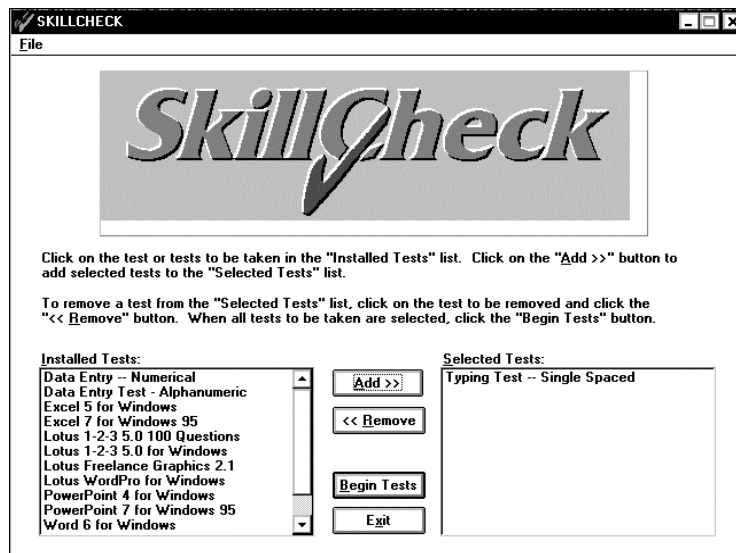




The SkillCheck Professional Typing Test

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The SkillCheck Professional Typing Test



SkillCheck TestCenter with “Typing Test” Selected

The *SkillCheck Professional Typing Test* software allows you to evaluate typing speed and accuracy by giving standard or customized typing tests. (See the *Typing TestMaker* documentation for instructions on creating and editing customized typing tests.) Typing tests are administered through the *SkillCheck Professional TestCenter* (see the example above). These tests 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 must select which typing test you want to administer. Once you click on the **Begin Test** button, the *Registration* screen appears. After the examinee registers and clicks the **Done** button, the *Typing Test* title screen appears followed by information on the typing test. At this point, examinees can either practice with a two-minute, unscored warm-up exercise or begin the actual typing test.

Administering the Typing Test Warm-Up Exercise

To take the warm-up exercise for the SkillCheck standard Typing Test, examinees should have the document labeled “Practice Typing 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 typing screen appears. Examinees should begin typing from the document labeled “Practice Typing Test.” The two-minute timer starts when examinees begin typing (the timer may not be visible on the screen).

- When typing, applicants can use the arrow keys, **Backspace**, and **Delete** to make changes to text they are typing. The mouse is not available during the warm-up exercise or the actual typing test.
- Examinees should continue typing until the message “Time Expired” appears.
- **Important:** The warm-up exercise can be exited at any time by typing ---= (the minus sign, followed by the equals sign, followed by the minus sign, followed by the equals sign).

Administering Typing 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 Typing Test or for taking customized typing tests created using the *SkillCheck Typing TestMaker*. The instructions indicate which typing document examinees should be using to take the test. Before proceeding, examinees should make sure the name of the document they have in front of them is the same one indicated on the screen.

(**Warning:** if an examinee types 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 typing test, they should click the button labeled **Start Typing Test**. A screen stating "Type text of test in dialog box" appears, and they should begin typing.

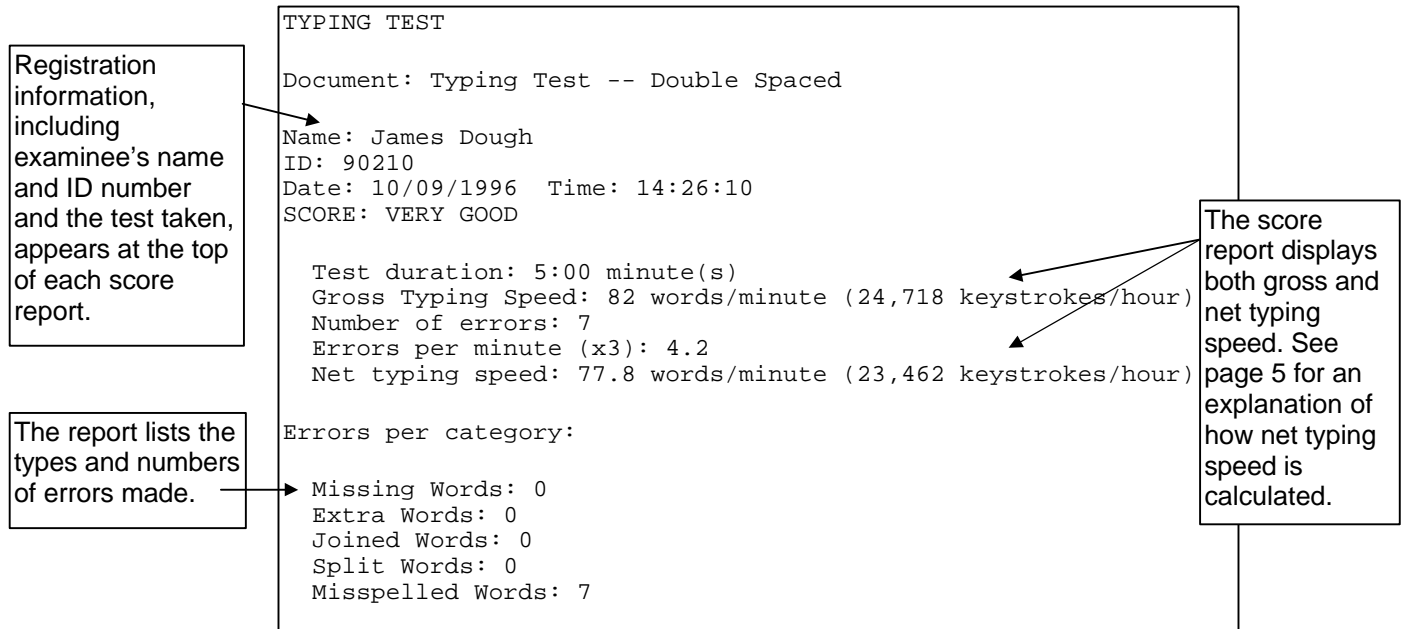
- **Important:** If examinees are using the *SkillCheck Professional* standard typing test, they should be reminded to type two spaces after the punctuation mark that ends the sentence (period, question mark, and so on). Otherwise, the last word in the sentence will be scored as an error, even if the word has been typed correctly.
- As with the warm-up exercise, timing for a typing test does not begin until the examinee begins typing. Again, a timer may appear in the top right corner of the screen when the test starts. The *SkillCheck Professional* standard Typing Test is five minutes long.
- When taking the test, examinees can use the arrow keys, **Backspace**, and **Delete** to make changes to the text they are typing. The mouse is not available for use during typing tests.
- **Note:** A typing test can be exited at any time by typing ---= (the minus sign, followed by the equals sign, followed by the minus sign, followed by the equals sign).

