

Audio Transcription

Audio Transcription

Three examinations are offered in this subject.

Audio Transcription (Intermediate 80)

Audio Transcription (Intermediate 100)

Administration

The examination title, and grade where appropriate, must be noted on the Entry Form and at the head of the candidate's script.

In all the above examinations, the quarter minute indications in the dictation include the audio-dictation conventions. The passages in all Audio Transcription examinations will be business letters, or a business letter and a memorandum, a staff notice or a short business report. No carbon copies will be required.

The passages will be provided in printed form arranged with full audio-typing conventions ready for dictation on to a machine at the speed appropriate to the Stage, and marked in quarter minutes. A master tape must be recorded from the printed tests provided and this must be checked and timed by the Invigilator prior to dubbing on to individual dictating machines.

Centres should provide A4 paper or continuous stationery.

Dictionaries and Spellchecks are allowed in Audio Transcription examinations.

Manual, Electric or Electronic Typewriters or Word processors are allowed in all Audio Transcription examinations.

General invigilating instructions

It is essential that each candidate is provided with an individually controlled audio-machine with stop and playback facilities.

Candidates may adopt an accepted layout style for transcribing the audio test, and may make any alterations, corrections or re-typings during the period allowed, but the total time allowance must not be exceeded and is to be precisely timed.

Where transcriptions are word processed, printing should take place outside the examination time and may be 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. Only one printout of each document is permitted.

As soon as possible after the examination, the Local Examinations Secretary must ensure that the person responsible erases the test passage from the master tape and from all individual tapes.

**Audio Transcription
(Intermediate 80)**

(Dictation at 80 wpm)

Two passages totalling 480 words (excluding the audio dictation conventions) will be set. No one passage will exceed 340 or fall below 140 words. The time allowed for transcription is 28 minutes, hence the minimum acceptable transcription rate is 17 wpm.

**Audio Transcription
(Intermediate 100)**

(Dictation at 100 wpm)

Two passages totalling 600 words (excluding the audio dictation conventions) will be set. No one passage will exceed 400 or fall below 200 words. The time allowed for transcription is 30 minutes; hence the minimum acceptable transcription rate is 20 wpm.

Conducting the examinations

Candidates will be allowed up to 4 minutes before the commencement of the transcription to prepare their paper by keying in all the information provided on the Candidate's Instruction Sheet. From the time when the signal to begin is given, candidates will be allowed the maximum time (28, 30 or 33 minutes) appropriate to the examination concerned. Candidates will be expected to produce accurate transcripts within the time allowance.

Assessment

For a **pass** the candidates must type their transcriptions within a 3% error tolerance, ie 14 errors at Intermediate 80; 18 errors at Intermediate 100.

First Class passes are awarded to successful candidates whose transcription is accurate to an error tolerance of 1 % or better (ie no more than 5 errors at Intermediate 80; 6 errors at Intermediate 100)

The transcription speed will NOT be endorsed on the Result Slip nor on the Certificate awarded to successful candidates.

**Penalties for audio
transcription examinations**

Uncorrected typing errors (all half penalties)

- letter missing, added, unrecognisable, piled, wrong
- space omitted, space in excess;
- letter clearly above or below the writing line;
- transpositions;
- margin irregularity not attributable to a machine fault.

Transcription errors (all one penalty)

- word omitted, misspelled, in excess;
- audio instruction not followed;
- apostrophe omitted or incorrect;
- capitalisation incorrect;
- representation of money incorrect;
- representation of time incorrect.