STENOGRAPHY COMMITTEE EXAMINATIONS
INFORMATION AND INSTRUCTIONS FOR CANDIDATES

1) GENERAL INSTRUCTIONS

Candidates must:

- Arrive at least 15 minutes before the scheduled start time.
- Bring all material and equipment required for the examinations, including an extension cord.
- Sign an attendance sheet for each examination.
- Turn off any cell phone or similar devices and store them in their bags.
- Submit a copy of their examination paper, even if they leave early because they believe have failed.
- Return their workstation to its original state before leaving.

During the examination, candidates must not:

- Use any device to record the examination.
- Communicate with other candidates.
- Use a standard dictionary, whether in print or digital format (e.g., Merriam-Webster, Oxford, Collins, etc.).

At the end of the examination, candidates must:

- Save their transcript as a PDF file on a USB drive provided by the examiner. The file will be printed from the examiner's workstation.
- Submit a copy of the transcript that complies with the applicable legal formatting requirements.
- Submit their deposition audio recording (for candidates taking the stenomask examination) or their shorthand notes (for candidates taking the stenotype examination) on the USB drive provided by the examiner. The examination results will be verified and confirmed by reviewing of the audio recording or shorthand notes.
- Write their name on the back of their examination paper or on a separate blank sheet of paper. The examiner will conceal the candidate's name before the paper is submitted for marking to ensure anonymous grading.

2) GUIDELINES PARTICULAR TO THE STENOMASK METHOD

- Candidates must keep their voices at a level barely audible to examiners standing more than one to two metres away. If a candidate's voice is too loud, they will receive a first warning to lower their voice. If the problem persists, they will be disqualified. In that case, they must immediately stop taking notes, remain silent for the rest of the examination, and avoid disturbing other candidates.
- On the audio recording, the candidate's voice must be clearly audible, while the speakers' voices must be virtually inaudible. The speakers' words must not be readily distinguishable; instead, they must be clearly dictated by the candidate. Failure to meet this requirement may result in disqualification.

3) EXAMINATION PROCEDURE

Grammar Examination:

- The grammar examination consists of a dictation that is read aloud twice: first, slowly and sentence by sentence, and then a second time without interruption.
- After the dictation, candidates have 30 minutes to transcribe, review, and correct their text as needed.
- The dictation must be handwritten, and the final version must be written in blue or black ink.

Speed Examination:

- The official examination is preceded by a two-minute practice test, which allows candidates to test their equipment and become familiar with the speakers' pace.
- Both the practice test and the official examination consist of a video recording of a simulated witness examination.
- The official examination lasts two hours in total.
- The five-minute video includes four minutes of questions and answers, followed by one minute of continuous testimony.
- The video is played only once.
- Candidates then have 1 hour and 55 minutes to transcribe and revise the text.

4) EXAMINATION RESULTS

- Results will be communicated by e-mail within one week following the examination.
- Examiners cannot provide any examination results.