

CONDITIONS OF EXAMINATIONS

1. Examinations may only be held in centres which have been given formal approval as an exam centre by the NCTJ.
2. Each candidate must provide photo identification e.g. driving licence, valid passport, student ID card or company ID card which must be checked by the invigilator.
3. Each passage shall be sent in a sealed envelope to the registrar or person in charge who will take it to the examination room. It will not be opened until immediately before the examination, and the reader will be allowed not more than 15 minutes to read it through and familiarise himself/herself with the passage. It must be read at the correct speed and the reading and timing must be checked by the invigilator who will note any deviations from the script. A note of any such deviations, signed by the invigilator, must be returned with the test papers.
The sense of the passage must be conveyed by intonation; punctuation and paragraphing must not be dictated. Passages must not be read in accordance with the phrasing principles of any particular system.
4. All shorthand examinations must start at 10.30 a.m. and transcription must take place immediately after the passage has been read. If more than one speed is to be read, transcription must not begin until all the dictation has finished. Any change in the date or starting time of an examination must be agreed with the NCTJ beforehand.
5. Dictation and transcription must be in the same room. *No test passage shall be read more than once.*
6. The title of the examination piece should be read to candidates before dictation of the piece commences and may be written on the board if required. It is unnecessary for the title to be written on the transcript.
7. No one must be present in the examination room apart from the candidates entered for the examination, the reader and the invigilator (plus possibly an NCTJ representative - see para. 18) and under no circumstances shall *any* person be allowed to enter during the examination period.
8. Candidates must sit at least four feet apart. At no time during the examination will they be allowed to converse with one another or communicate by signs or writing.
9. No information as to the nature of the passage or words used in them, except the title of the examination piece, may be given either before the examination, during the transcription or after the examination.
10. There must be absolute silence during the examination. Candidates are not allowed to question any word or words after the dictation of the passage - any mishearing will be apparent from the note.
11. The use of shorthand books is not allowed. English dictionaries may be used.
12. During the 30 second interval, and the 15 second interval at speeds of 90-120wpm, candidates may look through their notes but not start transcription.

13. No more than one candidate shall be absent from the room at a time, should it be necessary to leave during the examination.
14. The shorthand note must have the name of the candidate at the top of every page and must be securely attached to the transcript submitted.

The shorthand note must not be altered and the only marking allowed on the note, after note taking, is the ringing of outlines; revised outlines may be written in the margin. Any longhand appearing in the shorthand notes will be penalised by the deduction of one mark per word. Longhand should not be written in the margin or over the top of outlines in the shorthand notes.

15. Transcripts must be submitted on the NCTJ transcription sheets provided. Please ensure the candidate completes the information required at the top of the first sheet and adds their name to the top of each continuation sheet.
16. For 90-120wpm exams, candidates must submit the quote for marking in the box indicated on the NCTJ transcription sheet. The quote will always be a minimum of 25 words up to a maximum of 35 words and will always appear in the final minute.
17. Immediately upon completion of the transcripts candidates must hand them to the invigilator along with the notes and leave the examination room.
18. The NCTJ reserves the right to send its own representative to any examination in addition to the invigilator selected by the centre. Centres must ensure that the receptionist is aware of where the examination is being held so that if an NCTJ representative arrives he/she can be quickly directed to the examination room. He/she will not take any part in the examination, but may stay there until the end.
19. If an emergency arises and the examination room has to be cleared, candidates should leave all notebooks, pens, etc., on their desks with notebooks face down. They should assemble in silence under the charge of the invigilator. On return to the examination room the examination should continue from the point at which it ceased. If the emergency occurs during the reading of the passage the reader must resume at the start of the sentence that was interrupted **or** at the start of the next sentence if the previous sentence had been completed. The NCTJ should be notified of any such emergency.
20. A copy of the "Procedure for Candidates" must be handed to every candidate before the examination begins.
21. All shorthand notes and transcripts must be returned to the NCTJ. They must not be checked or copied. The Invigilation Form must be completed and signed by the reader and the invigilator and posted to the NCTJ with the candidates' notes and transcripts within 24 hours of the examination being held. All scripts must be sent back to the NCTJ by a secure method i.e. recorded/special delivery.
22. Certificates for successful candidates will be sent to the exam centre. Certificates for candidates achieving 100% accuracy will be marked accordingly.

23. Transcription time allowed:

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| 60 wpm | - | 25 minutes |
| 70 wpm | - | 30 minutes |
| 80 wpm | - | 35 minutes |
| 90 wpm | - | 40 minutes |
| 100 wpm | - | 45 minutes |
| 110 wpm | - | 55 minutes |
| 120 wpm | - | 65 minutes |

24. All test passages are the copyright of the NCTJ and must be returned with the scripts for marking.
25. If an exam has been requested but is not used, the piece must be returned unopened to the NCTJ in the sealed envelope in which it was sent to avoid being charged for the exam.

ANY DEPARTURE FROM THESE CONDITIONS COULD RENDER THE EXAMINATION VOID.

Notes:

- (i) It is strongly recommended that all examination candidates should be read a warm-up passage prior to the examination. The passage read should be at least the same speed as that of the examination.
- (ii) Centres are reminded of the importance of using experienced readers and invigilators. Failure to do so may result in wrongly timed reading or examination conditions not being met, leading to the examination being declared null and void. This can cause great inconvenience to candidates through no fault of their own.
- (iii) It is a requirement that exam documentation for the current academic year is used. All documentation is updated in August of every year.