is shown below:

