

GUIDELINES FOR EVALUATION OF STENOGRAPHY SKILL TEST SCRIPTS

1. FULL MISTAKES:

- a) Every omission of a word or figure. In case a group of words are omitted, as many mistakes as the actual number of omitted words will be counted.
- b) Every substitution of a wrong word or figure. If a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake. The number of mistakes will be equal to the number of dictated word(s) not written by the candidate plus the number of wrongly substituted word(s).
- c) Every addition of a word or figure or symbol not occurring in the dictated passage.
- d) For repetition of word, e.g. 'I shall shall be grateful.....
- e) For every incomplete word(s).
- f) All left-over word(s) of the passage.
- g) Candidates are required to type the actual words as dictated. Abbreviations used for expanded words will be treated as full mistakes, and vice-versa.
- h) If a candidate types words or lines of the passage in all Capital letters, it will be counted full mistakes.

2. HALF MISTAKES:

- a) Wrong spelling.
- b) Using singular for plural noun and vice versa.
- c) Omission of every Full Stop at the end of the sentence, or use of Full Stop at wrong place of the sentence will be treated as half mistake.
- d) Use of small letter at the beginning of the sentence.
- e) Non-capitalisation of Proper Noun (s) (name of a person, place, office, etc.), for example, Shyam, Parliament House, Bihar, Ministry of Home Affairs, Staff Selection Commission, etc. Contd. 2 -2-

NOTE:

- a) There are words which can be spelt/ written in more than one form. All such spellings/ forms of words will be acceptable and will not be counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- b) The above guidelines will be valid for Hindi Stenography Skill Test also wherever applicable.
- c) Method of calculation of Mistakes in Stenography Skill Test :

Percentage of Errors = $(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100$

Number of words in the Master Passage

Number of words in the Master Passage for calculation of percentage of errors will be as under:-

- (i) 800 words for the speed of 80 w.p.m for 10 minutes.
- (ii) 1000 words for the speed of 100 w.p.m for 10 minutes.
- (iii) 840 words for the speed of 120 w.p.m for 7 minutes.
- (iv) 600 words for the speed of 120 w.p.m for 5 minutes.

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.