

## INVIGILATOR NOTES SHORTHAND ADMINISTRATION PACK 2019-20

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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 Cirrus shorthand "Procedures for Candidates" must be handed to every candidate before the exam 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. **Smartwatches must be removed and placed with personal belongings.** Candidates must only have the materials needed for the exam on their desk.
- Computers for transcription must be set up prior to the exam.
  
- Prior to dictation, candidates should be instructed to log in to Cirrus and read the assessment instruction page.
- All candidates entered for the exam should be listed on the attendance and results list. If any candidates are not present or choose not to submit, enter 'did not sit' or 'did not submit' in the comments box as applicable.
- Names must be in **alphabetical order by surname** and candidates' date of birth **and URN** 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 within the Cirrus online assessment platform.
- Shorthand notes must have the name **and URN** of the candidate on every page. Candidates must write their name in **BLOCK CAPITALS** on every page.
  
- Transcription time allowed:
  - 60 wpm - 25 minutes
  - 70 wpm - 30 minutes
  - 80 wpm - 35 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 entire shorthand notes are present and their name **and URN** is clearly written on every page, 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 shorthand notes are collected in by checking them against the attendance list before candidates leave the exam room.
- All shorthand notes 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 attendance sheet and candidates' shorthand notes.
  
- **Exam material must be sent back to the NCTJ by next-day delivery or courier (not recorded delivery) within 24 hours of the exam being held.**

## CONDITIONS OF EXAMINATIONS SHORTHAND ADMINISTRATION PACK 2019-20

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1. Exams 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. 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 typed in Cirrus.
6. The only people present in the exam room, apart from the candidates entered for the exam, should be the invigilator (who 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.
7. No information as to the nature of the exam dictation or words used in it, except the title of the exam dictation, may be given either before the exam, during the transcription or after the exam.
8. There must be absolute silence during the exam. Candidates are not allowed to question any word or words after the exam dictation.
9. During the 30 second interval, and the 15 second interval at speeds of 100-120wpm, candidates may look through their notes but not start transcription.
10. Should it be necessary to leave during the exam, 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.
11. For 100-120wpm exams, candidates must submit the quote for marking in the quote box provided in **question 3** on Cirrus. 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.
12. The NCTJ reserves the right to send its own representative to any exam in addition to the invigilator. Centres must ensure that the receptionist is aware of where the exam is being held so that if an NCTJ representative arrives he/she can be quickly directed to the exam room. He/she will not take any part in the exam, but may stay there until the end.
13. If an emergency arises and the exam room has to be cleared, candidates must leave all notebooks on their desks facing down. The invigilator should use the 'pause' function to pause the exam in Cirrus. Candidates should assemble in silence under the charge of the invigilator. On return to the exam room the exam should continue from the point at which it ceased. *\*If the emergency **or equipment malfunction** occurs during the exam dictation, the NCTJ should be notified and a replacement dictation will be sent.*
14. Centres must use experienced invigilators. Failure to do so may result in exam conditions not being met, leading to the exam being declared null and void.

15. Exam documentation for the current academic year must be used. All documentation is updated in August of every year.
16. 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.**