

Grading Standards

2-minute Test

Technique / Accuracy

(Keyboard covered)

<i>Improvement Area</i>	<i>% Point Deductions</i>
1-6 errors*	0
7-8 errors*	10
9-12 errors*	5 points per error over 8 (Ex: 11 errors is a 25 pt. deduction, 10 for the first 8 errors and 15 for the next 3 errors)
Over 12 errors^	50
50% or more of WPM are errors	50
Eyes on keyboard	50
Incorrect reaches	5 – 25
Poor posture	5
Wrists resting on desk	5
Feet not flat on floor	5

Speed

<i>Words per Minute (wpm)</i>	<i>% Grade</i>
40 and above	100
35-39	95
30-34	90
26-29	85
23-25	80
20-22	75
18-19	70
16-17	65
15	60
14 and below	50
50% or more of the wpm are errors	50

*A word counts as one (1) error even if more than one letter is incorrect

^The test program will not calculate a score with more than 12 errors