UTAH CTE SKILL CERTIFICATE PROGRAM
BUSINESS EDUCATION

SUMMARY SCORE SHEET
(OPTIONAL)

WORD PROCESSING BASICS
TEST #260

I verify that this is an accurate record of student performance. Date _____ Period _____ School _____

Teacher Signature _____ Teacher Name (Print) _____

(The teacher and the school CTE Testing Coordinator must keep copies of this sheet on file at the school for TWO years.)

Indicate student achievement for each performance standard. (This score sheet corresponds with the optional *Performance Skills Evaluation Checklist.*) A minimum score of 3 for <u>each</u> performance must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency within each standard and its supporting objectives. Student Name	**Did the student achieve a score of 3 or 4 for <u>every</u> skill standard? Circle *Yes* or *No*.**		**State Core Standards for Word Processing Basics—Performance Component**				
			01— Keyboarding	02 — Basic Word Processing Functions	03 — Editing	04 — Document Formatting	05 — Business Documents
			4 = Highly Skilled 3 = Moderately Skilled 2 = Limited Skill 1 = Not Skilled				
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