

Keyboarding Grading Guidelines  
D'Evelyn Jr/Sr High School  
Gateway to Technology

Students will complete a 3 minute timed writing each week.. Two attempts will be allowed; the higher score will be recorded. Odd numbered weeks will be posted in Campus. The goal by the end of the semester is to demonstrate the ability to type 40 words a minute with 95% accuracy.

The chart below provides weekly targets for WPM and Errors. This [grading scale](#) will provide information regarding wpm and percentage earned for each individual week.

**Targets to reach and lessons and keys to be assessed each week are as follows:**

| <u>Test</u> | <u>NWPM</u> | <u>Errors Allowed</u> | <u>(Typing Club)</u>       |                       |
|-------------|-------------|-----------------------|----------------------------|-----------------------|
|             |             |                       | <u>New Keys</u>            | <u>Through Lesson</u> |
| 0           | 40          | 2                     | all keys                   | -                     |
| 1           | 13          | 10                    | home row                   | 16                    |
| 2           | 15          | 10                    | g,h & r, u                 | 27                    |
| 3           | 17          | 9                     | e, i                       | 30                    |
| 4           | 19          | 9                     | w ,o                       | 38                    |
| 5           | 21          | 8                     | q, y                       | 42                    |
| 6           | 23          | 8                     | p ,t                       | 45                    |
| 7           | 25          | 7                     | shift, ' "                 | 91                    |
| 8           | 27          | 7                     | v,m                        | 94                    |
| 9           | 29          | 6                     | c, ,                       | 99                    |
| 10          | 30          | 6                     | x, .                       | 106                   |
| 11          | 31          | 5                     | z, / and b, n              | 117                   |
| 12          | 32          | 5                     | shift bottom row, all keys | 144                   |
| 13          | 33          | 4                     | all keys                   | paragraphs            |
| 14          | 35          | 4                     | all keys                   | paragraphs            |
| 15          | 37          | 3                     | all keys                   | paragraphs            |
| 16          | 39          | 3                     | all keys                   | paragraphs            |
| <b>17</b>   | <b>40</b>   | <b>2</b>              | all keys                   | paragraphs            |

\* Week 16 timed writing is skipped during the first semester.

**Calculation:**

WPM (words per minute) is calculated by *Typing Club* as follows: the number of words typed **correctly** (a word is standardized as having 5 characters) divided by the time it took to type them. (see formula below)

**Formula**

$$\text{WPM} = \frac{\text{total correct words typed} / 5 \text{ (number of characters per word)}}{3 \text{ (min)}}$$

**Example:** Test 1: Target = 13 WPM 10 errors.

Student types 9 WPM and have 11 mistakes.

The mistake(s) will be deducted from the correct words typed in the WPM calculation provided by the software and displayed after timing is

completed. Reference the [grading scale](#) for Test #1 and find 9 WPM. Final percentage earned and inputted into Campus should be 90.

- All timed writing tests are worth 100 pts. Lowest score possible if completed is 59. The lowest timed writing score may be dropped at the end of semester if all are completed.