

2017

Regulations for the INTERSTENO competitions

51st Intersteno Congress
Berlin (Germany) - 2017



Regulations for the INTERSTENO international and world championships

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General2	During its 51 st World Congress (2017 - Berlin - Germany), the International Federation for Information and Communication Processing (Intersteno) will conduct the following international and world championships:
Article 1 – Organization2	<ul style="list-style-type: none"> • World championship in Text production, • World championship in Text correction with PC, • World championship in Professional word processing, • World championship in Audio transcription, • World championship in Shorthand/Speech capturing, • World championship in Multilingual speech capturing, • World championship in Real time speech capturing, • International competition in Note taking and reporting.
Article 2 – Participation2	The competitions will be conducted in each of the languages, listed on the registration form at www.intersteno2017.org .
Article 3 – Age categories2	Article 2 – Participation
Article 4 – Material3	The competitions are open to everyone meeting the requirements laid down in these regulations, with the following exceptions.
Article 5 – Conduct of the competition3	Persons may not compete in any competition in which they were involved in the preparation, organization, conduct or corrections. However, competitors can be asked to help in the first correction/evaluation of the competition works under the supervision of a jury member. Competitors in one competition may be involved in the preparation, organization and/or corrections of any other competition, only with the written, prior approval by the Jury.
Article 6 – Use of external assistance3	Competitors must register using the official online registration form at www.intersteno2017.org before the deadline listed on the form. The registration is not guaranteed until payment of the participation fee is received. Registration fees must be paid before the due date listed on the form. Applications received after this date can be refused.
Article 7 – Jury3	The Jury may restrict the number of participants from some country or participants competing in some language if the national groups can't provide with a credible number of assistants to manage correcting the works within a timeframe defined by the Jury. In this case, the Jury defines after consulting the national groups, the criteria who may attend the competition.
Article 8 – Complaints4	The Jury may also decide to cancel a competition in a specific language, if any national group cannot provide translations and dictations of the competition texts within the deadlines given by the Jury.
Article 9 – Texts4	Registration fees are not refundable even if the competitor withdraws from the competitions, unless the withdrawal is due to the restriction of number of participants.
Article 10 – Awards and certificates4	Article 3 – Age categories
Article 11 – Preservation of the competition works4	All competitions are organized in three age groups, each group having its own result list with possible world champion or international champion.
Article 12 – Unforeseen circumstances4	<ul style="list-style-type: none"> • <u>Seniors</u>: competitors over the age of 20 years or older in the calendar year of the competition (born in 1996 or earlier); • <u>Juniors</u>: competitors between 17 and 20 years old in the year of the competition (born in 1997, 1998, 1999 or 2000); • <u>Pupils</u>: competitors younger than 17 years in the year of the competition (born in 2001 or later).
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Article 4 – Material

The Organization committee provides the competitors with access to electricity.

The competitor is responsible for providing any adapters or other accessories necessary to achieve a working connection to the locally provided electricity.

Competitors bring their computers themselves and provide all supplies (paper, pencils, pens ...), software (text editor, voice recognition, audio listening ...) and ancillary machinery (shorthand machine, foot remote control (pedal) ...) necessary to perform the tasks involved in each competition.

Voice writers must provide an effective speech silencer (such as a stenomask) to render their dictation inaudible to other competitors.

Any digital files of competitor's work product will be delivered and have to be stored on USB-sticks provided by the Organization committee. It is the responsibility of the competitor to have the technical capacity to store his work on USB media.

If a competitor needs to use another memory device, he must apply for permission in advance, on the registration form. It is at the sole discretion of the Jury to accept or reject such application.

Article 5 – Conduct of the competition

The competitors must follow the instructions given by the Jury and the Organization committee.

The competitions are open to the public, provided that spectators can be seated without disturbing the competitors. The Jury may decide otherwise if these requirements are not met. Photographing and recording for radio & television is allowed only after the competitions and during the transcription period.

Competitors who for any reason stop their performance during the competition must remain seated and remain silent until the end of the competition.

Competitors are not allowed to create any audio or video copy of the dictation. Voice writers will use their speech recognition software only in respeaking mode. The use of automatic speech recognition of the dictation is never allowed.

Any violation of the competition rules will result in the immediate exclusion of the involved competitor(s).

Smoking is not allowed in the competition rooms.

Text Production | Text corrections with PC Professional word processing | Audio Transcription

In the text correction competition and the professional word processing competition, competitors must use one of the word processing software programs named on the Jury list.

In audio transcription competition, increasing or decreasing the speed of the recording, stopping the dictation at any moment, listening again to it and editing the text is allowed during the transcription.

After the final whistle, all competitors must stand and raise their hands.

The typed or edited text will be stored on the local hard disk as well as on USB-sticks provided by the Organizing committee. They will be handed in to the jury member.

Competitors who alter their documents after the final whistle will be disqualified.

