

Student Self-Assessment Technique Rating Scale

The following items consist of five major components of proper keyboarding technique. Rate yourself for each of the criteria, using a scale of one to four. One (1) indicates that the criteria is seldom performed; four (4) indicates that a particular technique is always performed.

Name: _____

Date: _____

	S e l d o m			A l w a y s
1. I keep my eyes on my copy.	1	2	3	4
2. I keep my feet flat on the floor.	1	2	3	4
3. My wrists do not touch the table or keyboard.	1	2	3	4
4. My arms are a handspan from the keyboard.	1	2	3	4
5. I sit up straight.	1	2	3	4

Name: _____

Date: _____

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4. My arms are a handspan from the keyboard.	1	2	3	4
5. I sit up straight.	1	2	3	4

Adapted from *Business Education: A Curriculum Guide for the Secondary Level: Information Processing 16, 26, 36.* (Saskatchewan Education, Training and Employment 1994).