

**Skill Test (Stenography Test)**

- Shorthand test for 300 words @ 60 words per minute (Time: 5 minutes).
- The passage is to be transcribed on Computer (Time: 30 minutes, with compensation time as applicable to PWBD candidates)
- Short-hand dictation work, i.e strokes etc, need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

**Criteria for Evaluation of Transcripts of Stenography Tests**

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-
  - a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
  - b) Every substitution of a word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or in words, both will be acceptable and will not be counted as mistake.
  - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
2. **HALF MISTAKES:** The following mistakes are treated as half mistakes:-
  - a. Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
  - b. Using singular or plural noun and vice versa.
  - c. Use of small letter at the beginning of a sentence.

**NOTE**

- a. More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b. *Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not*

*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.*

**c. CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**

d. Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

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.

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