



This certification is for all Office 365 Collaborative Platform users who wish to certify their skills regardless of their proficiency level.

### Expected Proficiency Level by Career:

- **Beginner:** the candidate is not able to use the platform in a professional environment.
- **Basic:** Sales assistant, technician, marketing manager
- **Productive:** Sales manager, Communication manager, HR recruiter
- **Advanced:** Product manager, after-sales manager, developer
- **Expert:** Digital or communication project manager, trainer

Assessment  
 25 questions  40 minutes

Certification  
 35 questions  60 minutes

No in-app questions<sup>1</sup>  
 Adaptive testing



### Skill Domains

#### File Sharing / Storage

- Sharepoint
- Drive
- Teams

#### Communication

- Sharepoint
- Sway
- Teams

#### Organization

- To do
- Forms
- Lists
- Planner
- OneNote

#### Environment

- Delve
- Homepage
- Search
- Navigation 365

### Expertise Report :

Comprehensive and easy-to-interpret skills reports are generated at the end of each assessment test. They help you:

- **Identify** candidates' skills at a glance.
- **Adapt** your programs to their training needs.
- **Measure** the effectiveness of your programs.
- **Obtain** group reports or progress reports.

### Languages and Versions :

French and English **365**

For additional information, please contact [sales@isograd.com](mailto:sales@isograd.com)

## Why certify with Tosa?

It is essential to make a difference in the job market. **Tosa certifications enable candidates to measure and attest to their digital skills.** Tosa certifications deliver a score out of 1,000 for candidates to put on their resume or on their professional networks.

**According to our certified candidates, the Tosa certification:**

- 🚩 Gives them more confidence in their skills (86%)
- 🚩 Adds value on their CV (76%)

## Understanding the Tosa score

The Tosa certification is based on a single score scale, available in five levels:

Level	Scores	Certification status & documents issued	Description
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued	Candidates have a comprehensive knowledge of the subject being assessed. Their productivity in its use is optimal.
Advanced	726 - 875	Certification earned - diploma & Credly digital badge issued	Candidates have a very good command of the subject evaluated. Their productivity is excellent.
Productive	551 - 725	Certification earned - diploma & Credly digital badge issued	Candidates are autonomous on the current operations they encounter in their professional environment.
Basic	351 - 550	Certification failed - certificate of completion issued	Candidates have sufficient knowledge to perform simple tasks.
Initial	1 - 350	Certification failed - certificate of completion issued	Candidates have notions on the subject evaluated to understand its use in a given context.

## What is an in-app question?

Beyond traditional MCQs, our tests offer the candidate practical exercises (or in-app questions) directly in the development environment or software.

- 🚩 **Online in-app question:** a software window opens directly in the test environment. Candidates *do not* need to have the software installed on their computers.
- 🚩 **Desktop in-app question:** to respond to the exercise, candidates must download the answer file and *open it in the software that must be installed on their computer*. Then, the candidate must submit the file on the Tosa platform.
- 🚩 **Web in-app question:** candidates have a connection link to the software in its web version with login credentials. They must click on the link that opens a new tab, log in, and answer the question.

## What is adaptive testing?

Our technology adapts the test's difficulty to the candidate's answers. The more difficult the questions asked, the higher the candidate's proficiency level.