



Updated Key Features of Computer Typing Speed Test to be held from 26/12/2020 to 28/12/2020 for Recruitment of Posts of Clerk and Assistant against Adv. No 4/2020

1. The Computer Typing Speed Test shall be in English and of duration of 10 Minutes.
2. A candidate can login at single system only. Multiple Login is not possible.
3. The text to be typed will be provided in “Reference Text” area. The candidate will need to type this text in text box provided below the reference text.
4. The capital characters have to be typed in capital else the word will be counted as a mistake.
5. The corrections within the test duration will be allowed (using Backspace or Delete key). Text at the end of test will be considered as final and will be evaluated.
6. When a character or group of characters is typed and space is entered, then it is marked as a single word. This means that character or group of characters between two spaces is considered as one Word.
7. The Timer will show the remaining time on top of the screen. Once the time is over, typing or editing the text will not be allowed. It is mandatory to utilize the total time provided. In case the test is ended before the total time then Typing Speed will be calculated based on Total Time allocated for the Test.
8. Errors shall be counted as follows:
 - i.) Count of incorrect words. Wrong word typed will be counted as mistake.
 - ii.) Extra word typed will be counted as mistake.
 - iii.) If any word is skipped then it will not be counted as a mistake.
9. “**Net Words per Minute (NWPM)**” shall be considered for calculating the computer typing speed.

10. Formula for calculation of **NWPM (Net Words Per Minute)** is:-

$$\text{NWPM} = \{(\text{Total characters typed} - \text{Total incorrect characters}) / 5\} \div \text{Total Time}$$

- In above calculations one word is considered of 5 characters. Hence, Total Characters are divided by 5 for NWPM. This is the standard practice in the typing domain worldwide for English language.
- In NWPM formula, Total Incorrect characters are equal to total characters of incorrect words typed. For example: - Candidate has typed “Knowlefgee” instead of “Knowledge” then total incorrect characters will be counted as 10.



Other Important Instructions

1. The web link for mock practice will be available on university website www.crsu.ac.in from 22/12/2020, 1:00 PM onwards.
2. The candidates must read and follow all the instructions mentioned on admit card issued to him / her.
3. The candidates are requested to check their computer in all respects before start of test. For this purpose a 5 minutes mock will be available for candidates before start of test. If there is any problem related to software and hardware, inform the invigilator on duty immediately. Any such claim after commencement of test shall not be considered
4. Don't click on the close button of window during the test otherwise the data will not be saved.
5. Don't try to Copy, Drag, and Paste etc. or use malicious key combinations otherwise test will hang.
6. Invigilators shall be supplied with a photo-bearing attendance sheet with candidate's Roll number. Candidate will be required to sign it and put his/her Left Hand Thumb Impression before the beginning of the Test.
7. Candidates shall not be permitted to leave the Examination Hall until the completion of the Test.
8. On completion of the test, they shall remain seated at their desks and wait for further instruction.
9. The candidate must abide instructions related with conduct of test. If the candidate fails to do so or indulges in any misconduct then he / she may be liable to expulsion from the test or other penalty as deemed fit.