

# ASSESSMENT STRATEGIES

## Grading Suggestions for Progress Checks and Part Tests

By Jack Johnson and Arlene Zimmerly

**Directions:** Although there is no “absolute” standard for assessing a document processing job, consider the guidelines that follow for students with no previous keyboarding skills. Also, see [Time Spent and Total Time in the Portfolio \[PDF\]](#) on the [Getting Started](#) page of the [Keyboarding 11e Web site](#) for information on understanding Time Spent and Total Time in the Student Portfolio. Also see [Course Manager Tips \[PDF\]](#) for using GDP’s Scheduling feature as a testing strategy.

- Students must complete the document processing job within the allotted “Maximum Time” shown for each document.
- Any document submitted within the maximum time limit will be assigned a grade based on the standards for keystroking and formatting errors at the right. Only mailable (perfect) jobs should be assigned an A.
- Consider raising the grade for documents submitted in a shorter amount of time.
- For documents that exceed the maximum time limit, consider allowing students to finish the test, but enforce a penalty for extra minutes used. For example, perhaps deduct a penalty of 1 grade level for every 3 minutes over the test time limit—a student who had 1 typo and 1 formatting error and was over the maximum time by 1-3 minutes would earn a “C” on that document.
- “Word Count” is based on counting every 5 strokes as 1 word, similar to word counts in timed writings.
- “Maximum Time” is calculated by dividing “Word Count” by 10; then additional minutes were added according to the guidelines in this table:

Keystroking & Formatting Errors	Grade
0	A
1-2	B
3	C
4	D
5+	F

Add Minutes	Formatting Feature	Add Minutes	Formatting Feature
1	Letter (special parts)	1-3	Handwritten (document length)
1	Letter (modified-block)	1-3	Rough draft (document length)
1	Envelope	2	Report with columns
1	Page number	2	Template
1	Memo Headings	3-10	Table (open, ruled, merging, shading, 2-line column heading, numbers, \$, braced headings, total lines, notes, predesigned)
1	List	10-12	Legal
1	Footnote (each one)	15	Online Resume
1	Report (left-bound)	25	Flyer (WordArt, text box, table, clip art, page background)
1-2	Title Block and Report Headings	30	Merge jobs

**Note:** Words for these items have already been included in the total word count—the increase in minutes is based solely on the time it takes to add necessary formatting. The *Tests and Solutions Manual* includes handy notations to indicate which jobs are shown rough draft in the textbook and which jobs are edits of previous jobs.

## PART 2: Progress Check

### Correspondence 30-19

Business Letter in Block Style  
(handwritten)

Word Count	Maximum Time
------------	--------------

### Report 35-10

Business Report  
(rough draft; 2 pages; list)

Word Count	Maximum Time
------------	--------------

### Table 40-15

Ruled Table

Word Count	Maximum Time
------------	--------------

210

21

405

47

35

10

## PART 2: Test 2

<b>Correspondence Test 2-21</b> Business Letter in Block Style (rough draft; envelope)		<b>Report Test 2-12</b> Academic Report (handwritten; 2 pages)		<b>Table Test 2-16</b> Ruled Table	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
192	21	346	39	28	9

## PART 2: Alternate Test 2

<b>Correspondence Test 2-21A</b> Business Letter in Block Style (rough draft)		<b>Report Test 2-12A</b> Academic Report (handwritten; 2 pages)		<b>Table Test 2-16A</b> Ruled Table	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
179	20	327	37	29	9

## PART 3: Progress Check

<b>Correspondence 45-34</b> Business Letter in Modified-Block Style		<b>Report 50-25</b> Left-Bound Business Report (footnotes)		<b>Correspondence 55-44</b> Personal Business Letter in Modified-Block Style (rough draft)		<b>Correspondence 60-52</b> Memo (list)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
188	20	416	45	141	18	124	14

## PART 3: Test 3

<b>Correspondence Test 3-53</b> Business Letter in Block Style (handwritten; list)		<b>Correspondence Test 3-54</b> E-Mail Message (ruled table)		<b>Report Test 3-33</b> Business Report (footnotes)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
173	19	140	19	392	44

## PART 3: Alternate Test 3

<b>Correspondence Test 3-53A</b> Business Letter in Block Style (handwritten; list)		<b>Correspondence Test 3-54A</b> E-Mail Message (table)		<b>Report Test 3-33A</b> Business Report (footnotes)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
178	20	148	19	430	46

## PART 4: Progress Check

<b>Correspondence 65-63</b> Follow-Up Letter in Block Style (handwritten)		<b>Report 70-40</b> Memo Report (handwritten; 2 pages)		<b>Report 75-56</b> Magazine Article (2 columns)		<b>Table 80-40</b> Predesigned Table (table note)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
151	17	377	42	466	50	76	18

## PART 4: Test 4

<b>Report Test 4-57</b> Memo Report (rough draft; table)		<b>Correspondence Test 4-76</b> Business Letter in Block Style (list)		<b>Table Test 4-41</b> Boxed Table (shading; table note)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
275	37	169	20	88	16

## PART 4: Alternate Test 4

Report Test 4-57A		Correspondence Test 4-76A		Table Test 4-41A	
Memo Report (rough draft; table)		Business Letter in Block Style (list)		Boxed Table (shading; table note)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
270	35	181	20	81	15

## PART 5: Progress Check

Table 85-45		Report 90-66		Report 95-69		Report 100-76	
Boxed Table (shading)		Bibliography		Business Report (handwritten; list)		Judgment	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
72	12	121	20	363	38	215	31

## PART 5: Test 5

Correspondence Test 5-94		Table Test 5-54		Report Test 5-57	
Business Letter in Block Style (rough draft)		Boxed Table (shading)		Summons	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
169	21	81	12	202	30

## PART 5: Alternate Test 5

Correspondence Test 5-94A		Table Test 5-54A		Report Test 5-57A	
Business Letter in Block Style (rough draft)		Boxed Table (shading)		Summons	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
177	20	58	10	203	30

## PART 6: Progress Check

Form 105-14		Report 110-89		Correspondence 115-100		Correspondence 120-104	
Memo Template (rough draft)		Flyer (WordArt; clip art; tables)		Business Letter in Block Style (mail merge)		Business Letter in Modified-Block Style (handwritten; table; list; 2 pages)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
128	17	89	34	252*	55	398	50
* Based on 1 letter plus 3 additional inside addresses.							

## PART 6: Test 6

Form Test 6-17		Report Test 6-98		Report Test 6-99	
Memo Template (rough draft)		Online Resume (table; designed)		Flyer (WordArt; tables; clip art)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
187	21	257	41	73	32

## PART 6: Alternate Test 6

Form Test 6-17A		Report Test 6-98A		Report Test 6-99A	
Memo Template (rough draft)		Online Resume (table; designed)		Flyer (WordArt; table; clip art)	
Word Count	Maximum Time	Word Count	Maximum Time	Word Count	Maximum Time
183	22	223	37	92	34