



SHORTHAND/SPEECH CAPTURING

Instructions for evaluators

1 EVALUATION PROCESS

For effectivity reasons the evaluation process may be divided into two parts but may be performed by a single person:

- correction,
- evaluation.

It is possible that some national groups use automatic systems to manage correction phase.

2 MATERIAL

The dictation manager or if not possible the jury coordinator will give you the competition folder (or bag). The material is given in a controller folder that includes among other things:

- the papers,
- rules in English,
- two copies of the text,
- a USB-stick,
- evaluation forms for the competitors.

On the USB-stick you have among other things

- the text in electronic form,
- evaluation database in excel,
- competition rules (in the USB-stick there are rules in English, German and French).

3 TIMETABLE

Timetable for evaluation of speech capturing is as follows:

Mo 15:00	Croatian, Dutch, Finnish, Spanish
Mo 18:00	French, English
Mo 20:00	Hungarian, Turkish
Mo 22:00	Chinese
Tu 10:00	German, Italian
Tu 12:00	Czech

German, Italian and Czech should give the evaluations that are ready on Monday evening at 20:00 together with copies of excel-files and their subfolders. You may continue with the same database. The excel-program understands which ones are already updated.

4 CORRECTION

The role of the correctors, if no automatic correction is available, is

- to mark all wrong transcription fragments,
- to write the right version of the text above the wrong text fragment.

The role of the correctors, if automatic correction is available, is:

- to check that the automatic correction has been performed right (some programs can't do the correction well after there have been many complicated mistakes – like Word);
- to continue with manual correction if the program did not manage the correction;
- to print the electronic transcriptions with correction marks.



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Correction starts when the transcription is over.

If some transcriptions are in electronic form, the correctors have to print the transcriptions first. This may take some time – and there may be some queue for the printer. The national groups who have most competitors have a better priority in the queue.

It is possible that some national groups use automatic systems to manage this correction phase.

Also the **correction marks of the automatic correction program** have to include the transcription text and the competition text (like in Word: ~~wrong~~~~text~~~~right~~ words). Otherwise a correction program may not be used.

Remark! If there are so many mistakes that it is likely that the competitor may not pass more minutes, you may stop correcting. **However, mark the end of the correction by "EOC" to show where you have stopped the correction so that in case the evaluator comes to another conclusion, the correction may be continued.**

5 EVALUATION

The role of the evaluator is

- to inform the jury coordinator of the mistakes in the yellow competitor forms if not given to him before
- to evaluate each mistake
- to mark above each mistake the correction ("4", "1" or "0")
- to mark each mistake other than "0" on the right margin of the paper by a number ("4" or "1" or "5*1")
- to update the electronic evaluation form
- to check the evaluations after at least after first five of them are ready together with the coordinator (you may ask whenever)
- to update the evaluation database in excel (given in the USB-stick) – groups less than 5 persons do not require to do this but we encourage to do this
- to give the competition folder to the jury coordinator including the same material that was given before the competition

There is a special excel-file for evaluation **SCAdmin.xlsm** or **SCAdming.xls**. The first one is for MS2010-programs. Both work in the same way.

You have to fill

- competitor ID,
- started (hour, minutes),
- finished (hour, minutes),
- 4 and 1 point mistakes,
- detailed list of mistakes in each minute,
- assistant information.

In the folder there is a manual that describes the functions of the excel.

You should not take the papers out from the building, unless you get permission for that.

It is not allowed to tell the results to the competitors though you recognize who the competitor was. After final checking we will give the results.

6 THANK YOU OF ASSISTANCE

Lunch will be provided for you (see plan – Jury catering – Level 2) and you are invited to the dinner on Tuesday at 18:00 in the Ballroom on Level 0.