



The SkillCheck Professional Ten Key Test

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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 by giving the standard Ten Key test. The Ten Key test is administered through the *SkillCheck Professional 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 Test** 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 ten key test by pressing the appropriate button.

Administering the Ten Key Test Warm-Up Exercise

To take the warm-up exercise for the SkillCheck standard Ten Key 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.” The two-minute timer starts when examinees begin typing. (The timer may not be visible on the screen.)

- Prior to starting the test, examinees should make sure the **NumLock** function is on.
- To move forward from field to field, 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.
- **Important:** 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).

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* standard 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, a message may appear suggesting that the wrong source document may be in use and the examinee’s score will be abnormally low.)

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.

- As with the warm-up exercise, timing for a ten key test does not begin 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* standard Ten Key Test is three minutes long.
- Prior to starting the test, examinees should make sure the **NumLock** function is on.
- To move forward from field to field, 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.
- **Note:** The ten key 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).

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, examinees 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* documentation for information on viewing and printing test scores.) 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

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
Extra Words: 0
Joined Words: 0
Split Words: 0
Misspelled Words: 5

Registration information, including name, ID number for the examinee, and the test taken, appears at the top of each score report.

The score report displays both gross and net data entry speed. See page 4 for an explanation of how net data entry speed is calculated.

The report lists the types and numbers of errors made during the test.

Ten Key Test Net Score Calculation

To understand how the error multiplier affects net data entry speed, assume it takes one second to enter a data string (number or text) incorrectly (for example, entering “STEET” instead of “STREET”). In a 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 Ten Key Speed) – ([Number of Errors] x [Adjustment Factor converting Number of Errors to Keystrokes per Hour]) = Net Ten Key Speed