

STAFF SELECTION COMMISSION

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS- NATURE OF MISTAKES

- I. **FULL MISTAKES** : The following mistakes are treated as full mistakes :-
- a) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other words(s)/ figure(s).
 - c) Every addition of a word or figure or a group of words or figures not occurring in the passage.
- II. **HALF MISTAKES** : The following are treated as Half mistakes :--
- a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names are ignored.
 - b) Using singular for plural noun and vice versa.
 - c) Wrong use of capital or small letters at the beginning of the sentence.
- III. **NOTE**
- i) More than one error in a single word : All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
 - ii) CANDIDATES ARE NOT BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
