

NM Public Education Department

KEYBOARDING

END-OF-COURSE EXAM | GRADE 6-8 | YEAR 17-18

ASSESSMENT BLUEPRINT

Purpose Statement

Keyboarding

The Keyboarding End-of-Course (EOC) exam is intended to measure student proficiency of portions of the CCSS ELA Writing Standards and the NMAC Standards. This course-level exam is provided to all students who have completed Keyboarding or related courses.

This exam can be given for the following STARS course codes:

0204 - Keyboarding

0205 - Word Processing

Intended as a final exam for the course, this is a summative exam covering a range of content, skills, and applications. Scores are reported to the teacher, school, district, and state levels for the purposes of student grades, curriculum review, and NMTeach summative reports.

“The EOCs are exams written by New Mexico Teachers for New Mexico Students.”

During the 2016-17 school year, teachers were brought together in person or online as part of the blueprint and exam revision process. The NMPED extends our gratitude to all those who contributed to this improvement process. Although we were unable to implement every suggestion due to conflicting viewpoints at times, this blueprint reflects the best collaborative effort among dedicated peers.

Explanation of Blueprint Layout & Test Specifications Table

Standard	Standards with Test Item Specifications:
<p><i>The standards identified in this portion of the blueprint are aligned to 2 sets of standards:</i></p> <p>1. <i>The CCSS ELA Writing Standards:</i> http://www.corestandards.org/ELA-Literacy/W/6/</p> <p>2. <i>The NMAC 6.29.3.8 Standards:</i> http://164.64.110.239/nmac/parts/title06/06.029.0003.htm</p> <p><i>New Mexico Teachers identified the standards to be measured on the EOC exam using the following criteria: 1) a great deal of instructional time is spent on the standard as identified in the curriculum and/or; 2) the standard is important to subsequent learning.</i></p> <p><i>It is important to note that the standards in the blueprint are only a subset of standards to be measured with the understanding that teachers cover more standards during the course of instruction than what has been selected to be measured.</i></p>	<p>Standards with Test Item Specifications:</p> <ul style="list-style-type: none"> ● <i>This portion of the blueprint identifies the specific skills and knowledge students will have to demonstrate during the exam.</i> ● <i>Although the standard may be broader, the item specifications may place constraint on portions of the standards in order to provide more transparency as to what specifically will be measured relative to the standard.</i>
	<p>Item Types:</p> <p><i>The item types for this EOC exam are limited to:</i> <i>MC = Multiple Choice with or without stimulus (e.g., picture, graph, table)</i> <i>MS = Multiple Select</i></p>
	<p>Sample Question(s):</p> <p><i>Sample questions have been provided to assist teachers to correlate the questions with the performance standards and the test item specification, when applicable.</i></p> <ul style="list-style-type: none"> ● <i>An * denotes the correct answer</i> ● <i>DOK = Depth of Knowledge</i> ● <i>Some sample questions may be released items from prior EOC exams</i>

Blueprint Table - Keyboarding

Standard	Test Item Specifications:
<p>CCSS.ELA-LITERACY.W.6.6</p> <p>Use technology, including the Internet, to produce and publish writing, as well as to interact and collaborate with others; to demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single sitting.</p>	<ul style="list-style-type: none"> ● Strikeouts indicate the portion of the standard that will not be assessed ● i.e. indicates <u>only</u> the elements shown will be assessed, e.g. indicates the elements shown <u>and more</u> will be assessed ● Students will be able to identify proper keyboarding skills. <ul style="list-style-type: none"> ○ finger usage (e.g. thumbs for spacebar, opposite side for shift for capitalization, left pinky strikes "q" key) ○ technique (i.e. home row, key position, posture, wrist position, eye position) ● Students will be able to identify proper keyboarding vocabulary: <ul style="list-style-type: none"> ○ i.e. Words Per Minute (WPM), Gross Words A Minute (GWAM), accuracy, home keys, home row, keyboard, single space (SS), double space (DS)
	<p>Item Types:</p> <ul style="list-style-type: none"> ● MC with or without stimulus ● MS
	<p>Sample Question:</p> <p>1. Which keys should the fingertips of your left hand be placed on?</p> <p>A. a,d,f,g B. a,s,d,f * C. a,s,d,h D. s,d,f,g</p> <p><i>DOK Level: 1</i></p>

	<p>2. Select all that apply to proper keyboarding technique:</p> <ul style="list-style-type: none"> A. elbows at your side * B. eyes on document * C. feet flat on floor * D. fingers curved * E. sitting up straight in chair * F. wrists curved <p><i>DOK Level: 1</i></p> <p>3. What is the meaning of WPM?</p> <ul style="list-style-type: none"> A. typing speed B. typing speed including errors C. typing speed not including errors * D. typing speed plus any errors <p><i>DOK Level: 1</i></p>
<p>NMAC 6.29.3.8 Standard D, Strand 4, Content Standard 1 (h)Benchmark 8, (i)(ii)</p> <p>Strand 4: Information Technology Applications</p> <p>Content Standard 1: Use information technology tools specific to the career cluster to access, manage, integrate, and create information.</p>	<p>Test Item Specifications:</p> <ul style="list-style-type: none"> ● Strikeouts indicate the portion of the standard that will not be assessed ● Students will be able to identify and explain an organized system of file storage: <ul style="list-style-type: none"> ○ new folder creation (e.g. right click/control click on desktop) ○ sorting files by name, date, or type/kind ○ use appropriate naming conventions for files/folders ○ how to copy & paste files from one location to another (i.e. key board shortcuts & mouse clicks) ● Students will be able to identify proper keyboarding vocabulary: <ul style="list-style-type: none"> ○ i.e. document, folder, file, save, filename <p>Item Types:</p> <ul style="list-style-type: none"> ● MC with or without stimulus

<p>Benchmark 8: Employ computer operations applications to manage work tasks;</p> <p>Performance Standards: (i) Manage computer operations. (ii) Manage file storage.</p>	<p>● MS</p> <p>Sample Question:</p> <p>1. What is the first step to create a new folder on the desktop (Windows/MacOS)?</p> <p>A. alt-click/option-click B. left-click/click C. right-click/control-click * D. shift-click/command-click <i>DOK Level: 1</i></p> <p>2. Select all that are documents you can save on a computer.</p> <p>A. a typed letter * B. a passport C. a spreadsheet * D. an image * <i>DOK Level: 1</i></p>
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Keyboarding EOC Reporting Category Alignment Framework				
Standard	Count by DOK			Total
	DOK 1	DOK 2	DOK 3	
CCSS.ELA-LITERACY.W.6.6	23	5		28
NMAC 6.29.3.8 Standard D, Strand 4, Content Standard 1, (h) Benchmark 8, (i)	3	1		4
NMAC 6.29.3.8 Standard D, Strand 4, Content Standard 1, (h) Benchmark 8, (ii)	3	1		4
Total	29	7	0	36