When taking a typing test, the examinee should continue typing until the message "Time Expired" appears at the top of the screen. At this point, examinees should stop typing. 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 the typing test, the next test in the sequence will begin.
- If the typing 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.)

Typing Test Scores

A score report is generated for each test taken by an examinee. The report can be viewed on the screen or printed. Below is an illustration of a report generated at the end of the typing test.



In order to cut back on office paperwork, *SkillCheck Professional* typing tests are defaulted to print the report seen above, without actually printing what the examinee has typed. To change the default setting so that a detailed report appears at the end of a test, follow these instructions:

1. Start the *SkillCheck Professional Test Administrator*.
2. Click the **Create Typing Test** button.
3. From the **File** menu, select **Open** to open the correct typing document.
4. Once the text is on the screen, from the **Test** menu, select **Change Test Settings**.
5. Click the check box next to **Detailed Report** to enable the option.
6. Click on **OK** to return to the *Typing TestMaker* screen.
7. From the **File** menu, select **Save**.
8. From the **File** menu, select **Exit**.

For more information on the **Detailed Report** and other options, see the *Typing TestMaker* documentation.

Explanation of Score Report Details

The *SkillCheck Professional Typing Test* reports a variety of scoring details, including:

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 typing a word, test duration may be greater than the original setting by one or two seconds (5:01, for five minutes, one second, for example).
Gross Typing Speed	The total number of words typed by the examinee divided by the number of minutes it took to complete the test. (Typing speed is measured in words per minute and keystrokes per hour.)
Number of Errors	The number of errors the examinee made during a typing test.
Errors per Minute (x3)	The number of errors per minute the examinee made during the test multiplied by an error multiplier (normally 3). Page 5 explains how <i>Typing Test</i> uses the error multiplier to calculate net typing speed.
Net Typing Speed	Gross typing speed minus the number of errors multiplied by the error multiplier. The net typing speed is the most accurate measurement of an examinee's typing speed over time because this value takes into account the examinee's typing speed and the time it takes to make corrections. Page 5 explains how net typing speed is calculated.
Missing Words	Number of words the examinee left out when taking the test. Each omitted word is counted as a single error.
Extra Words	Words the examinee added when taking the test. Each added word is counted as a single error.
Joined Words	Words typed correctly but with the space between the words missing are counted as a single error.
Split Words	Words typed correctly but with an extra space within the word are counted as a single error.
Misspelled Words	Words typed 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 words, this is counted as a misspelling for the first word. Also, if a sentence has two spaces after the period, and the examinee only types one, this is counted as a misspelled word error. Each misspelled word is counted as a single error.

Typing Test Net Score Calculation

To understand how the error multiplier affects net typing speed, assume it takes one second to type a word incorrectly (typing “ADN” instead of “AND” for example). In a word-processing environment, it usually takes another second to delete the incorrect word (using the **Delete** or **Backspace** key) and a third second to type the word correctly. In order to take these factors into account when calculating net typing speed, *Typing Test* multiplies the errors per minute by three. (**Note:** The error multiplier can be changed using the *Typing TestMaker*.)

When calculating net typing speed, the following formula is used:

$$(\text{Gross Typing Speed}) - ([\text{Number of Errors}] \times [\text{Error Multiplier}]) = \text{Net Typing Speed}$$

In the example on page 3, Net Typing Speed equals:

$$(82 \text{ words per minute}) - ([1.4 \text{ errors per minute}] \times [3]) = 77.8 \text{ words per minute Net Typing Speed}$$

Detailed Report Text Symbols

If the **Detailed Report** option has been enabled (see page 3), the text typed by examinees appears on the score report. The following symbols appearing below the text indicate where and what type of mistakes were made:

-----	Missing Words
++++++	Extra Words
*****	Joined Words
#####	Split Words
^^^^^^	Misspelled Words
•	Spaces appearing before and after words and punctuation marks are marked with a dot. If too many or too few spaces have led to a misspelled word error, you can check the number of spaces before and after words and punctuation marks on the detailed report.