

**GUIDELINES/INSTRUCTIONS FOR EVALUATION OF TYPING TEST (ENGLISH) FOR
THE POST OF CLERK, CHANDIGARH HOUSING BOARD**

Duration of Test: 10 minutes.

Speed Calculation Formula:

Net Speed = Gross Speed – Number of Mistakes

Gross Speed = Number of Strokes ÷ (5 strokes per word x time)

For Example: No. of Strokes = 2400

Time = 10 min.

Mistakes = 10

Gross Speed = $2400/50$ (5x10) = 48 wpm

Net Speed = Gross Speed – Number of Mistakes = 48 – 10 = **38 wpm**

Evaluation of Typing Test - Nature of Mistakes:

The following errors shall be treated as Full Mistakes: -

- i) For every omission of a word.
- ii) For every addition of a word not found in the passage.
- iii) For every spelling error committed by way of repetition or addition or omission or substitution of a letter/letters e.g. the word 'spelling' typed as seepings; seplling; seepling, spelling etc.
- iv) For repetition of word, e.g. 'I shall shall be grateful.....'
- v) Incomplete words (half typed words will be treated as mistake).
- vi) Spacing Errors: Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. 'I have', 'I have' (space left between a word)
- vii) Wrong Capitalization: Wrong typing of a capital letter for small letter or vice-versa.
- viii) Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.
- ix) Transposition Errors: Where words are transposed, e.g. the words 'I hope' typed as 'hope I'
- x) Any irrelevant matter typed will be treated as mistake.

Instructions to the candidates

1. Printed material would be provided for the Test. The candidates are required to type the same material on Computer.
2. The minimum qualifying typing speed is 35 words per minutes (as per the given formula). Typing test on Computer is only a Qualifying Test and not to be counted towards the merit.
3. Candidates are expected to type the given matter "as it is". Any change in the matter will be treated as mistake (on account of font, size, space between the words and lines, spelling, punctuation, indentation, justification, alignment, etc.)
4. Candidates can revise and correct their mistakes/errors, if any, within the prescribed time.
5. Silence must be observed in the Examination Hall.
6. Any request for change in time/date/centre of exam of test will not be entertained under any circumstances.
7. Any problem found in the machine/computer may be reported immediately to the Invigilator before the start of the test.
