

Hutch-Tech

Keyboarding Rubric

Name: _____

Criteria	4	3	2	1	Points
Body Posture Student sits straight, body within hand span of keyboard, feet flat on floor.	Always	Most of the Time	Some of the Time	Seldom	
Hand/Finger Student demonstrates correct hand position over home row. Strikes keys with tips of fingers	Always	Most of the Time	Some of the Time	Seldom	
Shift Key Student uses proper typing technique; opposite pinky strikes shift while CAP a letter or using punctuation.	Always	Most of the Time	Some of the Time	Seldom	
Typing Rhythm Student maintains and demonstrates a steady typing rhythm.	Always	Most of the Time	Some of the Time	Seldom	
Accuracy	No Mistakes	1-5 Mistakes	6-10 Mistakes	11+ Mistakes	
Speed	35+ WPM	25-34 WPM	15-24 WPM	<14 WPM	
Blind Typing Test Result	100%	90-99%	75-89%	<74%	