<u>**Domain Skill Test for the Post of Personal Assistant**</u>
<u>**COMPUTER BASED TYPING TEST INSTRUCTIONS**</u>

Important Instructions for Candidates regarding Typing Test for the post of Personal Assistant

General Instructions:

1. The English type tests will be conducted on the computer using typing software. The type test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
2. The Candidates are supposed to type the text exactly as provided in the question paras.
3. The duration of the Hindi / English type test will be 10 minutes ~~for each test~~.
4. ~~Time interval of 5 min. will be provided between both language tests.~~
5. To clear the test, the candidate must have a minimum **Gross typing Speed** of **40 words per minute**. Maximum **8% mistakes** would be permissible to pass the test, meaning thereby that **at least 92% accuracy** is required in addition to the typing speed.
6. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error. If any character is omitted or additional characters are added in the words, then the complete word will be treated as wrong.
7. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.
8. The login details i.e. username and password will be provided to the candidates before starting the exam to access the typing test application.
9. Candidate is suggested to follow all the instructions carefully appearing on the computer screen at the time of Typing Test.
10. Candidate should report at the examination centre well before the time prescribed in the Admit Card. If the candidate misses slot allotted to him, no extra chance will be given to the candidate to appear in the test.

Typing speed related instructions:

1. Definition of a "word" has been standardized to five characters, including spaces and punctuation.
2. The passage given for typing will be displayed on the screen in chunks of 3/4 lines of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.
3. Each chunk of text will contain approximately **34-36** words and there will be total **12** such chunks. Candidate has to type all the **12 text chunks** to be eligible for clearing the test. Candidates who finish typing all the **12 text chunks** can use the remaining time to remove mistakes in the typed text to improve the typing accuracy.

4. After typing 80% of text in current chunk, candidate can use the Enter key or down arrow key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.

5. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will **not be** counted.

6. **Calculation of Errors**

   i) Full mistakes:
   - Omission of any word
   - Substitution of any wrong word
   - Addition of any wrong/Extra word not found in the passage

   (ii) Half mistakes:
   - Spacing errors: Where no space or extra space is provided between two words

7. **Typing speed and accuracy percentage are calculated as follows:**
   - Gross characters = total number of characters typed
   - Error characters = number of mistakes x word length (i.e. 5)
   - Net characters = Gross characters - Error characters
   - Gross speed (in words per minute) = Gross characters / (word length x test duration(in minutes))
   - Accuracy Percentage = (100 x Net characters) /Gross characters.
     Note – Gross speed is always in integer, the decimal part is truncated.

8. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed. So e.g. if the word *university* is wrongly typed as *univty* then the characters typed will be taken as 6 (number of characters in *univty*) for gross speed. But if the user types *universities* then for measuring the gross speed, the characters typed will be taken as 10 (number of characters in *university*) and not 12 (number of characters in *universities*).

Speed calculation examples:

Consider the following passage for typing:

My daughter is studying at Punjab University Chandigarh

If the user types in **two minutes:**

Case 1 : *My daughter is studying at Punjab University Chandigarh*

- Gross characters = 55 (sum of all characters in text including spaces and punctuation marks)
- Error characters = 0
- Net characters = 55-0 = 55
- Gross speed = $\frac{55}{5 \times 2}$ = 5 WPM
- Accuracy percentage = $\frac{100*55}{55}$ = 100%

Case 2 : *My <u>son</u> is studying at Punjab University Chandigarh*

- Gross characters = 50
- Error characters = 5 (1 word wrong)
- Net characters = 50-5 = 45
- Gross speed = $\frac{50}{5 \times 2}$ = 5 WPM

- Accuracy percentage = $\frac{100*45}{50}$ = 90%

Case 3 : *My daughter is studying at <u>them</u> Punjab University Chandigarh*

- Gross characters = 60
- Error characters = 5 (1 extra)
- Net characters = 60-5 = 55
- Gross speed = $\frac{60}{5 \times 2}$ = 6 WPM

- Accuracy percentage = $\frac{100*55}{60}$ = 91.67%

Case 4: *My daughter <u>it</u> studying at <u>PunjabUniversity</u> Chandigarh*

- Gross characters = 54
- Error characters = 7.5 (1 wrong + 1 merged)
- Net characters = 54-7.5 = 46.5
- Gross speed = $\frac{54}{5 \times 2}$ = 5 WPM

- Accuracy percentage = $\frac{100*46.5}{54}$ = 86.11%

Case 5: *My studying <u>atte</u> Punjab <u>Univer sity</u> Chandigarh*

- Gross characters = 44
- Error characters = 17.5 (2 missing + 1 wrong + 1 split)
- Net characters = 44-17.5 = 26.5
- Gross speed = $\frac{44}{5 \times 2}$ = 4 WPM

- Accuracy percentage = $\frac{100*26.5}{44}$ = 60.22%

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