Skill test methodology

a) Shorthand test for 400 words @ 80 words per minute (Time : 5 minutes).
b) The passage is to be transcribed on Computer (Time : 30 minutes).
c) The total number of mistakes allowed is 20 i.e., 5% of total words in the transcription of shorthand.
d) The following are construed as mistakes :-

i) Omissions.
ii) Failure to mark a full stop or other punctuation at proper place.
iii) Substitution of one word for another.
iv) Spelling mistake of any word other than a proper noun.