

# TEXT PROCESSING (BUSINESS PROFESSIONAL)

## Speed Keying

Level: 2  
Credits: 4  
Learning Time: 40 hours

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
1. Use an alphanumeric keyboard to accurately key continuous passages equating to speeds of 35-45 words per minute	1.1 Key-in accurately at a minimum speed of 35 words per minute	Key accurately: <ul style="list-style-type: none"> <li>alphanumeric and punctuation keys as given</li> <li>new line mechanism as indicated on the draft</li> <li>shift mechanism as required</li> <li>space bar as required</li> <li>capitalisation and spacing as indicated on the draft</li> </ul>
2. Key given information in a 10-minute test, with a maximum of 6 errors	2.1 Input text accurately at a rate of 35-45 words per minute	<ul style="list-style-type: none"> <li>Produce work which, after any necessary corrections, is accurate within the time and error tolerance allowed</li> </ul>

### Unit aim

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This unit aims to equip candidates with the ability to key in text accurately and at a specified speed, using an alphanumeric keyboard (eg a word processor or typewriter).

### Assessment

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Candidates are assessed by means of a 10-minute test, set and marked by OCR.

The test is provided in the form of printed, continuous passages equating to speeds of 35-45 words per minute. It includes a core unit equating to 35 words per minute and an additional two units, each equating to a further 5 words per minute.

The speed will be calculated at the end of the unit completed up to and including the 6th uncorrected error.

Before the start of the test candidates will be allowed 1 minute to scan the test material.

#### Nature of material

- continuous text concerned with topics drawn from the business functions common to the majority of business, commerce and professional offices; eg purchasing, personnel, accounts

- presented in printed typescript
- (presented as:
  - a core unit comprising 350 standard\* words and including no more than 6-8 number key
  - two additional units consisting of 50 standard words each

(The units will not be related to the same subject, but will be a series of unconnected paragraphs).

\* A standard word is 5 characters

Candidates will be awarded with a certificate which details the words per minute achieved. Candidates must successfully complete at least the core unit in order to achieve a certificate. Following this, two additional units of 5 words per minute will be attainable. The additional unit will not be marked unless completed.

## Administration guidance

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- Either a word processor or a typewriter may be used.
- Use appropriate stationery, ie plain A4 paper
- Printing must not be carried out during the 10-minutes of the test. A hard copy of the keyed in work **must** be printed by the candidate after the 10-minutes of the test. All printing must be closely supervised. No changes whatsoever may be made to the text after the 10-minutes allowed for the test
- Candidates may prepare their machine/materials so that at the start of the test the machine is ready for immediate keyboard input.
- Any form of correcting material/mechanism may be used.
- For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications*' (A850)

## Guidance on assessment and evidence requirements

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### SPEED

The core unit (representing 35 wpm) must be completed before it will be considered for marking; the additional units will not be marked unless completed.

### ACCURACY

An accuracy fault is any word\* which is not 100% accurate.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word\* irrespective of the number of errors that may appear in that word.

For example, "miscellaneous" keyed in as "miss-selanium" will be penalised 1 fault, even though several faults have been incurred in the word.

\*A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing.

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage their candidate(s).

You should refer to the 'OCR Administrative Guide to Vocational Qualifications (A850)' for Notes on Preventing Computer-Assisted Malpractice.

Errors will be divided into 5 categories:

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**Section 1 Faults: typing/spelling/punctuation faults:**

One accuracy fault will be given for each \*word which:

- 1 is not 100% accurate
- 2 has no space or has more than 2 spaces following it

**Section 2 Faults: omissions and additions**

One accuracy fault will be given to each word\* which is

- 1 omitted
- 2 added

**Section 3 Faults: transpositions and misplacements**

One accuracy fault will be given to each instance of words:

- 1 not applicable to this unit
- 2 inserted in the wrong order or place, eg misplaced within text or as foot or marginal note regardless of the amount of material involved (in addition to any faults which may be incurred above)

**Section 4 Faults: not applicable to this unit.**

**Section 5 Faults: margins and linespacing:**

One accuracy fault will be given to:

- 1 each unit containing an irregular left margin
- 2 each unit containing irregular linespacing
- 3 irregular linespacing between units