**BSBITU307 Develop keyboarding speed and accuracy**

# ASSESSMENT INSTRUMENT: PRACTICAL ACTIVITY

# Version 1.0

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| **ASSESSMENT COVER SHEET: PRACTICAL ACTIVITY** |
| **Special Arrangements/Modifications:**  |
|  |
| **Result:** |  □ **Competent** □ **Not Yet Competent**  |
| **Assessor’s Comments:** |
|  |
| **Assessor’s Signature:** |  | **Date:** |  |
| **Candidate’s Signature:** |  | **Date:** |  |

**Candidate instructions:**

The following is a practical activity. You will be required to complete two (2) typing tests. Each typing test must go for at least 5 minutes each. Each test must be completed with at least 98% accuracy.

To complete the tests, visit this website: <http://www.typingtest.com/>. You will need to select a 5-minute typing test. You are welcome to complete the typing test on any listed topic.

Before, during, and after your touch typing sessions, the assessor will assess you against the following criteria:

|  |  |  |
| --- | --- | --- |
| **Observations Criteria:** | **Satisfactory or** **Not Yet Satisfactory** | **Feedback** |
| Workspace is adjusted to comply with ergonomic requirements |  |  |
| Keyboard functions (e.g., shift, alt) are used |  |  |
| Learner touch-types during the test |  |  |
| Document is proofread |  |  |
| Errors are corrected. |  |  |

For evidence purposes, you will need take screenshots of the completed typing tests. The completed typing tests will show you your results.