

# GUIDELINES FOR EVALUATION OF TYPING TEST (Hindi/English)

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## NATURE OF MISTAKES

Typing errors made during the test will be categorized and penalized as either **Full Mistakes** or **Half Mistakes** as detailed below:

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### A. FULL MISTAKES

The following errors will be treated as **Full Mistakes**:

1. **Substitution of Words/Figures:**  
Substituting a correct word or figure with an incorrect one (except for transposition of words).
  2. **Addition of Extra Words/Figures:**  
Adding a word or figure that is not found in the original passage.
  3. **Spelling Errors:**  
Any error in spelling due to repetition, addition, omission, or substitution of letter(s).  
*Examples:*
    - "spelling" typed as: **seeplings**, **sepling**, **speling**, **seepling**, etc.
  4. **Repetition of Words/Figures:**  
Repeating a word or figure unnecessarily.  
*Example:*
    - "I shall shall be grateful..."
  5. **Incomplete Words:**  
Any word that is half-typed or incomplete will be treated as a full mistake.
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### B. HALF MISTAKES

The following errors will be treated as **Half Mistakes**:

1. **Wrong Capitalisation:**

Using a capital letter in place of a small letter and vice versa.  
(Note: This does not apply to Hindi typewriting scripts.)

2. **Punctuation Errors:**

Omitting, adding, or substituting punctuation marks.

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## RESULT CALCULATION

The performance in the typing test will be evaluated on the basis of **Gross Speed** and **Net Speed**.

1. **Gross Speed (Words Per Minute - WPM):**

**Gross Speed** = (Total number of words typed, including correct and incorrect) ÷ 10

2. **Net Speed (WPM):**

**Net Speed** = (Total number of words typed – Total Mistakes) ÷ 10

- **Mistake Calculation:**

- Each **Full Mistake** = 1 mistake
- Each **Half Mistake** = 0.5 mistake