

SECRETARIAL GRADING TESTS

The Isle of Man Civil Service Secretarial Grading Tests can be accepted in lieu of the required external secretarial qualifications that are detailed at Regulations G25 – G28.

The Isle of Man College of Further & Higher Education will provide the administration and testing services for these Secretarial Grading Tests with effect from 1 March 2011.

The tests are as follows:

a) Typewriting Grading Entry Test

To be appointed to a Secretarial post an applicant who does not hold the required external secretarial qualification must pass a manuscript typing accuracy test of 20 minutes duration with a minimum net speed of 30 words per minute and a loss of not more than 6 marks. Up to 15 minutes practice time is allowed before the test.

b) Audio Grading Test

In addition to the typewriting grading entry test, an applicant for a Senior, Personal or Executive Secretary position must also pass an audio grading test if an appropriate external qualification is not held.

The test comprises 3 minutes dictation at 120 words per minute to be transcribed in 20 minutes with a loss of no more than 5 marks. Up to 15 minutes practice time is allowed before the test.

With the concurrence of the Isle of Man College of Further & Higher Education, the tests detailed at a) and b) above may be attempted more than once.

c) Speed Test

This is an optional test which the Isle of Man College of Further & Higher Education offers free of charge to candidates who take either the Typewriting Grading Entry Test or the Audio Grading Test. This test, which takes 10 minutes, comprises unformatted copy typing and will provide the candidate with a verified 'words per minute' typing speed and accuracy level.

The Isle of Man College of Further & Higher Education will provide testing facilities on a regular basis throughout the year at their classroom facilities at Thie Ushtey, off Greenfield Road, Douglas.

Details of the fees payable by candidates, further advice or information can be obtained through the Computing, IT & Administration Department Secretary at the Isle of Man College of Further & Higher Education by email tracy.clift2@gov.im or tel 648202.