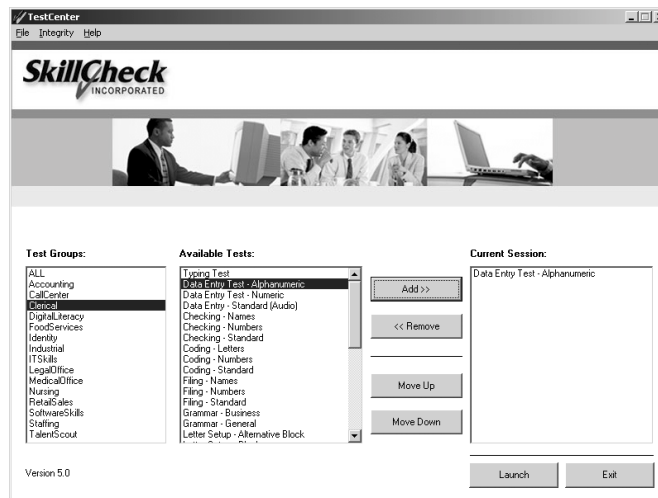




The SkillCheck Professional Data Entry Test

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The SkillCheck Professional Data Entry Test



SkillCheck TestCenter with “Data Entry Test” Selected

The *SkillCheck Professional Data Entry Test* software allows you to evaluate keystroke speed and accuracy by giving standard alphanumeric and numeric tests or customized data entry tests. (See the *Data Entry TestMaker* documentation for instructions on how to create and edit customized data entry tests.) Data entry 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 data entry 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 *Data Entry 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 data entry test by pressing the appropriate button.

Administering the Data Entry Test Warm-Up Exercise

To take the warm-up exercise for the SkillCheck standard Data Entry Test, examinees should have a document labeled “Practice Data Entry 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 data entry screen appears. Examinees should begin entering data from the appropriate alphanumeric or numeric “Practice Data Entry Test.” The two-minute timer starts when examinees begin typing. (The timer may not be visible on the screen.)

- To move forward from field to field, examinees should press the **Enter** or **Tab** keys. To move backwards, they should hold the **Shift** key and then press **Tab**.
- When the last field in a form is finished, the next form automatically appears.
- 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 Data Entry 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 Data Entry Test or for taking customized data entry tests created using the *SkillCheck Data Entry TestMaker*. The instructions indicate which data entry 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 as the one indicated on the screen. (**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 data entry test, they should click the button labeled **Start Data Entry 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 data entry 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 Data Entry Test is five minutes long.
- If examinees are using the keyboard's numeric keypad for 10-key data entry, they should make sure the **NumLock** function is on.
- To move forward from field to field, examinees should press the **Enter** or **Tab** keys. To move backwards, they should hold the **Shift** key and press **Tab**.
- When the last field in a form is finished, the next form automatically appears.
- Examinees should continue entering data until the message "Time Expired" appears.
- **Note:** Data entry tests 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 data entry 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 data entry 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.)

Data Entry Test Scoring

Candidate Test Report - JOHN DOE - DATA ENTRY TEST - ALPHANUMERIC	
Candidate:	JOHN DOE
Candidate ID:	12345
Date of Test:	08/17/04
Time of Test:	14:32:35
Test Duration:	5:00 minute(s)
Grade:	VERY GOOD
Gross Data Entry Speed:	8,784.10 keystrokes/hour (29.28 words/minute)
Number of Errors:	9.00
Adjusted Errors per Hour(e3):	323.60
Net Data Entry Speed:	8,460.60 keystrokes/hour (28.20 words/minute)
Errors per category:	
Missing Words:	2
Extra Words:	1
Joined Words:	0
Split Words:	0
Misspelled Words:	6

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 data entry test.

In order to save paper, SkillCheck data entry tests are defaulted to show the overall score, as seen above. To display the data entered by the examinee, follow the instructions below. More information on the **Detailed Report** and other options can be found in the *Data Entry TestMaker* documentation.

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

Explanation of Score Report Details

The *SkillCheck Professional Data Entry 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 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). Page 5 explains how the <i>Data Entry Test</i> uses the error multiplier to calculate net data entry speed.
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. Page 5 explains how net data entry speed is calculated.
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").

Data Entry 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 *Data Entry Test* multiplies the errors per minute by three. (**Note:** The error multiplier can be changed using the *Data Entry TestMaker*.)

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

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

Detailed Report Text Symbols

If the **Detailed Report** option has been enabled (see page 3), the text entered by the examinee appears on the 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 numbers 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 data strings on the detailed report.