



The SkillCheck Professional Ten Key Test

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The SkillCheck Professional Ten Key Test



SkillCheck TestCenter with “Ten Key Test” Selected

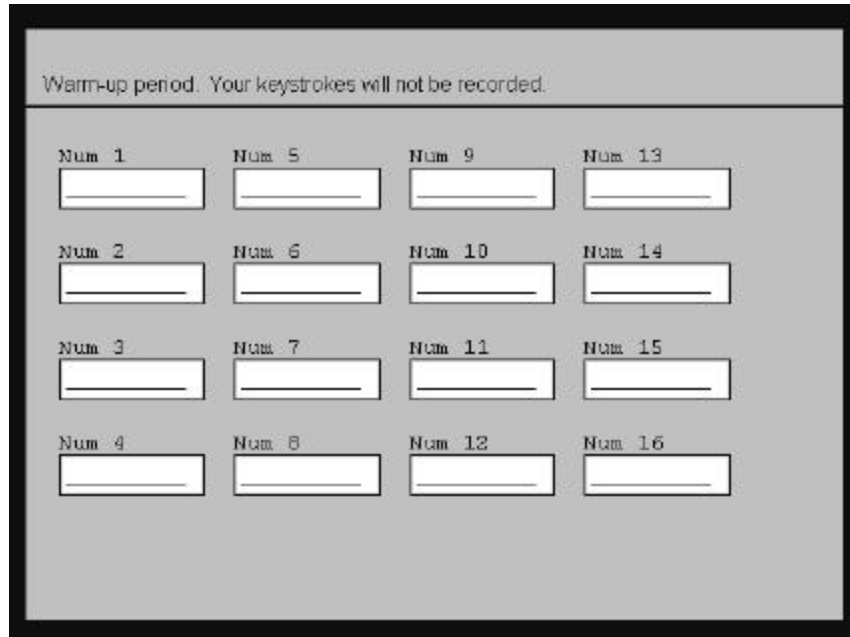
The *SkillCheck Professional* Ten Key Test software allows you to evaluate keystroke speed and accuracy in a ten-key environment. The Ten Key Test simulates traditional ten-key data entry systems, allowing you to use the computer’s numeric keypad for ten-key data entry.

The Ten Key Test is administered through the *TestCenter* (see the example above). This test can be given to an examinee alone or in series with any other tests installed on your *SkillCheck Professional* testing system. (See the *TestCenter* documentation for complete instructions.)

In the *TestCenter*, you select the Ten Key – Standard test and add it to the **Selected Tests** list. Once you click on the **Begin Tests** button, the *Registration* screen appears. After the examinee registers and clicks the **Done** button, the *Ten Key Test* title screen appears, followed by information on the test. At this point, examinees can either practice with a two-minute, unscored warm-up exercise or begin the actual test by clicking on the appropriate button.

Administering the Ten Key Test Warm-Up Exercise

To take the warm-up exercise for the SkillCheck Ten Key – Standard test, examinees should have a document labeled “Practice Ten Key Test” in front of them. When they are ready to begin the warm-up exercise, examinees should click the **Start Warm Up** button. The warm-up ten key screen appears. Examinees should begin entering data from the Practice Ten Key Test document. The two-minute timer starts when examinees begin typing. (The timer may not be visible on the screen.)



Warm-up period. Your keystrokes will not be recorded.

Num 1	Num 5	Num 9	Num 13
Num 2	Num 6	Num 10	Num 14
Num 3	Num 7	Num 11	Num 15
Num 4	Num 8	Num 12	Num 16

Entering Data in the Ten Key Test

The SkillCheck Ten Key – Standard test simulates traditional ten-key data entry environments where data is entered via a computer’s numeric keypad. When entering data in the SkillCheck ten-key test (either the warm-up exercise or the actual test), keep the following in mind:

- **VERY IMPORTANT:** Before starting the test, examinees should make sure the **NumLock** function is **ON**.
- To move forward from field to field in the ten-key data entry form, examinees should press **NumPad +** or **NumPad Enter** if the current entry is positive, or **NumPad -** if the current entry is negative.
- When the last field in a form is finished, examinees should press **NumPad *** to end the current form and move to the next form.
- Examinees should continue entering data until the message “Time Expired” appears.
- If an examinee reaches the end of the data to be entered before the time limit expires, he or she can return to the first form and begin entering data from the beginning of the Practice Ten Key Test document.
- The warm-up exercise can be exited at any time by entering **--=** (the minus sign, followed by the equals sign, followed by the minus sign, followed by the equals sign). **Note:** The option to exit the warm-up exercise or the actual test is normally for use by test administrators only and should not be used by examinees.

Administering Ten Key Tests

When the **Skip Warm Up** button is clicked or the warm-up exercise is completed, a screen automatically appears with instructions for taking the *SkillCheck Professional* Ten Key Test. Before proceeding, examinees should make sure that they have the “Ten Key Test – Standard” document in front of them.

(Warning: If an examinee enters data from the wrong document, he or she may receive an abnormally low score or a score report indicating that he or she may have been entering data from the wrong document.)

