

Sage College

Transcribing

Procedures



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Sage College

Transcribing Procedures

Tests

Days: Tests are to be transcribed within three school days of the test. For example, a test given on Monday would be due by closing time on Wednesday.

Nights: Tests given on Tuesday evenings are due at 10:00 p.m. the following Tuesday. Tests given on Thursday evenings are due at 10:00 p.m. the following Thursday.

Audits

Students have two weeks from the date a test is given to turn an audit in for credit and pregrading. Audits may be transcribed at home.

Notes

Notes must be given to the instructor immediately after dictation if you plan to transcribe. The instructor will place the notes up front in the appropriate box. Any notes that are not transcribed within the three-day (or one week for nights) allotted time will be held for an additional 5 days to be transcribed as an audit.

All notes will be destroyed on the 6th day.

Pregrades for Official Tests

Students will be given the option to pregrade their speed tests. Tape masters will be released immediately for pregrading.

The day student will have a total of three days from the day the test was given to type AND pregrade the test. For example, a test given on Tuesday will have to be typed and pregraded by Thursday at 10:00 p.m.

A night student will have one week from the day the test was given to type and pregrade the test. For example, a test given on Tuesday will have to be typed and pregraded by the following Tuesday at 10:00 p.m.

If a student does not pregrade their test, the test will be sent directly to a grader for grading.

Procedures Continued

- 60/80 to 190 tests will be transcribed within a two-hour period.
- 200 tests will be transcribed within a three-hour period.
- Select a word processor and set up the mandated transcript format as set forth in the Sage College Minimum Transcript Requirements packet.
- Check out notes from the front desk.
- The front desk receptionist will put his or her initials, the date, and the time on the front flap.
- On the clipboard located on the front desk, print your name, test, and the date.

- Clock notes out on the time clock on the first flap of your notes.
- Find the opening question or answer and mark that place on your notes.
- Place notes next to the word processor.
- Place in the upper right-hand corner the following: your name, date test was given, speed of the test, page of the test, whether it is an audit or a test, and your **OFFICIAL** instructor's name. If this information is not on your test or is incorrect, your test will be disqualified.
- Transcribe the first page of the transcript from your stenotype notes.
- Put page number (1, 2, 3, 4) on the lower right-hand corner of your test.
- Mark the notes where the first page of the transcript ends.
- Follow the above procedure for the second and subsequent pages.
- When the entire transcript is transcribed and/or printed, proofread all pages.
 1. Proofread against your steno notes.
 2. Proofread for typos , spelling errors, and punctuation.
 3. Recheck for any missed Qs and As.
- You are not allowed to save the job on the word processor. All files stored on the word processors will be deleted daily.
- All corrections must be done on the word processor. Liquid paper or pen or pencil erasures are not allowed.
- Time-stamp the top flap of the steno notes and the first page of the hard-copy transcript on the upper right-hand corner near your name.

- Time-stamp the first page of the transcript **after all** pages are printed.

The time stamp on steno notes and transcript must be within one minute's time.

- Staple notes to the back of the left-hand side of the finished transcript.
- Turn transcribed tests in to the front desk receptionist.
- All audits are to be turned in directly to your official speed instructor for posting purposes.

After posting, the instructor will return audit to student for grading purposes.

- Pregrades that result in an audit only or tests that you don't want graded should be given directly to your official instructor.

Weekly Transcription Requirement

- Students are required to submit a **minimum** of one audit **per week**.
- If a student is behind 3 or more audits **at the time the test is dictated**, the student is not eligible to get credit for it as a test.
- A student cannot turn in more than 2 weeks' audit requirements ahead of the current week.
- A student cannot make up audits beyond the 3 previous weeks. Any missing audits beyond the 3 previous weeks are lost and may affect your grade at the end of the quarter.
- Audits cannot be carried over into the next speed class.

Students who transcribe more see more progress. We want you to succeed, and that is why these requirements are in place...
So transcribe, transcribe, transcribe!

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Transcribing Standards

- All tests (Q&As and Lits) must be transcribed following the Sage College Minimum Transcript Requirements.
 - All tests must be double-spaced.
 - Font must be Courier New, size 12.
 - Each page must be line numbered 1–25, including the final typed page.
 - Verifying clauses such as “is that correct?” and “is that right?” should be preceded by a semicolon: i.e., You were there that night; is that correct?
 - Echo phrases, i.e., “He went to the movies, didn’t he?” should be preceded by a comma.
 - “All right” and “Okay” are always followed by a period.
 - The word “okay” must be spelled out. “O.K.” is not acceptable.
 - “All right” is ALWAYS two words. Any other spelling will automatically disqualify the test.
 - Numbers one through ten are spelled out in transcripts. Eleven and above are figures.
 - Amounts of money are normally transcribed with figures.
 - Phone numbers, ages, social security, or any number that is usually seen in figures is transcribed with figures.
 - Time is always transcribed in figures; i.e., 10:00, 7:30. If the word “o’clock” follows a time, it is added as shown here: 10:00 o’clock.

