**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:

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

**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)

- Report 35-10
  - Business Report (rough draft; 2 pages, list)

- Table 40-15
  - Ruled Table
### PART 2: Test 2

<table>
<thead>
<tr>
<th>Test</th>
<th>Style/Format</th>
<th>Word Count</th>
<th>Maximum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Test 2-21</td>
<td>Business Letter in Block Style</td>
<td>192</td>
<td>21</td>
</tr>
<tr>
<td>Report Test 2-12</td>
<td>Academic Report (handwritten; 2 pages)</td>
<td>346</td>
<td>39</td>
</tr>
<tr>
<td>Table Test 2-16</td>
<td>Ruled Table</td>
<td>28</td>
<td>9</td>
</tr>
</tbody>
</table>

### PART 2: Alternate Test 2

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

### PART 3: Progress Check

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

### PART 3: Test 3

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

### PART 3: Alternate Test 3

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

### PART 4: Progress Check

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

### PART 4: Test 4

<table>
<thead>
<tr>
<th>Test</th>
<th>Style/Format</th>
<th>Word Count</th>
<th>Maximum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Test 4-57</td>
<td>Memo Report (rough draft; table)</td>
<td>275</td>
<td>37</td>
</tr>
<tr>
<td>Correspondence Test 4-76</td>
<td>Business Letter in Block Style (list)</td>
<td>169</td>
<td>20</td>
</tr>
<tr>
<td>Table Test 4-41</td>
<td>Boxed Table (shading; table note)</td>
<td>88</td>
<td>16</td>
</tr>
</tbody>
</table>
PART 4: Alternate Test

Report Test 4-57A
Memo Report (rough draft; table)
Word Count Maximum Time
270 35

Correspondence Test 4-76A
Business Letter in Block Style (list)
Word Count Maximum Time
181 20

Table Test 4-41A
Boxed Table (shading; table note)
Word Count Maximum Time
81 15

PART 5: Progress Check

Table 85-45
Boxed Table (shading)
Word Count Maximum Time
72 12

Report 90-66
Bibliography
Word Count Maximum Time
121 20

Report 95-69
Business Report (handwritten; list)
Word Count Maximum Time
363 38

Report 100-76
Judgment
Word Count Maximum Time
215 31

PART 5: Test 5

Correspondence Test 5-94
Business Letter in Block Style (rough draft)
Word Count Maximum Time
169 21

Table Test 5-54
Boxed Table (shading)
Word Count Maximum Time
81 12

Report Test 5-57
Summons
Word Count Maximum Time
202 30

PART 5: Alternate Test 5

Correspondence Test 5-94A
Business Letter in Block Style (rough draft)
Word Count Maximum Time
177 20

Table Test 5-54A
Boxed Table (shading)
Word Count Maximum Time
58 10

Report Test 5-57A
Summons
Word Count Maximum Time
203 30

PART 6: Progress Check

Form 105-14
Memo Template (rough draft)
Word Count Maximum Time
128 17

Report 110-89
Flyer (WordArt; clip art; tables)
Word Count Maximum Time
89 34

Correspondence 115-100
Business Letter in Block Style (mail merge)
Word Count Maximum Time
252* 55

Correspondence 120-104
Business Letter in Modified-Block Style (handwritten; table; list; 2 pages)
Word Count Maximum Time
398 50

* Based on 1 letter plus 3 additional inside addresses.

PART 6: Test 6

Form Test 6-17
Memo Template (rough draft)
Word Count Maximum Time
187 21

Report Test 6-98
Online Resume (table; designed)
Word Count Maximum Time
257 41

Report Test 6-99
Flyer (WordArt; tables; clip art)
Word Count Maximum Time
73 32

PART 6: Alternate Test 6

Form Test 6-17A
Memo Template (rough draft)
Word Count Maximum Time
183 22

Report Test 6-98A
Online Resume (table; designed)
Word Count Maximum Time
223 37

Report Test 6-99A
Flyer (WordArt; table; clip art)
Word Count Maximum Time
92 34