



80% of US K-12 students have used Google's applications at least once. Tosa Google Docs certification can help you ensure they are proficient in all Google Docs functionalities.

Proficiency Level by Career:

- **Beginner:** the student is not able to use the software in a professional environment.
- **Basic:** administrative assistant, sales, logistics manager.
- **Productive:** customer service manager, HR, recruitment manager.
- **Advanced:** marketing project manager, human resources coordinator.
- **Expert:** executive assistant.

Skill Domains:

Environment / Methods

- Knowing and customizing the display mode
- Knowing and customizing the software environment
- Using the basic functions of the software

Page Layout and Formatting

- Applying formatting options to texts with fonts
- Using layout tools on paragraphs
- Creating, handling, and customizing styles in documents
- Using layout options

Editing Tools

- Using and handling automation tools in documents
- Using entry aid tools
- Managing selection and displacement in a document
- Inserting and customizing references in documents

Graphic Objects and Tables

- Using graphic object tools
- Managing tables
- Inserting and modifying graphic objects

Expertise Report :

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

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

Assessment

25 questions

40 minutes

Certification

35 questions

60 minutes

In-App questions ¹

Adaptive testing



Languages and Versions :

English
Spanish
French

2026

For additional information, please contact sales@isograd.com

* see reverse

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	Description
Expert	876 - 1000	Candidates have a comprehensive knowledge of the subject being assessed. Their productivity in its use is optimal.
Advanced	726 - 875	Candidates have a very good command of the subject evaluated. Their productivity is excellent.
Functional	551 - 725	Candidates are autonomous on the current operations he encounters in their professional environment.
Basic	351 - 550	Candidates have sufficient knowledge to perform simple tasks.
Initial	1 - 350	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 an 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.