- Ordinals in dates must be transcribed as follows: June 7th, April 2nd.
- Transcribe a.m. and p.m. as shown here.
- Note the spelling of the following words: yeah, ma'am, uh-huh, huh-uh, thank you (no hyphen).
- "Doctor" may be abbreviated before a surname as in Dr. Jones; otherwise, spell out "doctor."
- "Number" as in Plaintiff's Exhibit Number or Apartment Number, can be written out "Number" or abbreviated "No."

Reasons a Test May Be Disqualified

- If any of the Sage College minimum transcript requirements and format style are not followed.
- Failure to clock your notes and/or transcript in and out.
- Misspelling an attorney's name including MS. for MRS. or MR. for MS., et cetera.
- If the attorney's name is Mc or Mac such as McNeal, it should be transcribed as McNEAL or MC NEAL. If it is transcribed as MCNEAL, it is considered a spelling error and it disqualifies the test.
- Misspelling "all right." It is ALWAYS two words.
- Having five or more spelling errors. It must be five different words.
- If a test is taken on dirty paper. All tests must be taken on clean, unused paper.
- If a student goes over his or her allowed typing time.
- Pen or pencil corrections on transcript before the grading process.
- If anything except the word list is written in pen or pencil on your notes before notes are turned in to your instructor.
- If the proper information, i.e., your name, date test was given, speed of the test, page of the test, whether it is an audit or a test, and your **OFFICIAL** instructor's name, is not on your test or is incorrect, your test will be disqualified.

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Grading Process

Type of Error	Example	Number Wrong
Each wrong word	“the” for “this”	1 error
Each omitted word (Grader writes in 3 words or less and indicates number dropped for more than 3.)	drops	1 error
Each added word not dictated		1 error
Each transposition of adjacent words	“is that” for “that is”	1 error
Transposition of groups of words are graded to give students the advantage, but must be graded as drops and added words.	“He did it, you know,” for “You know he did it.”	
Each misspelled word		1 error
Contractions	“can’t” for “cannot” “that’s” for “that are”	1 error 2 errors
Each plural or singular of word when opposite was read	“rock” for “rocks”	1 error

One word / two words	“there after” for “thereafter”	1 error
Misplaced apostrophe	“did’nt” or Mr. Smiths’ house	1 error
Wrong speaker		5 errors
Hyphens	“right hand side” a five-year-old a five year old	1 error 0 error 1 error

*If hyphenated word is dropped, take off only for words, not hyphens in addition.

Any punctuation omitted or incorrect		1 error
Punctuation mark used with a dash	--? or --.	1 error
Mr. Ms. Mrs. must have a period	Mr Ms Mrs	1 error
Miss = no period	Miss.	1 error
Punctuation space	yes,sir	1 error
Omitted colon with Speaker ID	THE COURT THE WITNESS	1 error 1 error

Sage College Punctuation Guidelines

Periods and question marks

A. Omitted terminal punctuation

How fast was he going	1 error
He was alone at the time	1 error

B. Omitted question mark in an obvious interrogative sentence

How fast was he going?	no error
How fast was he going.	1 error

Question marks with command forms or polite requests will not be counted either way.

Tell us your date of birth.	no error
Tell us your date of birth?	no error

Would you give me the names.	no error
Would you give me the names?	no error

Run-on (and comma splice) sentences

A. Omitted punctuation between two independent clauses (. or ;)

I did not see him_he was not there.	1 error
She was injured_he tried to help her.	1 error

- B. Inserted comma (instead of . or ;) between two independent clauses where there is no conjunction
- I have some doubts about him, he always lies. 1 error
 He was at work, that is all I know. 1 error
- C. Omitted punctuation in verifying clauses (with right, true, and correct)
- He arrived later_is that correct? 1 error
- D. Omitted period in abbreviations where there is absolutely no choice
- Mr_ Nelson sent it to me. 1 error
 I saw him with Mrs_ Conrad. 1 error
 He was referred to Dr_ Henry. 1 error

Apostrophe

- A. If the noun is singular, add apostrophe S.
- Girl** the girl's dress
Mr. Greenfield Mr. Greenfield's office
Mr. Hess Mr. Hess's car
- B. If the noun is plural and does not end in S, add apostrophe S.
- Children** children's room
BUT – the Joneses, the Joneses' yard

Commas

Anything included within the 60/80 handout, “ Required Punctuation.”