When examinees are ready to take a ten-key test, they should click the button labeled **Start Ten Key Test**. A screen stating “Type text of test in form below” appears, and they should begin data entry. Again, the examinee should keep the following in mind when doing ten-key data entry:

- As with the warm-up exercise, timing for a ten-key test does not start until the examinee begins entering data. Again, a timer may appear in the top right corner of the screen when the test starts. The *SkillCheck Professional* Ten Key Test is three minutes long.
- **VERY IMPORTANT:** Before starting the test, examinees should make sure the **NumLock** function is **ON**.
- To move forward from field to field in the ten-key data entry form, examinees should press **NumPad +** or **NumPad Enter** if the current entry is positive, or **NumPad –** if the current entry is negative.
- When the last field in a form is finished, examinees should press **NumPad *** to end the current form and move to the next form.
- Examinees should continue entering data until the message “Time Expired” appears.
- If an examinee reaches the end of the data to be entered before the time limit expires, he or she can return to the first form and begin entering data from the beginning of the Ten Key Test – Standard document.
- The test can be exited at any time by entering **--=** (the minus sign, followed by the equals sign, followed by the minus sign, followed by the equals sign). **Note:** The option to exit the test is normally for use by test administrators only and should not be used by examinees. A test that has been exited will not generate a score report.

When taking a ten-key test, the examinee should continue entering data until the message “Time Expired” appears at the top of the screen. At this point, he or she should stop. After a few moments, a screen appears indicating that the test is complete. Examinees should click **OK**.

- If other tests were selected in the *SkillCheck TestCenter* after a data entry test, the next test in the sequence will begin.
- If the ten-key test is the last test selected for the examinee, the *Contact Test Administrator* screen appears. If no password dialog box appears, press **F2**.
- If the password dialog box appears, type in the password and then click **OK**. If the password has been entered correctly, the test results for the examinee will appear on screen, print, or both. (Passwords for your SkillCheck system should be included with your SkillCheck package. See the *Test Administrator* documentation for instructions on changing passwords. See the *TestCenter* documentation for instructions on setting the test score display and print options.)

Ten Key Test Scoring

A score report is generated for each test taken by an examinee. The report can be viewed on screen or printed. (See the *TestCenter* and *Test Administrator* documentation for information on viewing, printing, and retrieving test scores from the SkillCheck scores database.)

The illustration below shows a sample score report generated at the end of a ten-key test.

TEN KEY TEST	
Document: Ten Key Test - Standard	Registration information, including name, ID number for the examinee, and the test taken, appears at the top of each score report.
Name: Janet Doe	
ID: 90210	
Date: 10/08/1997 Time: 13:18:41	
SCORE: VERY GOOD	
Test duration: 3:02 minute(s)	
Gross Data Entry Speed: 8856 keystrokes/hour (29.5 words/minute)	
Number of errors: 5	
Adjusted Errors per Hour (x3): 178.8	
Net Data Entry Speed: 8677 keystrokes/hour (28.9 words/minute)	
Errors per category:	
Missing Words: 0	The report lists the types and numbers of errors made during the test.
Extra Words: 0	
Joined Words: 0	
Split Words: 0	
Misspelled Words: 5	

The score report displays both gross and net data entry speed. See page 5 for an explanation of how net data entry speed is calculated.

Explanation of Score Report Details

The *SkillCheck Professional* Ten Key Test reports a variety of scoring details, including the following.

Report Detail	Explanation
Test Duration	The time it took for the examinee to take the test. Note: Since the test does not end until an examinee completes entering a word or number, test duration may be greater than the original setting by one or two seconds (5:01, for five minutes, one second, for example).
Gross Data Entry Speed	The total number of keystrokes entered by the examinee divided by the number of minutes it took to complete the test. (Data entry speed is usually measured in keystrokes per hour.)
Number of Errors	The number of errors the examinee made during a data entry test.
Adjusted Errors per Hour (x3)	The number of errors per minute the examinee made during the test multiplied by an error multiplier (normally 3). The manner in which the <i>Data Entry Test</i> uses the error multiplier to calculate net data entry speed is described below.
Net Data Entry Speed	Gross data entry speed minus the number of errors multiplied by the error multiplier. The net data entry speed is the most accurate measurement of an examinee's data entry speed over time because this value takes into account the examinee's data entry speed and the time it takes to make corrections. The way in which net data entry speed is calculated is explained below.
Missing Words	Data strings (text or numbers) the examinee left out when taking the test. Each omitted word or number is counted as a single error.
Extra Words	Data strings (text or numbers) the examinee added when taking the test. Each added word or number is counted as a single error.
Joined Words	Data strings (text or numbers) entered correctly but with the space between the strings ("words") missing are counted as a single error.
Split Words	Data strings (text or numbers) entered correctly but with an extra space within the strings ("words") is counted as a single error.
Misspelled Words	Data strings (text or numbers) entered incorrectly—this includes misspelled words and words with incorrect capitalization (for example, "oNe" instead of "one"). Incorrect spacing is also counted as a misspelling. For example, if you place two spaces between data (text or numbers), this is counted as a misspelling for the first data string ("word").

Ten Key Test Net Score Calculation

To understand how the error multiplier affects net ten-key data entry speed, assume it takes one second to enter a data string (number or text) incorrectly. In a ten-key data entry environment, it usually takes another second to delete the incorrect string (using the **Delete** or **Backspace** key) and a third second to type the string correctly. In order to take these factors into account when calculating net keystroke speed, the Ten Key Test multiplies the errors per minute by three.

When calculating net data entry speed, the following formula is used:

(Gross Data Entry Speed) – ([Number of Errors] x 3 (error multiplier) x [Adjustment factor converting Number of Errors to Keystrokes per Hour]) = Net Data Entry Speed