

EVALUATION SCHEME FOR SHORTHAND TEST

S.No.	<u>Nature of Mistake</u>	<u>Evaluation Scheme</u>
1.	Omission of a word / figure.	One Mistake for every such omission. For example, if the word "deny" dictated by the orator has not been typed by the candidate, one mistake will be counted.
2.	Omission or wrong insertion of a Punctuation Mark including Capital Letters.	Half Mistake for every omission or wrong insertion of a Punctuation Mark including that of Capital Letters. However, mistakes will be counted in respect of essential Capital Letters only and not otherwise. Further, in case of repetition of same mistake of essential Capital Letter, the same will be counted as one mistake only, irrespective of no. of such mistakes. As regards commas, in case of essential commas only, half mistake would be counted for every such omission or wrong insertion.
3.	Use of space after punctuation marks.	<u>Permissible Spaces</u> Closing Brackets : One End of Sentence by Full Stop : One or Two Comma : One Mr./Mrs. : No space / One Question Mark : One or Two If more or less space(s) than the aforementioned are given, half mistake for each such wrong space will be counted, but total one mistake irrespective of number of same type of errors.
4.	Improper Spacing between two words.	Half Mistake for every improper spacing. For example, two different words say "have taken" are joined like "havetaken" or extra space between two letters of a single word like "have taken" or "h ave taken" is given.
5.	Substitution of a wrong word / figure in place of word / figure dictated.	One Mistake for every such wrong substitution. For example, if the word "deny" has been dictated by the orator but the candidate has typed "defy", one mistake will be counted. Similarly, if the figure "50" has been dictated by the orator but the candidate has typed "15", one mistake will be counted. However, if a figure is written correctly either in numeral or words, both will be accepted and will not be counted as a mistake.
6.	Spelling Error in a word or a wrong figure.	If same spelling error is repeated while typing the passage, total one mistake irrespective of number of errors, otherwise (if spelling error is different), one mistake for every such spelling error. However, spellings of unfamiliar names will not be counted as mistake. Similarly, one mistake for every wrong figure.

7.	Addition of a word / figure not dictated.	One Mistake for every such addition. For example, if the word "deny" has been dictated by the orator, but the candidate has typed "will deny", one mistake will be counted. If candidate has typed "will defy", two mistakes will be counted.
8.	Wrong typing of a date.	One Mistake irrespective of the number of errors in one single date. For example, if the date 15.04.2012 is wrongly typed 16.03.2011, it will be treated as One Mistake. Dates & figures written correctly (either in numeral or words) will be acceptable and will not be counted as mistake.
9.	Singular for plural or vice versa.	Half Mistake.
10.	Corrections made by pen, pencil, eraser or white fluid.	All such corrections, being impermissible, are ignored and not taken into account. Accordingly, corrections made by pen, pencil, eraser or white fluid will be counted as mistake. Every such word and/or figure corrected by pen, pencil, eraser or white fluid will be counted as mistake. Thus, one mistake will be counted for every such correction.
11.	If Transcription is handwritten instead of typing.	Zero Marking.
12.	If more than 20% mistakes of the total words dictated are committed.	The moment the mistakes committed by the candidate are more than 50 mistakes, further evaluation would not be done.
13.	Using extra time for typing or doing transcription, despite instructions of the Invigilator to stop typing.	Paper to be cancelled.

Note : *The above Guidelines are illustrative only and not exhaustive. Anything, which is not specifically mentioned herein, will be within the domain of the Examiner and in case of any doubt / ambiguity, the decision of the Examiner shall be treated as final, unless specifically directed by the Competent Authority.*

EVALUATION SCHEME FOR TYPING TEST

<u>S.No.</u>	<u>Nature of Mistake</u>	<u>Evaluation Scheme</u>
1.	Omission of a word / figure.	One Mistake for every such omission.
2.	Omission or wrong insertion of a Punctuation Mark including Capital Letters.	Half Mistake for every omission or wrong insertion of a Punctuation Mark including wrong use of capital letter for small letter and vice-versa.
3.	Substitution of a wrong word / figure	One Mistake for every such wrong substitution.
4.	Spelling Error in a word or wrong placement of commas in a figure.	If same spelling error is repeated while typing the passage, total one mistake irrespective of number of errors, otherwise (if spelling error is different), one mistake for every such spelling error. Similarly, one mistake for every wrong figure or wrong placement of commas in a figure.
5.	Addition of a word / figure not mentioned in the passage.	One Mistake for every such addition.
6.	Indent for Paragraph not given or improper indent (less than or greater than the indent mentioned in the passage) or paragraph numbering (if mentioned in the passage).	Half Mistake for every wrong or improper indent. Half Mistake for every omission in numbering the paragraph if paragraph numbering has been done in the passage.
7.	Wrong typing of a date.	One Mistake irrespective of the number of errors in one single date. For example, if the date 15.04.2012 is wrongly typed as 15-04-2012 or 16.03.2011, it will be treated as One Mistake.
8.	Improper Spacing between two words. For example, two different words are joined or extra space between two words or among letters of a single word is given.	Half Mistake for every such improper spacing. Giving one space or two spaces after full stop will not be counted as a mistake.
9.	Corrections made by pen, pencil, eraser or white fluid.	All such corrections, being impermissible, are ignored and not taken into account. Accordingly, corrections made by pen, pencil or white fluid will be counted as mistake. Every such word and/or figure corrected by pen, pencil, eraser or white fluid will be counted as mistake. Thus, one mistake will be counted for every such correction.

10.	How no. of words typed to be counted.	Total strokes (with spaces) typed divided by 5.
11.	How typing speed to be counted.	No. of words typed divided by the duration of test.
12.	Rounding-off of speed.	Not Permissible.
13.	Rounding-off of no. of permissible mistakes.	The figure of total number of permissible mistakes will be round off to '.05' in case of 0.01 to 0.49 and to '1.0' in case of 0.51 to 0.99.

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