

# Learning Assessment Guide

## Unit Standard 16678 – Version 2

Key in text at 25 words per minute (wpm)

Level 2 – 1 Credit

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- The Assessment Results Summary that your assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can key in text at 25 wpm.

## Assessment Task – Element 1

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Assessment of this unit standard is through three accuracy exercises that will be conducted by your assessor.

- Your assessor will provide you with three separate pieces of text that you will be required to key. Two pieces of text are to be keyed within 5 minutes; the third piece of text is to be keyed within 7 minutes.
- You can discuss with the assessor whether you do the assessment at one time or whether you perform the assessment over a longer timeframe.
- The assessment format will require you to key in two passages of alphabetic text. Each passage will contain a minimum of 125 words and you will be required to key in the text within 5 minutes for each passage.
- A third passage contains alpha and numeric text, symbols and special characters and this is to be completed within 7 minutes. The minimum number of keystrokes for this third passage is 625 that are equivalent to 125 words.
- You will be observed by the assessor keying in the text. You will be required to turn off your spell checker facility on the word processor or personal computer while you are being assessed.
- All three passages must reach an accuracy level of 98% or greater. This is calculated as follows:
  - 5 keystrokes represent an average word.
  - One error only is counted in each word.
  - A 98% accuracy level allows two errors per 100 words.
- All tasks should comply with the occupational health and safety guidelines for keyboard operators.

## Assessment Results

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These are the judgements that your assessor will use to assess you:

Can the learner key in alphabetic text containing a minimum of 125 words (625 keystrokes) within 5 minutes with 98% accuracy? End product must be consistent with information provided and output required.	<b>Yes</b>	<b>No</b>
Can the learner key in alphanumeric text, keyboard symbols and/or special characters, requiring a minimum of 625 keystrokes within 7 minutes with at least 98% accuracy? End product must be consistent with information provided and output required	<b>Yes</b>	<b>No</b>