

## **Shorthand**

City & Guilds examines shorthand speed in all recognised shorthand stems.

Speed examinations are held for 50 to 120 wpm, in stages of 10 wpm.

### **Shorthand Speed**

It is assumed that Shorthand Speed examinations will be taken only after an appropriate study of the Shorthand Theory of the system used.

### **Requisitioning shorthand speed examinations**

Centres should requisition for the speed or speeds for which candidates will be prepared (using the appropriate page of the Requisition Form headed 'Shorthand Examinations only'). Booklets will be sent containing passages from 50-120 wpm.

It is not advisable for Centres to accommodate candidates for a wide range of shorthand speeds at one sitting. Candidates should be so grouped that dictation of all the test passages does not exceed 25 minutes. It is suggested that the following speed groupings could be used: 50-90 wpm; 90-120 wpm.

Attestation Forms allow for a range of speeds to be recorded.

### **Submitting more than one speed**

Within the 50-120 wpm range candidates may take down any or all of the passages dictated. Any further speeds submitted must be under cover of the same entry form as the first speed submitted. The additional entries within this range will be invoiced.

**On no account must the additional Entry Fees be sent with the worked papers.**

If at the time of the examination the candidate decides not to take a speed, provided the unused entry form is returned, credit will be allowed in the usual way.

Candidates submitting more than one test are to be allowed the full and correct extra time for transcription appropriate to the speed/s they are transcribing.

### **Preparing for the examination**

Examination papers may be opened up to 25 minutes before the time notified to City & Guilds for the beginning of the examination, so that the reader may become familiar with the passage. Where more than two speeds are to be taken, papers may be opened a little further in advance of the stated start time.

The passages provided in printed form may be dictated on a machine at the appropriate speeds in advance of the examination. If it is intended to do this, the tests may be opened at a time convenient for the pre-recording. They must be re-sealed upon completion of this operation, and both the recording and the hard copy kept in a secure location by the Local Examinations Secretary until the examination date. The reader must not divulge and knowledge of test acquired through pre-recording.

This recording may be used for the examination and the reader's presence would not then be required.

All examination material must be erased from machines and disks as soon as possible after the completion of the examination.

### **Form and content of examinations**

Centres may, if they choose, provide and administer an introductory 'warm-up' passage, but this is in no way to be regarded as part of the examination, nor is it to be submitted with the candidates' scripts.

Passages must be dictated once only and the time allowed must not be exceeded. Passages are marked in quarter minutes as a guide to the reader. The reading and timing must be carefully checked by an Invigilator. Misreadings and mistimings should be noted at once, and afterwards recorded on the examination paper. Candidates must not, in any circumstances, be informed of these misreadings.

- For speeds from 50-120 wpm full stops and paragraphs should be read.

### **Assessment**

The shorthand notes may be in any recognised shorthand system or in Braille, and the **original** notes **must** be attached to the transcript with the Entry Form on top. Candidates must indicate on the entry form the version of shorthand used or whether Braille or Stenograph is used. **Notes taken by means of a stenograph machine are accepted at all speeds.**

In no circumstances is a fair copy of the shorthand notes to be made and substituted of the original, nor may any alterations be made to the original notes. **After dictation candidates may, if they wish, write in the margin, but not over the shorthand notes, the correct outlines to facilitate transcription.** Candidates must not be allowed to take notes out of the examination room. Shorthand notes which are not transcribed must be collected and destroyed.

The shorthand notes may be taken with either pen or pencil.

Candidates must write their transcripts in ink or type or word

process them. In all cases, Centres are expected to provide

A4

size paper for transcriptions, and candidates submitting handwritten transcripts should not use paper from their shorthand notebooks for this purpose. Candidates may print only one copy of each passage.

Where transcriptions are word processed, printing may take place outside the examinations time and may be done by done by the Invigilator/Specialist Tutor, It is the candidate's responsibility to assign a name and store the document, after which no amendments may be made. At the end of the printing, all documents must be erased from the storage media.

In Speed examinations where dictation and transcription take place in the same room, transcription must not commence **until the reading of ALL the required passages has been completed**. Where transcription takes place in another room candidates may proceed, under supervision, to the transcription room immediately the speeds for which they have entered have been read. All work must cease promptly at the stipulated time.

English dictionaries, bilingual dictionaries and/or shorthand dictionaries and Spellchecks may be used at all speeds.

All tests are based on a three minute reading and take the form of either a business letter or a passage of mainly business content. Specialist words and unusual and unusual and intricate sentence structures will be avoided in 50-90 wpm tests.

Specialised vocabulary and technical terms will be kept to a realistic minimum at all speeds.

The passages conform to an overall syllabic intensity that does not exceed 1.5.

The times allowed for transcription are given in the speed test booklets and are reproduced below.

50-120 wpm – 30mins

For a **Pass** all Shorthand Speed passages will be assessed on the basis of a 6% error tolerance. For example, in test at 100 wpm where 300 words are dictated, the total number of penalties must not exceed 18. Penalties will be imposed for mistranscriptions, omissions, words in excess, faulty spelling and punctuation. The misuse of commas, not affecting the sense, will not be penalised.

**First Class Passes** are awarded to successful candidates whose transcription is accurate to an error tolerance of 1% or better.

A Certificate endorsed with 'Typewritten Transcription' will be awarded to candidates who produce mailable copy on typewriter, and a Certificate endorsed with 'Word Processed Transcription' will be awarded to candidates who produce mailable copy on a word processor. For those candidates who submit a transcript which is not mailable copy, a Certificate will be awarded indicating the shorthand speed only.

Typed and word processed transcriptions will be assessed for their 'mailability' on the basis of 3% error tolerance.

For more detailed information on assessment, Please write to City & Guilds for a copy of the 'Examinations Guide for Shorthand Examinations'. (See Past Paper/Specimen Order Form.)