

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 grading. 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 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

Day students in the 160 and above speed classes will be required to pregrade their speed tests. Upon the expiration of the time for all students to turn in a test for credit, the master will be made available for pre-grading checkout. The student will have a total of 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 tests are typed and not pregraded in the allotted time, the test will be given to the student's official instructor and given audit credit.

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 typewriter or word processor and set margins
- Check out notes from the front desk.
- The front desk receptionist will put their 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 typewriter or 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 and spelling errors.
 3. Recheck for any missed Qs and As.
- If you are using a word processor, you are not allowed to save the job on the processor. All files stored on the word processors will be deleted daily.
- Make corrections of any errors found as follows:
 1. Make corrections by striking out the entire word or words and retyping above strike out.
 2. For typewriter corrections you may only use the typewriter correction ribbons.
 3. Liquid paper or pen or pencil erasures are not allowed.
 4. Tests may have words x'd out.
- Clock out the top flap of the notes and the first **and** last page of the hard copy transcript.
- Staple notes to the back of the left-hand side of the finished transcript.

- Place tests in the box labeled “tests.”
- All audits are to be turned in directly to your Official speed instructor for posting purposes.

For day speeds 60 through 140, after posting, the instructor will turn the audit in to the box labeled “audits” for grading.

For day speeds 160 through 200, after posting, the instructor will return audit to student for pregrading purposes.

For all night speeds, after posting, the instructor will turn the audit in to the box labeled “audits” for grading.

- Pregrades that result in an audit only, should be given directly to your official instructor.

Sage College

Transcribing Standards

- All tests must be double-spaced.
- Font size must be 12 or higher.
- 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

- 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 their allowed typing time.
- Pen or pencil corrections on transcript.
- 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.

Sage College

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	1 error

	“thereafter”	
Misplaced apostrophe	“did’nt” or Mr. Smiths’ house	1 error
Wrong speaker		5 errors
Hyphens	“right hand side”	1 error
	a five-year-old	0 error
	a five year old	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

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

Money

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

Dates

Use figures for dates.

Can be transcribed with hyphens or slashes, i.e., 12-10-06 or
12/10/06 or
12.10.06

1st or first are both acceptable.

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.

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.

