Keyboarding Checklist for correct hand and finger position of alphabetic and punctuation keys

6th-8th Keyboarding	6th Grade			7th Grade			8th Grade		
	Alphabet and basic punctuation.			Alphabet and punctuation.			Alphabet and punctuation.		
Students	20 WPM	90% Accuracy	Touch-typing observation or keyboard cover?	30 WPM	90% Accuracy	Touch-typing observation or keyboard cover?	35 WPM	90% Accuracy	Touch-typing observation or keyboard cover?
Student Name #1									
Student Name #2									
etc.									
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updated 8/18/08

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