

Keyboarding and Document Production Competency Tests

Teacher Copy

Office of Education
North American
Division of
Seventh-day Adventists

For Atlantic Union Conference -use

TABLE OF CONTENTS

Teacher Copy

GENERAL INFORMATION.....	1
HOW TO SCORE.....	2
TEST I - Basic Keyboarding Assessment	3
TEST II - Part A - Keyboarding Assessment	4
TEST II - Part B - Document Production Directions	10
Document 1 Unbound Report Corrected Copy	11
Document 1 Unbound Report Score Sheet.....	12
Document 2 Table Corrected Copies A and B.....	13
Document 2 Table Score Sheet	15
Document 3 Business Letter Corrected Copy.....	16
Document 3 Business Letter Score Sheet	17

Student Copy

TEST I - Basic Keyboarding	1
Timed Test A and B.....	2
TEST II - Part A - Keyboarding and Assessment	5
Timed Test A and B.....	6
TEST II - Part B - Document Production Directions	13
Document 1 - Unbound Report	14
Document 2 - Table	15
Document 3 - Business Letter	16
CUMULATIVE SCORE SHEET	17

GENERAL INFORMATION

KEYBOARDING COMPETENCY ASSESSMENT

RATIONALE

Technological literacy, an essential skill in the classroom and workplace, should be the shared responsibility of all disciplines. Expertise in this area provides tools for effective and efficient communication. This document identifies the use of a variety of formats and skills, the operation of standard computer systems, and manipulation and storage of data as necessary criteria for keyboarding competence.

IMPORTANT INFORMATION

This assessment instrument has been separated into two test: *Test I - Basic Keyboarding* and *Test II - Keyboarding and Document Production*. Based on the varying secondary school programs, the academy business/computer teacher may choose to administer only Test I (Basic Keyboarding) for placement purposes. It is important for basic keyboarding skills to be mastered before other applications are attempted. Test II may be administered to allow a student to waive the class and/or receive one semester of high school credit for keyboarding. The student must take all parts of Test II with a cumulative score of 80% before exemption or credit can be granted.

Keyboarding = inputting information using proper techniques such as correct fingering, eyes on copy and posture, with acceptable speed and accuracy.

Document production = applying basic keyboarding skills to create business documents such as letters, reports and tables.

HOW TO SCORE

TEST I

Students must use correct touch techniques in the practice and taking of timings. Students must pass at least one 5-minute timing with 30 gross wpm with 5 errors or less. Students are to be given two opportunities to pass the timing.

TEST II

- A. Students must use correct touch techniques in the practice and taking of timings to continue with the test. Students must pass at least one 5-minute timing with 35 gross wpm with 5 errors or less in order to continue with the test. Students are to be given two opportunities to pass the timing.
- B. There is a 90-minute time limit for Parts B and C combined. Timings are not to be included in this 90-minute limit.
- C. Each application has an attached scoring sheet with total points possible listed at the bottom. The scoring sheet is a standardized form for grading each application.
- D. Each multiple choice question is worth one point.
- E. Total points for all parts equal 100.

Multiple choice	30 points
Document 1	28 points
Document 2	18 points
Document 3	24 points

A student's passing score for Parts B and C combined must be a minimum of 80%.

TEST I

Basic Keyboarding Assessment

(Student Copy pages 2 and/or 3)

Note: TEST I can be used to assess the students basic keyboarding abilities for placement purposes.

1. Observe students for correct techniques as they key warm-up exercises. Correct techniques include:
 - * posture
 - * eyes on copy
 - * correct fingering
2. Students will have two opportunities to reach the minimum standard of 30 gross wpm with 5 errors or less in 5-minutes using Timed Test A or B (included) or comparable timing software. (*In order to waive the class and/or receive one semester of high school credit, the student must pass Test II.*)

TEST II - Part A
Keyboarding and Document Production Assessment

Note: In order to waive the class and/or receive one semester of high school credit for keyboarding, the student must pass all both parts of TEST II.

Keyboarding Assessment

1. Observe students for correct techniques as they key warm-up exercises. Correct techniques include:
 - * posture
 - * eyes on copy
 - * correct fingering
2. Students will have two opportunities to reach the minimum standard of 35 gross wpm with 5 errors or less in 5-minutes using Timed Test A or B (student copy pages 2 and 3) or comparable timing software.

TEST II - Part B

Document Production

Directions: *Produce in the correct format the applications on the following pages.*

- Document 1. Produce an unbound report (no title page). The report will be one page in length.
- Document 2. Create a two-column table with main and secondary headings. Center the table vertically and horizontally.
- Document 3. Produce a block format business letter.

TEST II
Document 1—Unbound Report
Corrected Copy

[2" top margin, 1" side and bottom margins]

COMMUNICATION

[spacing may be QS, TS, or DS]

You know there's a problem when you hear questions like this: "What new policy? What's going on this Saturday night? Who is on duty this weekend? Who is taking the required study hall program tonight? Where were you yesterday?"

