

6th Grade KEYBOARDING RUBRIC

Score	5	4	3	2 or less
Posture/ Technique	Sits up straight, feet flat on the floor, wrists & palms of hands not touching the keyboard; eyes on monitor; hands on home row. Proper technique has become a habit.	Missing no more than two characteristics of proper technique.	Missing no more than four characteristics of proper technique	Does not use correct posture or hand and eye positions.
Score	10	8 or 9	7 or 6	4 or 5
Correct Reaches	Confidently types all reaches on the keyboard with correct fingers. Does not look at hands.	Types all reaches on the keyboard with correct fingers or misses no more than 2 reaches. Does not need to look at hands. Some reaches have not become a habit.	Correctly types all or most keys on the keyboard – but needs to think about reaches – have not become a habit. OR Types all reaches correctly, but needs to look at hands.	Misses more than 5 reaches looking or not looking at hands.
Score	15	13 or 14	11 or 12	10 or less
Speed/Accuracy	Types more than 20 wpm, with greater than 93% accuracy.	Types at least 15 wpm with at least 90% accuracy	Types at least 8 wpm with at least 80% accuracy	Types less than 8 wpm; OR types with less than 80% accuracy.
Score	5	4	3	2 or less
Improvement & Participation	Uses time wisely in class. Completes TYPING ACE lessons at his/her own level. Shows improvement in speed and accuracy.	Uses time wisely in class most of time. Completes most of TYPING ACE lessons at his/her own level. Shows improvement in speed and accuracy.	Needs reminding to stay on task. Missing data in TYPING ACE lessons. Maintains same level of speed and accuracy.	Does not use time in class. Shows little or no improvement. Absent several days.
Score	3 per lesson	2 per lesson	1 per lesson	0 per lesson
Typing Ace Lessons <small>** Home Row, Top Row, Bottom Row, Bust a Cap, and Beginner Wrap Up</small>	Completes each lesson in Beginner Course.	At least 50% complete with lesson.	Less than 50% complete	Does not do lesson.