

NATIONAL INSTITUTE OF OPEN SCHOOLING

SPEED TYPING TEST – INSTRUCTIONS & EVALUATION PROCEDURE

How to conduct the Test?

I. Test format (recommended)

- **Duration:** 10 minutes
- **Language:** English / Hindi
- **Text length:** ~200–250 words passage

☞ Why 10 min?

Because it's easier to calculate and reduces errors.

II. Instructions to candidates

Tell them clearly:

- No auto-correct / spell check
 - No copy-paste
 - Start only when instructed
 - Accuracy matters, not just speed
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III. How to calculate speed (very important)?

Use this formula:

☞ **Key Depressions = Total characters typed (including spaces)**

☞ Convert to per hour:

$(\text{Total key depressions} \div \text{time in minutes}) \times 60$

✓ Example

- Candidate typed **1050 characters in 10 minutes**

$(1050 \div 10) \times 60 = 6300$ key depressions/hour

✓ PASS (since > 6000)

IV. How to check errors

Types of errors:

- Spelling mistakes
 - Missing words
 - Extra words
 - Wrong punctuation
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Simple evaluation method:

☞ Deduct **5 key depressions per mistake** (standard practice)

Example:

- Total characters = 1050
- Errors = 10

$$\text{Penalty} = 10 \times 5 = 50$$

$$\text{Net score} = 1050 - 50 = 1000$$

Now calculate:

$$(1000 \div 10) \times 60 = 6000 \text{ KDPH}$$

✓ PASS

V. Final result criteria

- $\geq 6000 \text{ KDPH} \rightarrow \text{PASS}$
 - $< 6000 \text{ KDPH} \rightarrow \text{FAIL}$
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VII. Best practices (important)

- Same passage for all candidates
 - Same time duration
 - Disable internet
 - Keep invigilator present
 - Save typed file with candidate name
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