



## National Unit specification

### General information

**Unit title:** E-touch Typing: Copy Speed Test (30 wpm)  
(SCQF level 4)

**Unit code:** H8KE 44

**Superclass:** AZ

**Publication date:** October 2015

**Source:** Scottish Qualifications Authority

**Version:** 02

### Unit purpose

This Unit is designed to test a learner's competence in accurately copying continuous business material using an alpha-numeric keyboard at 30 words per minute. Given today's ever increasing use of technology in business, education and leisure, touch typing is a life skill which can allow learners to use their time more productively.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Key in text to produce copy.

### Credit points and level

1 National Unit credit at SCQF level 4: (6 SCQF credit points at SCQF level 4)

### Recommended entry to the Unit

Entry is at the discretion of the centre. However, it would be beneficial if the learner had achieved NQ Unit *E-touch Typing* or had previous experience of touch typing.

## **National Unit specification: General information (cont)**

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### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### **Context for delivery**

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

### **Equality and inclusion**

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **National Unit specification: Statement of standards**

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit 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.

#### **Performance Criteria**

- (a) Prepare a document to meet a given specification.
- (b) Set line spacing and margins as directed.
- (c) Use appropriate fingering technique to key in 300 words, comprising text, number and symbols, within a ten minute working period, excluding printing time.
- (d) Achieve a keying in accuracy of 98% or greater

#### **Evidence Requirements for this Unit**

Evidence is required to demonstrate that the learner has achieved the Outcome and Performance Criteria.

Evidence should be generated under supervised conditions.

This Outcome should be evidenced by the learner keying in 300 words in a ten minute working period by copying continuous material of a business nature containing text, number and symbols. Learners must use the correct fingering technique. A maximum of six errors is allowed at the final word count.

If a learner has more than six errors re-assessment will be required.



## **National Unit Support Notes**

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Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit would be suitable for anyone wishing accreditation of a copying speed of 30 wpm using an alpha-numeric keyboard.

Corresponding to Outcome 1:

- ◆ Grammar and punctuation
- ◆ Error correction techniques
- ◆ Use of spellcheck
- ◆ Layout of work in accordance with organisational house style or accepted keying-in convention

### **Guidance on approaches to delivery of this Unit**

Demonstration of competence will require the learner to produce the task outlined to meet the criteria specified.

The learner 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 learner in terms of speed attained.

The learner will be permitted three minutes before the commencement of the test to read over the document and set margins and line spacing as required. Printing time is not included as part of the ten minute timing but any printing time must be supervised.

Learners 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 ten minutes allocated for the speed test.

## National Unit Support Notes (cont)

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Examples of errors are as follows:

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 assigned to any one word. Learners should meet spacing requirements as defined in the centre's housestyle guidelines. One error will be ascribed to incorrect margin or line spacing setting. The insertion or omission of additional spaces will also count as one error. The addition or omission of a word will count as one error.

A word has been defined as being made up of 5 characters. Spaces, numbers, letters, and punctuation are all included, but any function keys such as Shift or Backspace are not included.

There are a number of free sites offering tutorials/exercises in touch typing, such as:

BBC Skills Wise <http://www.bbc.co.uk/skillswise/topic/typing>

BBC Dance Mat Typing <http://www.bbc.co.uk/guides/z3c6tfr#z34thyc>

<http://www.sense-lang.org/typing/tutor/keyboarding.php>

There are other commercial packages available, such as: <http://www.typeandtest.com/>

Type and Test Ltd specialise in software that teaches children and adults how to touch type online, at home, at school, in college or in the workplace. Type and test have developed electronic touch-typing courseware and automated tests which learners and centres may find beneficial. This system allows tutors to monitor the progress of learners and grades the assessment. The courseware also includes a lesson on posture.

There is a charge for this service.

## Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Tutors should ensure a sufficient bank of formative exercises is available to allow learners to develop accuracy, speed and confidence in touch typing. Many webpages now provide free exercises for touch typing.

## **National Unit Support Notes (cont)**

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To successfully complete the Unit, learners must achieve a speed of 30 words per minute with no more than six errors in the document over a ten minute working period. The assessment should be carried out under supervised conditions. Centres can choose the assessment method that best suits its cohort of learners, for example, using traditional formative and summative assessment, on-line assessment or centre installed software.

As noted above, there are a number of on line software packages available with tutorials that can be customised to the centres needs, this also includes automated tests which centres may find beneficial.

### **Opportunities for e-assessment**

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### **Opportunities for developing Core and other essential skills**

This Unit is designed to develop the learner's skills in touch typing at 30 wpm. There are no Core Skills embedded in the Unit although there may be opportunities to use material produced to meet part of the 'Providing/Creating Information' component of the Core Skill of *Information and Communication Technology (ICT)*.

## History of changes to Unit

Version	Description of change	Date
02	Clarification of 'word' definition.	08/10/2015

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## General information for learners

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This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

The Unit has been designed to develop your ability to type accurately and to measure your speed in touch typing at 30 words per minute. Today, most people use computers and the skill of touch typing is a life skill that will stand you in good stead for future study or employment. Also, as more and more assessment is done on-line, touch typing skills will provide a real benefit in improving your accuracy and speed while undertaking these assessments. Touch typing is an important skill for anyone preparing for college, university or employment.

The assessment for this Unit will involve you undertaking a copy speed test exercise keying in 300 words comprising text, numbers and symbols in a ten minute period. You will need to achieve an accuracy of 98% in order to achieve the Unit, ie no more than six errors.

SQA offers a range of *Copy Speed Test* Units from *30 words per minute* to *70 words per minute*. Achievement of this Unit will allow you to progress to the *Copy Speed Test* Unit at *40 words per minute*.