

**Rocky Point High School**  
**PERSONAL KEYBOARDING**  
**GRADING GUIDELINES/RUBRICS**



The following are weighted equally:

- Timed Writings**
- Production Work**
- Keyboarding Technique**
- Quizzes/Tests**

<b>5' Timed Writing Grading Scale with 5 errors or less</b> (after 5 errors use this formula $GWPM - \text{errors over } 5 = NWPM$ )							
Grade	<u>WAM</u>	Grade	<u>WAM</u>	Grade	<u>WAM</u>	Grade	<u>WAM</u>
<b>100</b>	40+	<b>88</b>	32-33	<b>78</b>	26-27	<b>70</b>	18-19
<b>97</b>	38-39	<b>86</b>	31	<b>76</b>	24-25	<b>68</b>	16-17
<b>93</b>	36-37	<b>83</b>	30	<b>74</b>	22-23	<b>65</b>	13-15
<b>90</b>	34-35	<b>80</b>	28-29	<b>72</b>	20-21	<b>60</b>	under 12
<b>1', 2', 3' Timed Writing Grading Scale w/95% accuracy</b> (One error permitted for each minute--errors use this formula $GWPM - \text{errors over limit} = NWPM$ )							
Grade	<u>WAM</u>	Grade	<u>WAM</u>	Grade	<u>WAM</u>	Grade	<u>WAM</u>
<b>100</b>	40+	<b>88</b>	34-35	<b>78</b>	26-27	<b>70</b>	17-18
<b>97</b>	41-42	<b>86</b>	32-33	<b>76</b>	24-25	<b>68</b>	15-16
<b>93</b>	38-39	<b>83</b>	30-31	<b>74</b>	22-23	<b>65</b>	13-14
<b>90</b>	36-37	<b>80</b>	28-29	<b>72</b>	19-21	<b>60</b>	under 12

<b>Technique Scoring Rubric</b>				
	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>EYES</b>	Eyes always on copy	Occasionally looks at keys	Frequently looks at keys	Always looks at keys
<b>WRISTS</b>	Always above the space bar	Occasionally rests on table	Frequently rests on table	Always rests on table
<b>FINGERS</b>	Always uses proper fingers	Occasionally uses incorrect fingers	Frequently uses incorrect fingers	Always uses incorrect fingers
<b>POSTURE</b>	Always sits up straight	Occasionally slouches	Often slouching	Always slouching
<b>15-16 points = 100</b> <b>14 points = 95</b> <b>13 points = 90</b> <b>12 points = 85</b> <b>11 points = 80</b>			<b>10 points = 75</b> <b>9 points = 70</b> <b>8 points = 65</b> <b>7 and below = 60</b>	