

Grading Standards

1-minute Test

Technique/Accuracy

(1 minute timing with keyboard covered)

<i>Improvement Area</i>	<i>% Point Deductions</i>
1-3 errors*	0
4 errors*	10
5 or more errors*	5 points for each error over 4 <small>(ex. 7 errors is a 25 point deduction, 10 for the first 4 errors and 15 for the next 3 errors)</small>
50% or more of WPM are errors	50
Speed of 20-25 wpm	15
Speed of 15-19 wpm	25
Speed less than 15 wpm	35
Eyes on keyboard	50
Incorrect reaches	5 - 25
Poor posture	5
Wrists resting on desk	5
Feet not flat on floor	5

***A word counts as one (1) error even if more than one letter is incorrect.**

RETESTING POLICY

One Minute Timings:

You will be provided the opportunity to re-test twice during Units 1 – 6. After Units 1 – 3 are complete, you will be able to choose one of these units to re-test and replace your grade. The same opportunity will be provided after Units 4 – 6 are completed. Re-testing will be completed during class time.