

SHORTHAND INVIGILATOR NOTES

Shorthand examinations must start at **10.00am** and **11.30am** as specified on the shorthand exam schedule.

- Check candidates' photo ID on arrival.
- A copy of the "Procedure for Candidates" must be handed to every candidate before the examination begins.
- Personal belongings (including mobile phones and any device capable of voice recording) must be switched off and placed at the front or back of the room. Candidates must only have the materials needed for the exam on their desk.
- Computers for transcription may be set up prior to the exam, but must be locked while exam dictation takes place.
- Candidates who are present at the start of the exam should be listed on the attendance and results list. Names must be in alphabetical order by surname and candidates' date of birth must be included.
- English dictionaries may be used. No other books are allowed.
- Candidates must sit at least one metre apart. At no time during the examination will they be allowed to converse with one another or communicate by signs or writing.
- Following exam dictation, there should be an interval of approximately thirty seconds to allow candidates sufficient time to finish writing, before transcription begins.
- Transcripts must be completed on NCTJ transcription sheets. Ensure candidates complete the information required on each sheet. There is a separate template for handwritten and for typed transcriptions.
- Shorthand notes must have the name of the candidate on every page and must be stapled to the transcript submitted.
- Transcription time 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
- Immediately upon completion of the exam, the invigilator must ask candidates to check that their whole transcript and all shorthand notes are present ready for submission. Candidates must **staple all of the pages together** and hand them to the invigilator.
- Ensure that the above is completed and that all scripts are collected in by checking them against the attendance list before candidates leave the exam room.
- All shorthand notes and transcripts must be returned to the NCTJ. They must not be reviewed or copied. The invigilation form must be completed and signed by the invigilator and posted to the NCTJ with the candidates' notes and transcripts.

Exam scripts must be sent back to the NCTJ by a secure and trackable method (special delivery or courier) within 24 hours of the exam being held.

CONDITIONS OF EXAMINATIONS

1. Examinations may only be held in NCTJ approved shorthand exam centres.
2. Exam dictations are provided as audio downloads via the NCTJ website log-in portal. These are located in Shorthand Resources and the downloads will activate and be accessible **one hour** prior to the scheduled start of the exam.
3. Invigilators should ensure that the correct equipment is provided to run the exam, and that the audio download is tested prior to the candidates entering the exam room .
4. Exam dictation and transcription must be in the same room. No exam dictation shall be played more than once. **See point 14 for emergency situations*
5. All exam dictations are the copyright of the NCTJ and must be deleted after use.
6. The title of the exam dictation (the name of the mp3 audio file) must be written on the board in longhand before the recording is played. The title does not need to be written on the transcript.
7. The only people present in the examination room, apart from the candidates entered for the exam, should be the invigilator (which may be a shorthand tutor). It is also permissible for a shorthand tutor to be present if required. Some centres may also wish to have a technician present.
8. No information as to the nature of the exam dictation or words used in it, except the title of the examination dictation, may be given either before the examination, during the transcription or after the examination.
9. There must be absolute silence during the examination. Candidates are not allowed to question any word or words after the exam dictation.
10. 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.
11. Should it be necessary to leave during the examination, no more than one candidate shall be absent from the room at a time. The NCTJ must be notified if a candidate is absent from the exam room for a period of more than 10 minutes.
12. 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.
13. The NCTJ reserves the right to send its own representative to any examination in addition to the invigilator. 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.
14. If an emergency arises and the examination room has to be cleared, candidates must leave all notebooks and transcriptions on their desks facing 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 exam dictation, the NCTJ should be notified and a replacement will be sent.

15. Centres must use experienced invigilators. Failure to do so may result in examination conditions not being met, leading to the examination being declared null and void.
16. Exam documentation for the current academic year must be used. All documentation is updated in August of every year.
17. It is the responsibility of the centre and its staff to report to the NCTJ any suspected malpractice or maladministration by candidates or members of centre staff relating to NCTJ qualifications or exams.

ANY DEPARTURE FROM THE INFORMATION PROVIDED IN THESE INVIGILATION NOTES OR THE CONDITIONS COULD RENDER THE EXAMINATION VOID.