

Australian Standard[®]

Production typing tests

This Australian Standard was prepared by Committee MS/16, Typing and Shorthand Tests. It was approved on behalf of the Council of Standards Australia on 9 March 1989 and published on 20 March 1989.

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PREFACE

This Standard was prepared by the Standards Australia Committee on Typing and Shorthand Tests at the request of the Commonwealth and New South Wales Public Service Boards. It differs from AS 2708, *Typing speed tests*, in that it covers a much wider range of typing skills.

The Standard provides a method of testing vocational typing skills at two levels. A statement at the basic level indicates that a typist has the basic skills required of a typist first entering the workforce, e.g. for base level Public Service entry. A statement at the advanced level indicates that a typist has achieved a high level of proficiency.

The Standard introduces a new marking method for production testing. The traditional method of counting production words was found, through testing, to be an unreliable method of comparing individuals. This was because of differences in the number of strokes required to perform various tasks on different machines and because of the complexity of the counting and marking schemes. The simpler method, outlined in the TAFE National Common Core Curriculum, of making work according to its useability or correctness was unsuitable for use in the Standard because of the subjective marking required. The concepts of timing candidates individually and identifying errors for later correction were also impractical for large testing organizations.

The Usable Lines Produced (ULP) method is simple and appears to be as reliable as any method of measuring production ability can be. There will always be a certain level of error due to the impossibility of completely standardizing test difficulty. The ULP method outlined in this Standard was developed from an article by Lois Petersen and Leonard Kruk published in *Business Education Forum*.*

Examining bodies using this Standard should recognize that the Standard is a method only. The responsibility for designing, conducting, scoring, and certifying production typing tests remains with the examining body.

* PETERSEN, Lois E. and KRUK, Leonard B. 'Measuring Typewriting Output', *Business Education Forum*, Dec. 1978, Vol. 33, No 3.

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STANDARDS AUSTRALIA

Australian Standard
Production typing tests

SECTION 1. SCOPE AND GENERAL

1.1 SCOPE. This Standard sets out a method for the development, administration, assessment, and certification of production typing tests conducted in the English language. The criterion for assessment is Usable Lines Produced.

The Standard specifies two levels of test, basic and advanced, which are intended to assess competency in the following skills:

- (a) Displaying.
- (b) Following instructions.
- (c) Formatting.
- (d) Interpreting correction signs.
- (e) Proofreading.
- (f) Reading of manuscript.
- (g) Reorganizing information.
- (h) Spelling and punctuation.
- (i) Tabulating.

The tests may be undertaken on manual, electric, or electronic typewriters, text editors, word processors, computers operating as word processors, or any similar device.

1.2 APPLICATION. This Standard is intended for use by all organizations that develop or administer tests in production typing for vocational purposes.

1.3 REFERENCED DOCUMENTS. The following documents are referred to in this Standard:

AS

1837 Code of practice for application of ergonomics to factory and office work

2907 Shorthand speed tests

Style Manual for Authors, Editors and Printers of Australian Government Publications*

1.4 DEFINITIONS. For the purpose of this Standard, the definitions below apply.

1.4.1 Braced heading—a column heading that extends across two or more columns.

1.4.2 Correction signs—signs or symbols used in the manuscript to indicate corrections to be made by candidates.

1.4.3 Display instructions—directions in the test material or on the instruction sheet regarding capitalization, underscoring, centring, page placement, or margin widths, which are not given by correction signs.

1.4.4 Examining body—an institution or group which develops, administers, assesses, and certifies production typing tests in accordance with this Standard.

1.4.5 Formatting—the application of acceptable typing styles to display and position test material on the page.

1.4.6 Manuscript—handwritten test material.

1.4.7 Shall—indicates that a statement is mandatory.

1.4.8 Should—indicates a recommendation.

1.4.9 Signs—all non-alphanumeric symbols on a typewriter keyboard with the exception of the following punctuation marks: comma, hyphen, dash, apostrophe, full stop, question mark, exclamation mark, quotation marks, colon, semicolon, and parentheses.

1.4.10 Standard line—a nominal unit used in the measurement of typing production skill. One standard line is equal to 60 keystrokes.

1.4.11 Standard typing word—a nominal unit used in the measurement of typing speed. One standard word is equal to five keystrokes.

1.4.12 Syllable—a character or set of characters corresponding to a vocal sound or set of sounds uttered with a single effort of articulation and forming a word or an element of a word.

NOTE: In the implementation of this Standard, syllable divisions are determined in accordance with the Oxford or Macquarie series of dictionaries.

1.4.13 Syllabic intensity—the average number of syllables per dictionary word.

1.4.14 Typewriter—a manual, electric, or electronic typewriter, text editor, word processor, computer operating as a word processor, or any similar device.

1.4.15 Usable lines produced (ULP)—lines of type which are finally produced error free.

* Published by Australian Government Publishing Service.