EVALUATION SCHEME FOR TYPING TEST

S.No.	Nature of Mistake	Evaluation Scheme
1.	Omission of a word / figure.	One Mistake for every such omission.
2.	Omission or wrong insertion of a Punctuation Mark including Capital Letters.	Half Mistake for every omission or wrong insertion of a Punctuation Mark including wrong use of capital letter for small letter and vice-versa.
3.	Substitution of a wrong word / figure	One Mistake for every such wrong substitution.
4.	Spelling Error in a word or wrong placement of commas in a figure.	If same spelling error is repeated while typing the passage, total one mistake irrespective of number of errors, otherwise (if spelling error is different), one mistake for every such spelling error. Similarly, one mistake for every wrong figure or wrong placement of commas in a figure.
5.	Addition of a word / figure not mentioned in the passage.	One Mistake for every such addition.
6.	Indent for Paragraph not given or improper indent (less than or greater than the indent mentioned in the passage) or paragraph numbering (if mentioned in the passage).	Half Mistake for every wrong or improper indent. Half Mistake for every omission in numbering the paragraph if paragraph numbering has been done in the passage.
7.	Wrong typing of a date.	One Mistake irrespective of the number of errors in one single date. For example, if the date 15.04.2012 is wrongly typed as 15-04-2012 or 16.03.2011, it will be treated as One Mistake.
8.	Improper Spacing between two words. For example, two different words are joined or extra space between two words or among letters of a single word is given.	Half Mistake for every such improper spacing. Giving one space or two spaces after full stop will not be counted as a mistake.
9.	Corrections made by pen, pencil, eraser or white fluid.	All such corrections, being impermissible, are ignored and not taken into account. Accordingly, corrections made by pen, pencil or white fluid will be counted as mistake. Every such word and/or figure corrected by pen, pencil, eraser or white fluid will be counted as mistake. Thus, one mistake will be counted for every such correction.

10.	How no. of words typed to be counted.	Total strokes (with spaces) typed divided by 5.
11.	How typing speed to be counted.	No. of words typed divided by the duration of test.
12.	Rounding–off of speed.	Not Permissible.
13.	Rounding–off of no. of permissible mistakes.	The figure of total number of permissible mistakes will be round off to '.05' in case of 0.01 to 0.49 and to '1.0' in case of 0.51 to 0.99.

Note : The above Guidelines are illustrative only and not exhaustive. Anything, which is not specifically mentioned herein, will be within the domain of the Examiner and in case of any doubt / ambiguity, the decision of the Examiner shall be treated as final, unless specifically directed by the Competent Authority.