Shorthand/Speech capturing competitions

The competitors will be assembled in language groups. Larger language groups may be divided in accordance with linguistic regions or other criteria. Only digitally recorded dictations will be used. The dictations are checked before the competition for correctness of the dictations and for keeping the time.

A practice dictation that is at least one-minute-long will be given before the competition dictation.

The transcription may be handwritten in ink with a fountain pen or ballpoint pen in legible handwriting or saved on an USB-stick provided by the Organizing committee.

The assistant indicates on the work the transcription start and end times.

Article 6 – Use of external assistance

The competition shall be performed by the competitor himself without aid of any external source, devices, methods or using information other than what is provided in these regulations or by orders of the Jury.

The competitor must provide verification of their identity in the form of an identification card with photo.

Phones or any other devices that may give direct access to the Internet or other communication networks may not be used in the competition room.

Use of headphones is allowed only for voice writers and during the Audio transcription contest. The jury members are allowed to control and will control the use of such devices and methods.

The competitors must, upon request, provide the Jury with all relevant information regarding the devices they are using, including allowing the jury members to examine the content of any device in the possession of any competitor.

The competitor shall configure their computer in such a manner that no private or confidential information will be revealed or any non-disclosure clause violated if the jury members want to examine the computer.

Any repairs to hardware or software devices brought by the competitor must be performed by the competitor himself without disturbing the other competitors.

The use of a personal dictionary and PC dictionaries with spell checking is allowed.

Article 7 – Jury

The Jury consists of a Jury president, elected by the Council and a Competition coordinator for each of the competitions.

The Jury is assisted by a taskforce made up of specialists/advisers, which is involved in the preparation, organization and correction activities of the competitions. For the administration of the competition itself and the correction activities, additional jury members may be used.

Correction of the competition work shall be conducted in a place designated by the Jury unless otherwise agreed.

The competition coordinators lead the competitions and make all necessary decisions. The Competition coordinators are responsible for the corrections and the result lists.

The Competition coordinators are proposed by the Board and approved by the Council.

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In order to assure equal conditions for all competitors, the competition coordinators may perform, preferably in cooperation with the national group in concern, any actions needed to correct inequities, such as adjusting the speed of the digitally recorded dictations or to correct the penalty points assigned by the correctors.

The Jury president coordinates all activities of the competition coordinators and has final responsibility for the competitions. Decisions of the Jury are taken by majority. In case of equality of votes, the vote of the Jury president is decisive.

Article 8 – Complaints

Complaints must be made in writing by competitors or their representatives and provided to the Jury within the deadlines set out below.

Complaints other than those related to any competitor's individual results should be made immediately at the conclusion of the competition, and in no case later than 3 hours after its end.

Competitors shall have access to their own individual competition results as soon as the corrections are finished.

The competitor or his representative must make any complaint over his results in writing, not later than three hours after the competitor has been given access to his results, following the procedure that will be explained.

Complaints related to the ranking lists must be made immediately after the public release of the ranking list, and in no case later than one week after the prize giving ceremony.

The Jury will adjudicate any complaints and can, if necessary, adjust the results up to one month after the prize giving. The Jury shall explain its decisions in writing; decisions of the Jury are final and may not be appealed.

Article 9 – Texts

The Jury shall establish the language of the basic text for each competition. The basic texts will be politically neutral, without specific technical terms or names that require a special knowledge of a specific theme or region.

For texts in languages not using Latin or Cyrillic alphabet, a transcription in Latin alphabet is to be provided to the Jury by the national group who performs the translation.

In speech capturing contests, for each language, the text will be dictated at an increasing rate of speed, as set out in one of the columns defined in the specific regulations of the competition based upon the length of that translation of the basic text.

The Jury shall provide to each national group detailed information on how to allocate syllables if the total length of the text falls between two columns.

The national group is responsible for informing the competitors which column has been used in this particular language.

Article 10 – Awards and certificates

Each competitor whose results are valid will receive a certificate.

For each contest, the three best results of each contest will be called on the stage and receive a medal (gold, silver, bronze).

World Champion title will be released only if the minimum requirements for a world championship title are fulfilled. This title will be duly mentioned on the certificate.

The certificates are given at the conclusion of the prize giving ceremony to the competitors or their representatives.

The awards for any competitors who were not present at the prize giving ceremony will be given to their representatives at the conclusion of the prize giving ceremony.

Under no circumstances certificates will be sent by post afterwards.

Article 11 – Preservation of the competition works

The works produced by the competitors are the property of the Jury and must be handed in even if the competitor doesn't finish the competition. All competition work product is preserved for one year by the Jury president.

The original competition documents will be downloadable from the Intersteno website for training purposes after the prize-giving ceremony. The Jury is responsible for the completeness of the text archive.

Article 12 – Unforeseen circumstances

In unforeseen circumstances the Jury is authorized to interpret these regulations in a logical fashion. The regulations may not be violated. The decisions of the Jury are final.

Article 13 – Text production

13.1 Kind of competition

The competition consists of a 30-minute-copying of a typed text. Competitors produce the text without separating the text in paragraphs by returns and using single line spacing.

