

Typing test instructions

General Instructions

1. Punjabi and English typing test will be conducted on the Computer using typing software. The type test will be evaluated by the software and the result will be displayed immediately after the test on the screen.
2. Punjabi type test will be conducted first followed by the English typing test.
3. The duration of the type test will be 10 minutes for each test.
4. The timer will start automatically as soon as any key is pressed on the keyboard.
5. The test will be submitted automatically after 10 minutes. The time will be continuously displayed on the screen.
6. The candidates will be given 2 minutes before the start of test for practice.
7. Typing paragraph that the candidates will be required to type as it is will be displayed on the screen. Word that needs to be typed will be highlighted. Candidates will be required to type the highlighted word only.
8. Candidates will be able to correct the word using backspace till the time the word is being typed. Once space is pressed after typing the word, next word will be highlighted and candidates will not be able to use backspace to correct the previous typed word.

English typing test Instructions

1. Definition of a word has been standardised to five characters.
2. Spaces, numbers, letters, punctuation and enter key will be counted as characters for calculating the speed but any functional keys such as Shift, Alt or Backspace will not be counted.
3. Any incorrect typed word will be counted as five strokes.
4. Incorrect strokes will be subtracted from the gross strokes to calculate the net strokes.
5. Net strokes will be divided by 5 to calculate the net speed in words.
6. To qualify the English typing test, candidates should have the net speed of 30 WPM.

Examples

Parameter	Value	Parameter	Value	Parameter	Value
Total Strokes	1618	Total Words	323.6 (1618/5)	Gross Speed	32.36 WPM
Incorrect words	26	Incorrect Strokes	130 (26*5)	Net Strokes	1488
Net Words	297.6 (1488/5)	Net Speed	29.76 WPM	Result	Fail

Parameter	Value	Parameter	Value	Parameter	Value
Total Strokes	2155	Total Words	431 (2155/5)	Gross Speed	43.1 WPM
Incorrect words	23	Incorrect Strokes	115 (23*5)	Net Strokes	2040
Net Words	408 (2040/5)	Net Speed	40.8 WPM	Result	Pass

Punjabi typing test Instructions

1. Unicode compliant Raavi font will be used in Punjabi typing test.
2. Words will be counted instead of strokes while calculating the speed.
3. To qualify the Punjabi typing test, candidate must have a minimum Gross speed of 30 WPM. A maximum of 8% mistakes would be allowed to qualify the test which means a minimum at least 92% accuracy is required in addition to required gross speed to qualify the Punjabi typing test.

Examples

Parameter	Value	Parameter	Value
Total Words	323	Gross Speed	32.3 WPM
Incorrect words	30	Error %age	9.28 %
Result	Fail		

Parameter	Value	Parameter	Value
Total Words	334	Gross Speed	33.4 WPM
Incorrect words	18	Error %age	5.39 %
Result	Pass		