NORWALK, CALIFORNIA, THURSDAY, SEPTEMBER 30, 2009 8:00 A.M.

-0-

TO OPEN TEST TEMPLATE:

Double left-click on the Test Template icon on the desktop

Add your Header (top of page)

Add your Dateline (just below your header)

Add the Spacer (-0-)

Click on View, Header and Footer, and type your text as per the example:

Balmages 9/30/09 100 JC Red BK P60 J. Steno

INSTRUCTOR NAME TEST DATE TEST REFERENCE YOUR NAME

When you are finished, click CLOSE on the toolbar. The page number is already set.

"Clock in" your notes and begin typing your test

To Print Draft

(Click File, Print, and then select the FA71 printer and click ok.)

You may proof read one draft and make any necessary corrections

Print Final Draft and "Clock Out" your notes

To Exit

Click the top x in the farthest right corner. Do not save the document, click No
MARGINS & TABS

Already formatted at the designated placements as follows, with zero starting
on the line: 01234561234561234567
        tab   tab   tab

TABS

The first tab is for
(1) Q and A (Actual question and answer start with
    the 2nd tab.)
(2) Speaker Identification

The second tab is for
(1) The actual question or answer following Q & A
(2) Normal paragraphing
(3) Quoted Q & A
(4) Quoted speaker identification
(5) Parenthetical expressions (blurbs)

The third tab is for
(1) The actual question or answer following a
    quoted Q & A
(2) Paragraphing of quoted material
(3) Setting up witnesses
(4) Setting up type of examination

EXAMPLE:

Q  Did you observe the accident?
A  Yes, I did.
Q  Did you see the plaintiff's car?
MR. NOONER: Objection, your honor.
THE COURT: Sustained.
Q  BY MR. GASTRON: Did you see the plaintiff stopped at the
    intersection before it was struck?
MR. NOONER: Your Honor, may I take the witness on voir dire?
THE COURT: You may.
Transcribing Procedures, Format, and Guidelines

Before and during transcription:

- You have one hour to transcribe your notes.
- You are to select one test at a time. Do you take more than one test to transcribe.
- When ready to transcribe, clock in your notes before transcribing and clock out when finished. (You must have both time stamps. No exceptions.)
- There is absolutely no talking or use of phone during the test while in the lab. (There is no conferring with other students regarding the test.)
- You are only allowed to use a dictionary as a resource. (Spell check is not permitted.)
- Once you begin transcribing a test, complete the transcription as best you can and continue with the remainder of the test-taking process. (Do not stop and throw your test.) Never dispose of any test. Remember, this is test material and should be handled with the utmost discretion.

After transcribing:

- Remember to clock out your notes and date stamp your transcript.
- Staple your notes on the upper, left-hand corner behind your transcript.
- When grading your transcript against the tape, check out the tape and place it back in the drawer when finished.
- On your transcript, indicate the number of errors and whether it is a possible pass or a TC.
- Place transcript in the appropriate file folder for final regrade. (Do not place in my personal inbox)

Transcript Format:
The outside of the box should read the following:

<table>
<thead>
<tr>
<th>Pou</th>
<th>3/27/2009</th>
<th>50/1 #1</th>
<th>Jane Steno</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Instructor's name)</td>
<td>(Date test was given)</td>
<td>(Type of test)</td>
<td>(Your name)</td>
</tr>
</tbody>
</table>

The transcript must have a date line centered in ALL CAPS on Line 1 and read as follows:

NORWALK, CALIFORNIA, THURSDAY, MARCH 27, 2009 10:00 A.M.

- 0 -

The body of the transcript should begin on Line 3.
- The transcript should be double spaced.
- The paragraphs should always be indented with a five to seven space indentation.
- In 3- or 5-minute tests, there should be at least one paragraph break on each page.
What is an error?

- Omitting a word
- Adding a word
- Transposing words
- Incorrect transcription of a word
- Any errors on date line
- Each incorrect formatting error
- Incorrect or omitted punctuation -- periods or question marks
- Adding spaces between words
- Forgetting to space
- Spelling error
- Typos
- Incorrect use of grammar
- Capitalization errors

(List is not limited to any other error not mentioned)

Automatic typing credit: (means not a pass)

- Single space
- Missing date line
- Missing a break in paragraph in 3 and 5-minute tests
- All caps
- Time stamps missing -- Must have both
- Date stamp missing
- Notes missing
- Go beyond the one-hour allowance
- Go beyond the day allowance
- Any word drops in your notes that are included in your transcript
- Any test that is uncorrected or does not indicate possible pass.

For online students

- 3/4 for commas omitted or
  added in
  if necessary/unnecessary