

DEPARTMENT OF TECHNICAL EDUCATION, TAMIL NADU  
BOARD OF EXAMINATIONS, CHENNAI 600 025.

**GOVERNMENT TECHNICAL EXAMINATIONS IN  
COMMERCE SUBJECTS**

Scheme of valuation for **First Paper (Speed)** in  
Typewriting English and Tamil for all Grades  
(Effective from AUGUST 2013 Examinations)

**1.0 GENERAL**

- 1.1 Each mistake (explained in the `NATURE OF MISTAKES`) should be indicated by 'X' only and for each mistake, 2.2 marks for Pre-Junior Grade, 1.8 marks for Junior Grade, 1.25 marks for Senior Grade and 0.8 marks for High Speed Test are to be deducted as per Ready Reckoners enclosed. If mistake is found in a word, the word should be underlined and x should be marked above the word. This should be strictly followed to verify later, the nature of mistakes.
- 1.2 The total number of mistakes and the total marks should be entered at the last typewritten page of the answer book. Only the total marks awarded to the candidate should be entered boldly on the Front wrapper at the place provided therefor.
- 1.3 If total marks to be deducted exceed 100, the candidates should be given only ZERO and not minus marks.
- 1.4 Faint impression of letters or signs due to light touch may be ignored.
- 1.5 Though a number of mistakes are committed in the same word, marks should be deducted for only one mistake (e.g., spelling mistake and overtyping mistake in the same word).
- 1.6 Typing on the reverse side of the answer sheet instead of on the front need not be penalised. The entire matter typed should be valued as per the Scheme of Valuation.

**2.0 NATURE OF MISTAKES**

**2.1.0 Addition (Repetition)**

- 2.1.1 Any unwanted addition or repetition of letter/letters or word/ words irrespective of number of words in one place. (If mistakes are committed in the repeated words, they need not be penalised).

**2.2.0 Alignment**

- 2.2.1 Bad alignment of a letter or letters in a word (subject to a maximum of two mistakes for the entire passage).

### **2.3.0 Capital Letter/Small Letter**

- 2.3.1 The use of capital for small letter or vice versa in a word.  
2.3.2 Failure to release the Shift Lock by using the Shift Key resulting in typing capital letters or upper case characters continuously (for the entire portion at a place).

### **2.4.0 Corrections**

- 2.4.1 Corrections made in pen, pencil or typewriter.

### **2.5.0 Erasing/Scoring**

- 2.5.1 Erasing or applying fluid.  
2.5.2 Scoring with a sign or letter in a place.

### **2.6.0 Interlineation**

- 2.6.1 Interlineation of a letter, a figure or figures, or a word or words in a place.

### **2.7.0 Margin**

- 2.7.1 Failure to type the passage with 10 degrees left margin (for the entire passage).  
2.7.2 Error in margin on the left hand side-irregular or oblique (for the entire passage).  
2.7.3 Too narrow or too broad bottom margin-for the entire passage (3 cm bottom margin is permitted).  
2.7.4 Uneven right hand margin-for the entire passage (a maximum of 10 degrees may be allowed).

### **2.8.0 Omission**

- 2.8.1 Omission of words more than one, whether at the beginning, in the middle or at the end (each word as referred to in 2.8.2 is treated as one mistake).  
2.8.2 Five strokes or fraction there of including the use of space bar are counted as one word.

Example:

<u>English:</u>	Your responsibility	(19 strokes – 4 words)
	This is good.	(13 strokes – 3 words)
	To a	( 4 strokes – 1 word)
	That is	( 7 strokes – 2 words)

<u>Tamil:</u>	தணிக் கையாளர்கள்	
	வந்தார்கள்	(27 strokes – 6 words)
	நீ வா	( 5 strokes – 1 word)
	கலா பாடுகிறாள்	(13 strokes – 3 words)

- 2.8.3 In the case of omission of more than one word only, stroke calculation is adopted for counting words. In all other cases, a word should be taken as a word as such.
- 2.8.4 Omission of a single word at a place, irrespective of number of strokes in the word, should be treated as one mistake.
- 2.8.5 Wrong substitution of word(s).

### **2.9.0 Overtyping**

- 2.9.1 Overtyping is a word or figure, sign or symbol irrespective of number of letters in a word or figures, signs or symbols overtyped, must be treated as HALF MISTAKES and indicated as “/”. The total number of such overtyping mistakes must be added and converted into full mistakes by dividing it by two (to deduct at the rate of 2.2 or 1.8 or 1.25 or 0.8 as the case may be for each mistake). If the total number or full mistakes, works out with a fraction of half, for example,  $5/2 = 2\frac{1}{2}$ , then it should be raised to the immediate next higher figure, i.e., 3.

### **2.10.0 Paragraphs**

- 2.10.1 Failure to indent for paragraphs-for each.
- 2.10.2 Failure to maintain uniform letter spaces in the Indentation for para in one or more places, for the entire passage.
- 2.10.3 Unequal line spacing between two paragraphs (for the entire passage).
- 2.10.4 Beginning a paragraph where it is not necessary.

### **2.11.0 Piling**

- 2.11.1 Piling of letters in a word.

### **2.12.0 Punctuation**

- 2.12.1 Wrong punctuation mark.
- 2.12.2 Omission of a punctuation mark.

### **2.13.0 Spacing (Spaces)**

- 2.13.1 Irregular line spacing (for the entire passage).
- 2.13.2 Failure to type the passage in double line spacing (for the entire passage).
- 2.13.3 Omission of the required space after a punctuation mark.
- 2.13.4 Omission of a space between two words, in every place (if two spaces are left in certain places, they may be ignored).
- 2.13.5 Leaving a space in a wrong place (i.e.) before a punctuation mark or in the middle of a word.
- 2.13.6 After full stop, exclamation mark or interrogation sign, two spaces must be left uniformly throughout the passage. But, if only one space is left in one or more

places, the total number of such lapses must be counted, since each lapse will be reckoned as an omission of a stroke. The total number of strokes must be divided by five to determine the deduction of marks as per 2.8.2.

#### **2.14.0 Spelling**

2.14.1 Spelling mistake (one mistake for each word).

#### **2.15.0 Syllabification**

2.15.1 Wrong syllabification of a word at the end of a line.

2.15.2 If a hyphen is omitted at the end of a line or placed at the beginning of a line while dividing a word into syllables.

#### **2.16.0 Transposition**

2.16.1 Each transposition of word or words in a place.

### **3.0 TYPING ON BOTH SIDES**

3.1.0 Typing the matter on the back side also, should be treated as one mistake, but, at the same time, the matter on the back side should also be valued as per the Scheme of Valuation.

### **4.0 TAMIL TYPEWRITING (Additional Instructions)**

4.1.0 If the line starts with a consonant

Example:           வண           எடு  
                              க்கம்           க்க

It is treated as one mistake.

4.2.0 While syllabifying, if hyphen is typed or not at the end of a line, it need not be penalised.

4.3.0 While syllabifying, if hyphen is typed at the beginning of a line.

4.4.0 If the letters like தூ, நூ are typed as தூ, நூ they need not be penalised.

4.5.0 If the letters ி, ி, ி are typed as ி, ி, ி respectively, they need not be penalised.

Chairman,  
Board of Examination,  
Chennai 600 025.