

Tosa Skills Framework

Excel 2019

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Introduction
to Tosa Skills Framework
For Tosa Assessment and Certification

SAMPLE

Tosa® (Test on Software Applications)

Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. Tosa assessments and certifications are designed to validate individuals' digital skills (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments and certifications employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, like the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessment and Certification exams. The Tosa validates candidate proficiency in the most popular professional Office software programs using a score on a scale from 0-1000 for the Certification Assessment, and a score divided into five levels, from "Beginner" to "Expert," for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main Microsoft Excel domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

Unique Tosa Scoring

The Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa® levels	Corresponding Tosa® score	Certification status & documents issued
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued
Advanced	726 – 875	Certification earned - diploma & Credly digital badge issued
Productive	551 – 725	Certification earned - diploma & Credly digital badge issued
Basic	351 – 550	Certification earned – diploma issued
Beginner	1 – 350	Certification failed - certificate of completion issued

Excel domains and subdomains

Methods	<ul style="list-style-type: none">■ Knowing the software environment and using the main functions■ Using editing tools■ Organizing workbooks/worksheets/tables
Functions	<ul style="list-style-type: none">■ Handling formulas■ Using calculation functions in formulas■ Identifying and inserting database calculation functions
Data manipulation	<ul style="list-style-type: none">■ Creating and handling graphs■ Creating and editing pivot tables■ Using data management features
Formatting	<ul style="list-style-type: none">■ Applying and handling conditional formatting■ Creating, and editing digital formats■ Formatting data in a workbook (formulas, texts, and graphs)

About the Excel certification

The Tosa Excel Certification relies on a database of more than 270 questions. It is composed of 35 questions and lasts 1 hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their high skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 350 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 351 points or above earn the certification. They will receive a diploma by email within five (5) business days. If candidates score 551 points or above, they will also be eligible to a Credly digital badge.