**BSBITU307 Develop keyboarding speed and accuracy**

# ASSESSOR GUIDE: PRACTICAL ACTIVITY

# Version 1.0

**Assessor instructions:**

You are to direct the learner to the following website to conduct the typing tests: <http://www.typingtest.com/>. The learner will need to select a 5-minute typing test. They are welcome to complete the typing test on any listed topic.

During their typing test, you will need to complete the following observation checklist. Benchmark responses are in red font.

The learner must take a screenshot of the completed typing test for evidence purposes. This is to be recorded in accordance with organisational requirements.

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| **Observations Criteria:** | **Benchmark** |
| Workspace is adjusted to comply with ergonomic requirements | Learner must ensure desk and chair is at appropriate height. The learner must also have correct posture. |
| Keyboard functions (e.g., shift, alt) are used | Will be used and observed during the typing test. |
| Learner touch-types during the test | Learner must touch-type. |
| Document is proofread | Will be used and observed during the typing test. |
| Errors are corrected. | Will be used and observed during the typing test. |

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