

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION

GENERAL INFORMATION

-Module Number- 6180436

-Session-1996-97

-Superclass- AZ

-Title- COPY SPEED TEST (25 wpm)

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Testing the competences required to copy accurately, continuous business material using an alpha-numeric keyboard.

OUTCOMES

1. key in text to produce copy for a period of 10 minutes, excluding printing time.

CREDIT VALUE: 1 NC Credit

ACCESS STATEMENT: Access to this module will be at the discretion of the centre. However, it would be beneficial if the candidate had substantial previous experience of using a keyboard.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 6180436**UNIT TITLE:** COPY SPEED TEST (25 wpm)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. KEY IN TEXT TO PRODUCE COPY FOR PERIOD OF 10 MINUTES EXCLUDING PRINTING TIME

PERFORMANCE CRITERIA

- (a) Completed document meets given specification.
- (b) Correcting materials or mechanisms are used correctly and unobtrusively.
- (c) Linespacing and margins are set as directed.
- (d) A maximum of 6 errors is allowed at the final word count.
- (e) 250 words are keyed in within a ten minute time period.

RANGE STATEMENT

Contents of document: words; numbers; symbols.
Text: continuous text of a business nature.

EVIDENCE REQUIREMENTS

All performance criteria must be met and the full range must be covered for this item to be credited.

This outcome should be evidenced by the candidate keying in a 10 minute copying test from continuous material of a business nature containing text, numbers and symbols. A maximum of 6 errors is allowed at the final word count. Any text keyed in after a 7th error will not be credited.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes.)

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 6180436

UNIT TITLE: COPY SPEED TEST (25 wpm)

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit would be suitable for anyone wishing accreditation of a copying speed using an alpha-numeric keyboard.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This unit is available to measure your copying speed when keying in documents and may be necessary for certain types of employment.

CONTENT/CONTEXT This section contains the essential knowledge and understanding to underpin competent performance.

Corresponding to Outcome 1:

- grammar and punctuation
- error correction techniques
- use of dictionary/spellcheck
- layout of work in accordance with organisational house style or accepted keying-in convention

APPROACHES TO GENERATING EVIDENCE Demonstration of competence will require the candidate to produce the task outlined to meet the criteria specified.

The candidate/trainee should be encouraged to take a positive attitude towards the quality of his or her own work and be accurate. Time spent in correcting in this end test will penalise the candidate in terms of speed attained.

The candidate will be permitted 3 minutes before the commencement of the test to read over the script and set margins and linespacing as required. Printing time is not included as part of the 10 minute timing but any printing time must be supervised.

When using screen-based equipment, candidates will be permitted to use a spellcheck as long as the time taken to spellcheck the document is taken as part of the production time available. No commands other than saving or printing should be permitted outwith the 10 minutes allocated for the speed test.

An accuracy fault is any word which is not 100% accurate. A word is defined as any normal recognisable word or a series of characters eg courtesy title or numbers. Only one accuracy fault can be ascribed to any one word. The insertion or omission of additional spaces will also count as an error. The addition or omission of a word will count as an error. One error will be ascribed to incorrect margin or linespacing setting.

ASSESSMENT PROCEDURES The following are guidelines on the content of the assessment instruments.

Outcome 1: One assessment consisting of a continuous passage of a business nature. This task should be clearly marked where the 25 wpm speed is reached.

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised Groupings of National Certificate Modules'.

REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).
5. For details of other SQA publications, please consult SQA's publications list. (X037).

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