

## Steps of Typing Test

Font: English – Times New Roman  
Hindi – Kruti Dev 010 & Mangal (Inscript)

**Step 1:** On Desktop, double click on the icon name as **Typo Test**.



**Step 2:** After double clicking, Select the exam language and read all the instructions. Select the declaration and then click on **Next Button**.

Choose Language

English     Hindi Kruti Dev 010     Mangal Inscript

Connected

Dear Candidate,

Please select the language by click on the above radio button. After selecting the language, instruction will be appeared to read and proceed accordingly.

I have read the above instructions and I agree.

Next

Choose Language

English     Hindi Kruti Dev 010     Mangal Inscript

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**Important Instructions for candidates**

1. Ensure keyboard Caps Lock and Num Lock status, whether it is ON/OFF.
2. The typing test is being organized in English language Times New Roman.
3. Candidate has to take care of Synchronized Typing between content (Typing Matter) **RED** color highlighted at the above half portion of source window (Typing Matter) and corresponding position of cursor being typed at the bottom half portion of window. Content typed, out of synchronization are reckoned as Errors. Skipped/Missed word is treated as error.
4. While doing typing, if a candidate intends to correct any mistake in a particular word, he/she can do so by pressing back space button on Keyboard before pressing the Space Bar. But if a SPACE BAR is pressed after typing a word the software will not permit the candidate to correct the mistake in that particular word.

I have read the above instructions and I agree.

Next

**Step 3:** The keyboard testing window opens, Check the keyboard and select the declaration and then Click on the **Next Button**.

Selected Language: English

Type here to check keyboard...

I have checked the Computer, keyboard and Mouse allotted to me and I am satisfied with their functioning.

Next

**Step 4:** The login window opens, Fill your Roll Number, Reference Number as per the admit card and allotted Batch Id (to be informed in examination hall only) and then click on **Login Button**.

## Login for Final Typing Test

Selected Language: English

Roll No. :

Reference No. :

Batch Password :

Login

Connected

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**Step 5:** The typing test window opens. This window contains two sections. Upper One containing text matter and lower one is blank (candidate have to type in this section). Press **SPACE BAR** to start test.

Name : TEST

Roll No.: 1

Reference No.: 1

Test Duration : 10 Minutes

Press Space Bar to Start Test

PHOTO NOT AVAILABLE

**Step 6: Test Started, start typing in the lower section.**

<b>Name : TEST</b>	<b>Time Remaining [in Minutes]</b> 8:46	<b>Test Duration : 10 Minutes</b>
<b>Roll No.: 1001</b>		
<p>Lets start with the news from Kerala. The said proposal for an administrative reform commission has come from a left wing government. This is significant as the intellectuals linked to the communists have generally played down the will to the critical approach as they fear alienating the bureaucracy on whom their party</p> <p>Lets start with the news from </p>		

**Step 7: After completion of Time, Time-up pop-up appears on the screen. Click OK and Evaluation Sheet will be generated.**

<b>Name : Test</b>	<b>Time Remaining [in Minutes]</b> 00:00	
<b>Roll No.: 1001</b>		
<b>Reference No.: 1</b>		
<b>Test Duration : 5 Minutes</b>		
<p>power of the bureaucracy. They concentrate their energies on demonizing the market. While its absolutely essential following the triumphalism that has accompanied the collapse of the former Soviet Union to query the efficacy of the market mechanism social analysis that ignores the role of the bureaucracy implies credulousness when the critical approach must rely when it even a critique is deficient a of slowing down when lets start with the news</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>The time is OVER!</b> <b>Thank You.</b></p> <p><small>(This message will be disappeared automatically after 10 seconds)</small></p> </div> <p>administrative reform commission has come from a left wing government. This is significant as the intellectuals linked to the communists have generally played down the will to power social analysis that ignores the role of the bureaucracy implies when it is not actually complicit. Perhaps these intellectuals avoid the critical approach as they fear alienating the bureaucracy on whom t</p>		

**Step 8: Below is the Typing Test Evaluation Sheet.**

**Typing Test Evaluation Sheet**

<b>Roll Number</b>	1001	<b>Candidate Name</b>	DKDK
<b>Test Time Duration</b>	10 Minutes	<b>Ref. No., Passage No.</b>	120, 112022
<b>Test Language</b>	English	<b>IP Address</b>	192.168.1.106
<b>Login Date &amp; Time</b>	13-09-2021 10:57:40	<b>Test Date &amp; Time</b>	13-09-2021 11:07:49



**Typed Passage**

Lets start with the news from Kerala. The said proposal for an administrative reform commission has come from a lefty(left) wing government. This is significant as the intellectuals linked to the communists have generally played down the will to power of te(the) bureaucracy. They concentrate their energies on demonizing the market. While its absolutely essential following the triumphalism that has accompanied the collapse of the former Soviet Union to query the efficacy of the market mechanism social analysis that ignores the role of the bureaucracy implies protected by statute its lower echelon achieves independence(independence) by closing ranks whenever the action of

~~~~~ End of Test ~~~~~

**Note: The details mentioned above is not exhaustive and only for indicative purpose.**

## NATURE OF 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; speling; 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.

### **NOTE:**

Any corrections made by pen or pencil will be treated as a Mistake.

## INSTRUCTIONS TO THE CANDIDATES

- The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi (Font: kruti dev 010 and Mangal Inscript)). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.
- The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
- Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- Candidate has to take care of Synchronized Typing between content (Typing Matter) **RED** color highlighted at the above half portion of source window (Typing Matter) and corresponding position of cursor being typed at the bottom half portion of window. Content typed, out of synchronization are reckoned as Errors. Skipped/Missed word is treated as error.
- While doing typing, if a candidate intends to correct any mistake in a particular word, he/she can do so by pressing back space button on Keyboard before pressing the Space Bar. But if a SPACE BAR is pressed after typing a word the software will not permit the candidate to correct the mistake in that particular word.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason, will be treated as one full mistake

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## Formulae to calculate the Net Speed:

### A) Criteria for Calculation of Typing Speed and Error-

I. The Criteria for evaluation of typing speed & error is illustrated below as -

**Note: 1 word = 5 key strokes, 1 error = 5 key strokes.**

Net Speed (WPM) = [(Gross Strokes - Error Hits) / 5] / Total Test Time (Min).

Duration: 10 min.

Gross Strokes = Total Strokes Typed in 10 Min. e.g. 2000.

Words Typed = (2000/5) = 400.

**Gross Speed** = 400/10 = 40 WPM.

### II. Criteria for Calculation of Error

Mistakes / Error Strokes = 250.

Error Words = 250/5 = 50.

Net Errors = 50/10 = 5 WPM.

**Net Speed = 40 - 5 = 35 WPM.**

### B) Percentage of Error allowed -

i. Relaxation of 5% error for UR Category.

ii. Relaxation of 7% error for other Categories.

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