

Learning Assessment Guide

Unit Standard 16680 – Version 2

Key in text at 50 words per minute (wpm)

Level 4 – 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.
- Assessment results 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 50 wpm.

Assessment Task One – Element 1

- 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. 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 text that contain a minimum of 500 words within 10 minutes for each passage.
- A third passage is to contain alpha and numeric text, symbols and special characters and this is to be completed within 15 minutes. The minimum number of keystrokes for this third passage is 2500 that is equivalent to 500 words.
- You will be observed by the assessor keying in the text. You will not be allowed to use a spell checker facility when you have completed each of the pieces of text.
- Your accuracy and speed is calculated as follows:
 - Five keystrokes represent an average word.
 - One error only is counted in each word.
 - A 98% accuracy level allows two errors per 100 words i.e. 10 errors in 500 words.
- You should familiarise yourself with the instructions and practice with material similar in word or keystroke length as the exercises. Contact your assessor when you are ready for assessment.

Assessment Results

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

Can the learner key in alphabetic text containing a minimum of 500 words (2500 keystrokes) within 10 minutes consistent with information provided and output required, and with 98% accuracy?	Yes	No
Can the learner key in alphanumeric text, keyboard symbols and/or special characters, requiring a minimum of 2500 keystrokes within 15 minutes consistent with information provided and output required, and with at least 98% accuracy?	Yes	No