

Proficiency Scale Keyboarding Technique

Standard and Objective: The student will demonstrate correct touch keyboarding techniques.		
Topic: Technique		
Grade: 7-9		
		Demonstration of Knowledge
Score 95	Student has established correct touch keyboarding techniques consistently everytime he/she sits at a keyboard including; logging into process, drills, exercises, games, and all other times they use a device with a keyboard	
90	90 In addition to the demonstration of correct touch keyboarding technique during class, the student can demonstrate consistent implementation of their target goal by arranging an inclass or out of class 1 minute observation of technique at which student will take eyes off copy less then 2 times	
Score 85	TARGET GOAL- From standard a)Feet placed appropriately for balance b) Center body to the “h” key with elbows at sides c) Sit up straight d) Curve fingers over the home keys e) Keep wrists off the keyboard f) Keep eyes on printed copy g) Key by touch	
80	80 No major errors or omissions regarding 80 content and partial knowledge of the 85 content	
Score 75	Simpler Goal- From standard (DOK 1, 2) Student can describe correct touch keyboarding techniques (see target goal for listed techniques) and implements some or all 50% of the time when typing	
70	Student can describe correct touch keyboarding techniques (see target goal for listed techniques)	
Score 65	Student only uses correct touch keyboard techniques when reminded, or implements them less than 40% of the time	
59	Even with help, no additional understanding or skill demonstrated	