

## GRADING GUIDELINES FOR THE REALTIME EXAMINATION

The examination will consist of one 5-minute passage read at speeds varying from:

QRR1 – 160-180 wpm;

QRR2 – 180-200 wpm;

QRR3 – 200-220 wpm and

QRR4 – 220-240 wpm.

**Pass level will be 98% accuracy and a distinction (\*) will be awarded for 99.5%.**

**One drop of 10 or more words is an automatic fail.**

1 Each plural read as singular and vice versa.

e.g. **Dictated:** I will check the **times**

**Translated:** I will check the **time**.

1 Error

2 Each present-tense verb read as past tense and vice versa.

e.g. **Dictated:** Whilst there you **acted** as a porter.

**Translated:** Whilst there you **act** as a porter.

1 Error

3 Each misspelled word.

e.g. Translated: **superier** (for superior)

**caneed** (for caned)

1 Error

4 Each omitted full stop or question mark that is required by the rules of punctuation and/or grammar.

e.g. **Dictated:** I missed that lecture. I was on holiday.

**Translated:** I missed that lecture I was on holiday.

**Dictated:** What time is the train due to leave?

**Translated:** What time is the train due to leave.

1 Error

5 Each incorrect number of figure:

e.g. **Dictated:** May **22** 1920.

**Translated:** May 23 1920

1 Error

**Dictated:** May 22 1920

**Translated:** May 23 1921

2 Errors

NOTE: Figures translated as words will not be penalised and vice versa.

6. Non-capitalised or misspelled names that were included in preparation material.

e.g. **Dictated:** Harvey Mansfield  
**Translated:** Harvey Mansfield

1 Error

**Dictated:** Harvey Mansfield  
**Translated:** harvey mansfield

2 Errors

**Dictated:** Harvey Mansfield  
**Translated:** Harley Manfield

2 Errors

7 Each contraction written as two words and vice versa

e.g. **Dictated:** I do not know.  
**Translated:** I don't know

1 Error

8 Each wrong word or mistranslated stroke:

e.g. **Dictated:** I saw you just after I arrived.  
**Translated:** I noticed you just after I arrived.

1 Error

9 Each omitted apostrophe that designates possession.

e.g. **Dictated:** The boy's tie was on the chair.  
**Translated:** The boys tie was on the chair.

1 Error

10 Each conflict.

e.g. **Dictated:** It was **their** turn to go first.  
**Translated:** It was **there** turn to go first. 1 Error

e.g. **Dictated:** He threw a stone to **break** the window.  
**Translated:** He threw a stone to **brake** the window. 1 Error

e.g. **Dictated:** Take this to **alleviate** the pain.  
**Translated:** Take this to **a leave ate** the pain. 1 Error.

11 Compound words whose meanings are changed if not written correctly.

e.g. **Dictated:** I will be **away** next week.  
**Translated:** I will be **a way** next week. 1 Error

e.g. **Dictated:** The furniture was **in decent** condition.  
**Translated:** The furniture was **indecent** condition. 1 Error

12 US Spellings

e.g. **Dictated:** It was a matter of **honour**.  
**Translated:** It was a matter of **honor**. 1 Error

The following will **not** be penalised:

- 1 Use of the word pounds instead of the £ symbol.
- 2 Use of the words per cent instead of the % sign.
- 3 Omitted quotation marks.
- 4 Compound words with omitted hyphens (unless included in preview list)
- 5 A word that does not translate but forms the correct English word

e.g. **Dictated:** **hub**  
**Translated:** **[HUB] or [H\*UB]**

- 6 A figure instead of a word
- 7 A compound word not joined (unless included in preview list).
- 8 Candidates will not be marked down on **exact** comma/full stop placement, but some punctuation and certainly paragraphs should be put in.
- 9 Recognised open punctuation ie., Mr without a full stop, so long as there is consistency throughout the transcript.

- 10 Extra spaces/omitted spaces in transcript ie., "re spray", "itis".
- 11 Contractions not transcribed as dictated e.g., "he'd" and not "he had".
- 12 "th", "st", etc., not reflected in the transcript when dictated, e.g., "13<sup>th</sup> January".
- 13 The lack of paragraphs – though there should be at least some paragraphs during a 5-minute passage!
- 14 A full stop immediately followed by a comma, e.g., ".,", or two full stops, e.g., "..".

Please set your page to double spacing and indent paragraphs.

Remove any identifying header or footer as the examination is marked anonymously. Numbered cards are will be given to candidates on which to write their name and address and the Candidate's number only is to be the identifier on the transcript for the Examiner.