

EVALUATION OF TYPING TEST – ENGLISH

(JUNIOR ASSISTANT)

NATURE OF MISTAKES

Full Mistakes: The following errors are treated as full mistakes: -

1. For every omission of a word/figure.
2. For every substitution of a wrong word/figure, except transposition of words.
3. For every addition of a word/figure not found in the passage.
4. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spellling etc.
5. For repetition of word/figure, e.g. 'I shall shall be grateful'
6. Incomplete words (half typed words will be treated as mistake).

Half Mistakes: The following errors are treated as half mistakes:

1. **Spacing Errors:** Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).
2. **Wrong Capitalizations:** Wrong typing of a capital letter for small letter or vice-versa.
3. **Punctuation Errors:** Where the punctuation mark is omitted or added or substituted by another.

Below mentioned evaluation logic for Junior Assistant.

Word Count - Words Separated by the space.

Gross Speed - Total Strokes/ (5 × Duration of typing) (Duration of typing = 10 Minutes).

Net Speed - {Total Strokes - (total mistakes × 5)} / (5 × Duration of typing) (10 Minutes).

(5 Strokes = 1 word).

Note: i). Duration of test shall be 10 minutes.

ii). The candidates who obtained 40 words per minute net speed along with 90% Accuracy shall be declare qualified in the Junior Assistant Typing Test.

Example (Calculations of typing Speed):

Total Question Paragraph: 700 words

Total Stroke typed = 3000

Incorrect words = 16 (Full mistake – 15 & Half mistake – 2)

Gross speed = total strokes/ (5 × Duration of typing) = 3000/(5×10) = 60 WPM

Net speed = {Total strokes - (total mistakes × 5)} / (5 × Duration of typing)
= {3000 - (5 × 16)} / (5 × 10) = 58.4 WPM

Calculation of marks out of 40

The candidate having minimum speed of 40 words per minute with accuracy of minimum 90% shall be awarded 30 marks and those having type speed over and above 40 words per minute shall be awarded one additional mark: for one word each over and above 40 words subject to a maximum of 40 marks.

NOTE: Only those candidates who qualify the Computer Type Test shall be eligible for the next phase of Examination i.e. part III, Computer Practical Test.