Omitted commas in a series (3 or more items) of words of phrases.

The names of the girls who attended the ball were Lisa, Maria, and Louise. no error

The names of the girls who attended the ball were Lisa_ Maria, and Louise. 1 error

His duties were to pump the gas, to check the oil, and to wash the windows. no error

His duties were to pump the gas_ to check the oil, and to wash the windows. 1 error

Dashes

- A. Omitted dash or dashes in a broken sentence structure (sudden changes in thought or unfinished thought).

Did you see the individual making the -- except for the day of the accident, had you seen the defendant before? no error

Did you see the individual making the, except for the day of the accident, had you seen the defendant before? 1 error

Sage College Capitals

- ◇ Beginning of each sentence must have a capital.
 - ◇ Q and A must be transcribed as caps.
 - ◇ Attorney's name used to show speaker should be in all caps. (Graders will correct)
 - ◇ Names spelled out in transcript can be transcribed with initial cap and then lower-case letters, J-o-n-e-s, or all caps, J-O-N-E-S.
 - ◇ Typos like THe at the beginning of a sentence or The Man walked by. 1 error
 - ◇ Word list – all words given on the word list as needing a capital letter must be transcribed as such.
- Note: Not all capitalized words will be on the word list.
- ◇ Must use caps as shown in dictionary
i.e., Laundromat

Sage College Numbers

Say numbers as words and grade accordingly.

Dictated: a hundred dollars

Transcribed: \$100 1 error

19 for 19th

1 error

9 for 19th

1 error

**Exception to using words is addresses.

Count each digit separately.

Dictated: 22, 23 minutes

Transcribed: 20 to 23 minutes 1 error

(Grade this as to the master. Leave a note for the teacher, as this is very difficult for the student to distinguish.)

Time

May use word or digits with colon but not single digit.

It was at 1:00. 0 error (preferred)

It was at one. 0 error

It was at 1. 1 error

1:00 o'clock 0 error (preferred)

one o'clock 0 error

1 o'clock 1 error

Money

Say as words.

Remember, \$ stands for the word “dollars” and is counted off accordingly.

Dates

Use figures for dates.

Can be transcribed with hyphens or slashes, i.e., 12-10-09 or
12/10/09 or
12.10.09

1st or first are both acceptable.
The 1st of March.
The first of March.

Sage College Signs

- ◇ Each wrong speaker, omitted speaker, inserted speaker, omission or insertion of Q or A. 5 errors

- ◇ Misplaced Q or A.
 Five off for misplaced sign; no error for words transcribed correctly. 5 errors

Example:
Should be:
Q When did you go?
A Before or after we got the call?
Transcribed and graded: A
-5 Q When did you go ^ before or after?
A We got the call.

Example:
Should be:
BY MR. SMITH:
Q What? Please speak up.
THE COURT: Go ahead. I'm sorry.
Transcribed and graded:
BY MR. SMITH:
Q What?
-5 THE COURT: Please speak up. Go ahead.
-5 THE WITNESS: I'm sorry.

Questioning attorney must be identified each time he speaks again after an interruption of the Q & A. If not, -5 for missing name.

Example:

THE COURT: Thank you.
-5 Q Where did you go?
A Home.
Q Where?
A To my house.
THE COURT: Where is that?
BY MR. SMITH:
Q Where is that?

Example:
Should be:
Q What did he do when he went to the store?
Transcribed and graded:
Q What did he do when --
-5 A He went --
-1 Q -- to the store?

If transcript identifies attorney by name because he addresses Court during Q and A but student continues using Q and A, no errors.

Example:
BY MR. KOSSORIS:
Q Where did you go?
A Home.
Q I would offer this as People's next. Is this your home?
A Yes.

Q for A or A for Q, when an obvious typo, one error.

Example:	
Q	How long were you there?
-1 A Q	Two hours.
Q	Did you stay...

Omit BY before questioning attorney's name, 0 error

MR. SMITH:
Q Did you...

Omit Q after questioning attorney's name, one error

-1 BY MR. SMITH: Did you...

Addition of Q after attorney's name or THE COURT, or addition of A after THE WITNESS, will be crossed out, 0 error.

Improper Formatting is one error.

For example:

Q Did this happen on more than one occasion?
A No, it did not.
-1 Q Nothing further.