

## GUIDELINES FOR EVALUATION OF TYPING TEST

### Calculation of Speed:

i) **Calculation of words:** Total Characters/Strokes (with spaces) typed divided by 5 make one word.

ii) **Nature of errors / mistakes:**

**a) Full mistakes:** The following errors are treated as full mistakes: -

- i. For every omission of a word/figure.
- ii. For every substitution of a wrong word/figure, except transposition of words.
- iii. For every addition of a word/figure not found in the passage.
- iv. 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; spelning; seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I shall shall be grateful .....
- vi. Incomplete words (half typed words will be treated as mistake).

**b) Half mistakes:** The following errors are treated as half mistakes:-

- i. 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).
- ii. Wrong Capitalisation: Wrong typing of a capital letter for small letter or vice-versa. (This does not apply in respect of Hindi Typewriting scripts)
- iii. Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.
- iv. Transposition Errors: Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. Paragraphic Errors: Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces; without pressing the Tab Key, will be treated half-mistake.

iii) **Gross Typing Speed** = 
$$\frac{\text{Total words typed}}{\text{Time Duration}}$$

iv) **Net Typing Speed:**

**Net Typing Speed** = 
$$\frac{\text{Total words typed} - \text{mistakes}}{\text{Time Duration}}$$