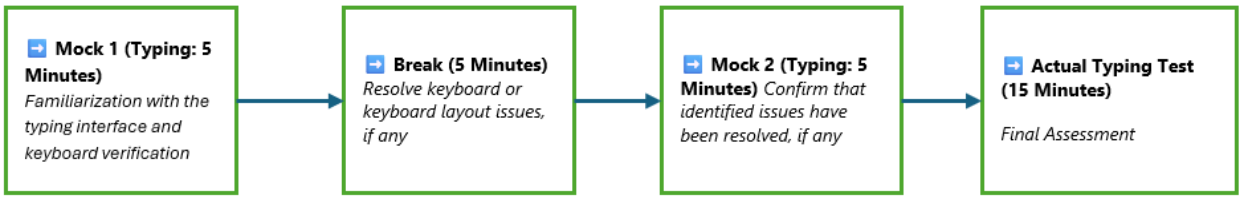
IMPORTANT INSTRUCTIONS FOR CANDIDATES – BHU JUNIOR CLERK TYPING RE-TEST 2026

IMPORTANT: Type the passage exactly as displayed. Maintain the same word sequence and punctuation.

1. **Typing Test Language**
   Candidates will be automatically assigned to the Typing Re-Test language (English/Hindi) as specified in their Admit Card. No change in language will be permitted.
2. **Typing Test Pattern, Qualifying Criteria & Keyboard Layout**

Hindi Typing Test	English Typing Test
1. Candidates will be provided with a passage of approximately **500 words**. 2. Within the stipulated time of **15 minutes**, candidates must type at least **375 words**. 3. **Qualifying Speed:** 25 Words Per Minute (WPM) with **85% accuracy**.	1. Candidates will be provided with a passage of approximately **600 words**. 2. Within the stipulated time of **15 minutes**, candidates must type at least **450 words**. 3. **Qualifying Speed:** 30 Words Per Minute (WPM) with **85% accuracy**.

3. After reading all instructions, candidates must accept the declaration and click on **"I'm Ready to Begin"**.
4. During the examination, candidates must **NOT** change the Language Input settings on their own.
5. The total duration of the Actual English/Hindi Typing Test is **15 minutes**. A countdown timer displayed at the top-right corner of the screen will indicate the remaining time available to complete the test.
6. **Typing Re-Test Examination Flow:** The examination will consist of the following four stages:



   a) **Mock Test 1 (5 Minutes):** To familiarize candidates with the typing interface and verify that the keyboard and keyboard layout are functioning properly.
   b) **Break (5 Minutes):** To resolve any keyboard or keyboard layout issues identified during Mock Test 1.
   c) **Mock Test 2 (5 Minutes):** To confirm that any identified issues have been rectified.
   d) **Actual Typing Test (15 Minutes):** Final typing test for assessment and evaluation.
7. **Colour Indicators Used During the Typing Test**
   - **Yellow Colour:** Current word to be typed.
   - **Green Colour:** Correctly typed word.
   - **Red Colour:** Incorrectly typed word.
8. If a candidate completes typing the entire passage before the allotted time of 15 minutes, the **SUBMIT** button will be enabled. The candidate should submit the test immediately.
9. If the timer reaches zero, the test will be submitted automatically. Candidates are not required to manually end or submit the examination.
10. Candidates must type the passage exactly as displayed.
    a) If any word is omitted or two words are merged, the system may evaluate subsequent words as incorrect, adversely affecting speed and accuracy.
    b) Commas, full stops, and other punctuation marks must be typed exactly as shown (if any).
    c) A punctuation mark is treated as part of the word immediately preceding it.
    d) Candidates must not add, omit, replace, rearrange, or modify any word or punctuation mark.
11. The typed text may be edited at any time during the allotted examination period.
12. In case of any system-related issue, keyboard issue, system lock, or requirement for technical assistance, candidates must immediately inform the nearest Invigilator.
13. Candidates are advised to utilize both Mock Tests to familiarize themselves with the examination interface and to ensure that the keyboard and keyboard layout are functioning properly before the Actual Typing Test begins.
14. Any issue related to the keyboard, keyboard layout, or system functionality must be reported during the Mock Tests or the intervening Break. Requests raised after the commencement of the Actual Typing Test may not be entertained.
15. The score obtained in the Actual Typing Test only shall be considered for evaluation. Performance in Mock Tests will not be considered for assessment.

IMPORTANT: Candidates must follow the on-screen instructions and all directions issued by the invigilator.

DO'S & DON'TS INSTRUCTIONS TO THE CANDIDATE.

Do's: -

1. Select the prescribed keyboard layout before starting the test and do not change it during the examination.
2. Use the Backspace key to correct typing mistakes.
3. Report any technical issue immediately to the Invigilator.
4. Use the Move option to reposition the Keyboard Layout Panel, if required.
5. Follow all examination instructions and maintain discipline throughout the test.
6. Exit the Examination Hall peacefully after completion of the examination

Don'ts: -

1. Do not use any shortcut keys, key combinations, or function keys not required for typing.
2. Do not type any character or symbol not present in the given passage.
3. Do not change the language input or keyboard layout during the test.
4. Do not press any key after the test has been submitted.
5. Do not use the Caps Lock key while typing.
6. Do not use any unfair means or attempt to tamper with the examination system.
7. Do not carry or use mobile phones, smart watches, Bluetooth devices, or any other electronic gadgets in the Examination Hall.

EVALUATION GUIDELINES

Keyword Description

Correct Words	Count of words typed by the candidate in text-area; assessed as correct in relation to the referenced text.
Incorrect Words	Count of words typed by the candidate in text-area; assessed as incorrect in relation to the referenced text.
Keystroke count (KSC)	Count of characters typed by the candidate in text-area. • KSC will not include the characters erased in the unrestricted mode • Backspace key count is not included in KSC.
Gross Words (GW)	Total number of correct and incorrect words typed by the candidate in text area. This is also treated as Typed Words.
Net Words (NW)	Total number of correct words typed by the candidate in text-area.
Accuracy	Ratio of correct words to the Gross Words typed by the candidate in text-area i.e. the ratio of Net Words to the Gross Words typed.
Time Taken	Time in seconds taken by the candidate to type till final submission.

FORMULA TO BE USED FOR CALCULATION OF ACCURACY

- **Gross Words (GW)** = Correct + Incorrect Words.
- **Gross Words per Minute (GWPM)** = Gross Words / Time Taken in Mins
- **Net Words** = Correct words Typed.
- **Net words per Minute (NWPM)** = Net Words / Time Taken in Mins
- **Accuracy Percentage** = NWPM*100/GWPM

Note: All the information and the calculative formulas described above are for reference and analytical purpose. Only Net words per Minute (NWPM) will be the final result and will be displayed in BHU Score Card. NWPM will be treated as typing speed of the candidate.