

PROCEDURES FOR CANDIDATES

A copy of these instructions should be handed to each candidate before the examination begins.

1. **Mobile phones must be switched off.**
2. At no time during the examination are you allowed to converse with one another or communicate by signs or writing.
3. There must be absolute silence during the examination. You are not allowed to question any word or words after the dictation of the passage – any mishearing will be noted by the invigilator.
4. Transcripts must be submitted on the NCTJ transcription sheets provided. Please ensure you complete the information required at the top of the first sheet and add your name to the top of each continuation sheet.
5. The title of the examination piece will be read to you before dictation of the piece commences. It is unnecessary for the title to be written on the transcript.
6. The use of shorthand books is not allowed. English dictionaries may be used.
7. During the 30 second or 15 second interval (90-120wpm exams) you may look through your notes but may not start transcription.
8. 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.
9. Transcripts must be on one side of the paper only. If the transcripts are being typed, 1.5 line or double spacing must be used.
10. For 90-120wpm exams please ensure you submit your quote to be marked in the box indicated on the transcription sheet. Only the quote you have identified should be transcribed in the box. Check your word count for your quote. The quote should not be less than 25 words or more than 35 words. Any other words transcribed in the quote box will result in a fail.
11. Immediately upon completion of the transcripts you must hand them in to the invigilator along with your shorthand notes and leave the examination room. No copies must be made.

12. Transcription times allowed:

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

13. If more than one speed is to be read, transcription must not begin until all the dictation has finished.

14. If an emergency arises and the examination room has to be cleared, candidates should leave all notebooks, pens, etc. on the desks with notebooks face down.