

Name: _____

KEYBOARDING TECHNIQUE EVALUATION CHART

	1	2	3	4	5	6	7	8	9
Posture									
Eyes on Copy									
Position of Fingers									
Keying with proper fingers									
Space Bar, Enter, Shift									
Steady Hands									
Wrists relaxed, not resting									
Rhythmic Typing									
Concentration									
Makes effort to reach suggested goals									
Total Earned Points									
Total Possible Points	50	50	50	50	50	50	50	50	50

“5” = Excellent

“4” = Good

“3” = Fair

“2” = Poor

“1” = Unacceptable