Steps of Typing Test

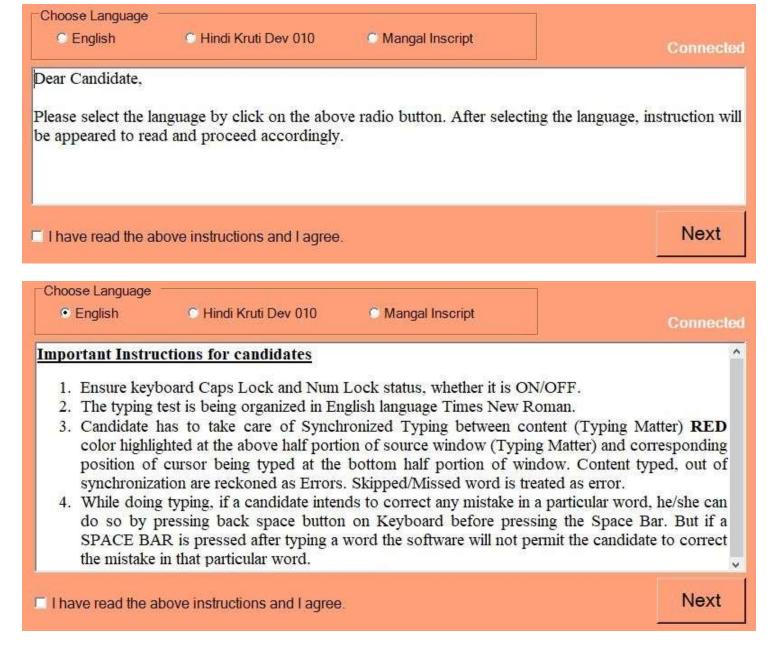
Font: English – Times New Roman

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**.



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 alloted to me and I am satisfied with their functioning.	Next
satisfied with their functioning.	Next

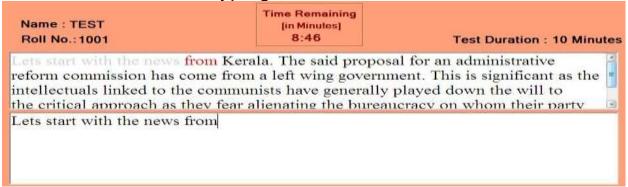
Step 4: The login window opens, Fill your Roll Number, Reference Number as per the admit card and allotted Batch Id (to be informed in examination hall only) and then click on **Login Button**.

Login for Fina	al Typing Test
Selected Language:	English
Roll No.:	
Reference No.:	
Batch Password:	
Log	

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	Press Space Bar to Start Test	PHOTO NOT AVAILABLE
Test Duration : 10 Minutes		AVAILABLE

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



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



Step 8: Below is the Typing Test Evaluation Sheet.

Typing Test Evaluation Sheet

Roll Number	1001	Candidate Name	DKDK
Test Time Duration	10 Minutes	Ref. No., Passage No.	120, 112022
Test Language	English	IP Address	192,168,1,106
Login Date & Time	13-09-2021 10:57:40	Test Date & Time	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 imdependence(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; seepling; spelling; 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. <u>Spacing Errors</u>: 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. <u>Punctuation Errors</u>: Where the punctuation mark is omitted or added or substituted by another.
- iv. <u>Transposition Errors</u>: Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. <u>Paragraphic Errors</u>: 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 Stokes 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 Stokes = 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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