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Consolidated guidelines for evaluation of Typing Test Sheets as followed in ICAR

1. The duration of the Typing Test will be 10 minutes.
2. A Typing Speed of 35 w.p.m in English and 30 w.p.m in Hindi on Computer.(35 w.p.m and 30 w.p.m correspond to 10500 KDPH on an average of 5 key depression for each word).
E.g. If total number of key strokes typed: X
Then total number of words typed: $Y=X/5$
Typing Speed: $Y/10$ (i.e. duration of the Test)
3. Ignorable errors: 5% of Y(i.e. total number of words typed)

Calculations of Mistakes:-

Nature of Mistakes:

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

- I. For every omission of word/figure
- II. For every substitution of wrong word/figure
- III. Every addition of a word/figure not found in the passage

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

- I. Spacing Errors: where no space is provided between two words e.g. 'Ihope' for 'I hope' or undesired space is provided between the words or letters of the word e.g. 'I haxxve' for 'I have'.
- II. For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word 'spelling' typed as 'seeplings' etc.
- III. Wrong Capitalisation: Wrong use of capital letter for small letter and vice-versa (This does not apply to Hindi typing script)

NOTE: Any corrections made by pen or pencil are to be ignored and no credit is to be given to such correction.

FONT TO BE USED FOR HINDI TYPING SCRIPT

For Skill(Typing) test in Hindi, **Kruti Dev 010 Hindi font** will be used.

Any press of a keyboard button as given below is counted as a key Stroke/ depression:

All alphabets - capital and small (A,B,C...,a,b,c...)

All numbers (1,2,3,4,5,6,7,8,9,0)

All symbols (!@#\$%^&*(){}[]:;,',<,...)

Space bar, Enter key, Tab key

Not considered as key Strokes/depression:

Shift, backspace, delete, Caps Lock, which do not print anything on screen are not considered as key/depression.


(Rakesh Kumar)
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