Communication is often difficult. It is wearisome finding a time to actually communicate to everyone. Can we do without communication? Absolutely not! Communication breakdown is a major problem. Without good communication, your school will never grow mentally or spiritually (Abbott, 1993, 2).

The following are some significant areas of communication that, properly used, will bring instantaneous results:

1. Face-to-face communication benefits the receiver and sender the most.
2. Audio communication is a communication medium that allows the display of emotion. So use the telephone.
3. A handwritten note allows for some knowledge of the person writing the note. It is a personal touch.
4. A typed note is the least personal, BUT it is better than no communication at all.
5. Good communication depends on good administrative communication.

[For spacing after numbers, students may use two (2) spaces using the space bar, a tab, or an indent key.]

Test II - Part B

Score Sheet for Document 1—Unbound Report

Components	Pts. Possible	Pts. Earned
1. Unbound Report (6 pts.)		
Centered heading	2	
Body double spaced	2	
Correct spacing between heading and body	2	
2. Margins (4 pts.)		
Top	1	
Bottom	1	
Left	1	
Right	1	
3. Accuracy - Check for keying errors (4 pts.)		
Subtract 1 pt. for each error - 4 or more errors = 0 pts.	4	
4. Proofreader's Marks - paragraphs 1 & 2 (4 pts.)		
Double spacing between paragraphs	1	
Insert horizontal space	1	
Insert text	1	
Insert period	1	
5. Proofreader's Marks - paragraph 3, items 1 & 2 (5 pts.)		
Paragraph indent	1	
Insert first hyphen	1	
Insert second hyphen	1	
Delete double word "is"	1	
Indent second line of #2	1	
6. Proofreader's Marks - paragraph 3, items 3, 4, & 5 (5pts.)		
Capitalize "a"	1	
Indent second line of #3	1	
Delete number "6"	1	

Insert number "5"	1	
Delete "s"	1	
Totals	28	

TEST II - Part B

**Document 2—Table
Corrected Copy - Version A**

GREATEST CONTRIBUTORS TO SOCIETY IN THE USA	
Occupational Ratings by 5,000 Adults	
School Teachers	
Researchers	
Engineers	
Airline Pilots	
Environmentalists	

Note to the Teacher: *Pages 13 and 14 are examples of how this document may appear. Please look for horizontal and vertical centering. Students may use their own spacing between columns.*

TEST II - Part B
Document 2—Table
Corrected Copy - Version B

GREATEST CONTRIBUTORS TO SOCIETY IN THE USA
Occupational Ratings by 5,000 Adults

School Teachers	62%
Researchers	50%
Engineers	45%
Airline Pilots	33%
Environmentalists	30%

TEST II - Part B**Score Sheet for Document 2 - Table Version A or B**

Components	Pts. Possible	Pts. Earned
1. Headings (4 pts.)		
Main heading centered	1	
Main heading all caps	1	
Secondary heading centered	1	
Secondary heading capitalized properly	1	
2. Spacing (10 pts.)		
Between heading and body	2	
In body	2	
Attractive spacing between columns	2	
Vertical centering	2	
Horizontal centering	2	
3. Accuracy - Check for keying errors (4 pts.)		
Subtract 1 pt. for each error - 4 or more errors = 0 pts.	4	
Totals	18	

TEST II - Part B

Document 3—Business Letter

Corrected Copy

[Approximate 2 1/2" top margin, 1 1/2" side margins]

Current Date

[QS]

Mrs. Barbara Willis
13 Shallowford Road
Louisville, KY 40220

Dear Mrs. Willis

We are embarrassed after receiving the letter regarding the mistake we made on your latest order. Please accept our apologies and the enclosed notice of the \$475 credit to your charge account.

When billing errors occasionally occur, we appreciate customers who are willing to point out our mistakes in a kind manner.

Also enclosed is a discount coupon for you to use the next time you are in our store. Please use it with the assurance that we appreciate your business.

Sincerely

[QS]

Mrs. Kathy Allers, Manager
Customer Service Department

xx **[Student Initials]**

[SS or DS]

Enclosure

Test II - Part B**Score Sheet for Document 3—Business Letter**

Components	Pts. Possible	Pts. Earned
1. Block style (4 pts.)	4	
2. Current date (2 pts.)	2	
3. Appropriate margins (3 pts.)		
Top	1	
Left	1	
Right	1	
4. Punctuation (open or mixed) (2 pts.)		
Salutation	1	
Closing	1	
5. Reference initials (1 pt.)	1	
6. Letter part spacing (8 pts.)		
Date to address	1	
Address to salutation	1	
Salutation to body	1	
Body (ss/ds between paragraphs)	1	
Body to closing	1	
Closing to signature line	1	
Signature line to reference initials	1	
Reference initials to enclosure notation	1	
7. Accuracy - Check for keying errors (4 pts.)		
Subtract 1 pt. for each error - 4 or more errors = 0 pts.	4	
Totals	24	