**BSBITU307 Develop keyboarding speed and accuracy**

# ASSESSMENT INSTRUMENT: WRITTEN QUESTIONNAIRE

# Version 1.0

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

**Candidate instructions:**

Provide a written response to the following questions. The questions will focus on work health and safety, and ergonomic requirements related to typing on a computer.

You have 30 minutes to complete the assessment. If you are unsure of what a question is asking, please raise your hand and speak to a trainer. Ensure you provide a response to every question in this written questionnaire. Insert your responses into the “response” column only.

**Q1. Explain why work health and safety is important when touch typing.**

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**Q2. List three (3) different ways you can comply with ergonomic requirements when touch typing.**

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