The texts for the competition is provided to the competitor on white paper, 210 x 297 mm in size, in black print, without hyphenation, in Courier 12 pt., line spacing 1 ½. Each page consists of 7 blocks of text with 5 lines of text each.

Competitors are successful if their works are within the following limits:

Category	Min. char/minute	Max. errors
Seniors	360	0.25 %
Juniors	300	0.25 %
Pupils	240	0.25 %

Competitors may use software capable of producing more than one character in a single keystroke. This competition is split into three subgroups:

- competitors using a regular keyboard, without the ability to strike more than one key at the same moment, such as a PC keyboard;
- competitors using chord keyboards (where more than one key can be struck at the same moment such as a shorthand machine);
- competitors using speech recognition.

For ideographic languages in which the use of keyboard differs from that for alphabetic languages, the Jury is entitled to decide whether to list competitors using such language-specific keyboards separately in one or more lists and how to name such categories.

The Jury is entitled to determine the terms used when world champion titles and medals are given in these categories.

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13.2 Evaluation

The competitor gets one point for each written character or space. 100-penalty-points will be deducted from the total number of written characters for each of the following errors:

- missing, additional or modified characters (maximum one error per word is counted);
- transposition of two characters or two words;
- missing or additional words or word groups;
- missing or extra spacing;
- missing, twice typed and transposed lines.

For words or lines that are omitted, the corresponding number of characters will also be deducted.

Errors in the final ten characters are not counted; counting ends with the last correct character.

13.3 Ranking and titles

Results are ranked based on the net points earned, as defined in the evaluation section above.

In the categories using a regular keyboard, world champion titles are awarded to the 3 highest ranked competitors if the following minimum points have been:

Seniors	15 000 points,
Juniors	12 000 points,
Pupils	8 000 points.

In both of the other categories world champion titles are given only if the results are better than in the category with regular keyboard.

Article 14 – Text correction with PC

14.1 Kind of competition

The competition consists of correcting a digitally delivered text of up to 15,000 characters, containing up to 350 text corrections with the aid of a common word processing program.

Corrections have to be made in accordance with a correction sheet within 10 minutes allowed time.

Competitors are successful if at least 60 corrections, in the order presented on the correction sheet, have been correctly executed.

The corrections are indicated with international and by Intersteno accepted correction signs.

Corrections which may be foreseen are: delete, replace, reorder, insert text parts, emphasize by bold printing, underline, align, indent, text structure.

After the final whistle, five returns have to be made and the final result must be saved.

14.2 Evaluation

The competitor gets 100 points for each correction carried out properly or not properly.

500 penalty points will be deducted for each imperfect, unexecuted or additional correction.

14.3 Ranking and titles

Results are ranked based on the points earned, as defined in the evaluation section above.

World champion titles are awarded to the three highest ranked competitors if the following minimum ranking points have been achieved:

Seniors	14 000 points,
Juniors	11 000 points,
Pupils	7 000 points.

Article 15 – Professional word processing

15.1 Kind of competition

The competition consists of the professional editing of texts delivered on a USB-stick. In addition, competitors will receive detailed printed instructions on the tasks to be performed.

Working time: 90 minutes.

The tasks to be performed may consist of:

- professional and efficient (re)structuring and (re)formatting of text documents (all character-, paragraph- and page/section formatting);
- inserting and smart positioning of graphic elements (illustrations, shapes, text boxes...);
- selecting, sorting and merging structured data together with all kinds of main documents to get the wanted result;
- all kinds of automatic numbering and bulleting on different levels;
- problem solving and time reducing actions by using (advanced) search-replace features and/or basic macro's;
- the smart use of tables to (re)structure (parts of) information in an attractive way;
- generating a table of content, index ... within a described lay-out.

All skills/functions have to be used to solve the task list as professional and efficient possible, allowing later changes in content and/or layout in a smooth way.

Samples of former competitions are available at www.intersteno.org.

Competitors are successful if the competitor has reached at least 50 % of the total points possible, as defined in the evaluation section below.

15.2 Evaluation

Hundred points are divided over all tasks to be performed. Every properly executed task earns the corresponding number of points. Partially executed tasks may earn partial points. Tasks that are not executed or have been executed incorrectly earn no points.

The division of the 100 available points across tasks is prepared in advance by the competition coordinator.

15.3 Ranking and titles

Results are ranked based on:

- the points earned, as set out in the evaluation section above,
- the time used.

World champion titles are awarded to the three highest ranked competitors if the following shares of total ranking points have been achieved:

Seniors	80 %,
Juniors	75 %,
Pupils	70 %.

Article 16 – Audio transcription

16.1 Kind of competition

The competition consists of a digitally recorded dictation which competitor must transcribe as much as he can and as accurately as he can, in 10 minutes.

Participation at this competition is open to competitors using for transcription regular or chord keyboard or a voice recognition tool in re-speaking mode.

The dictation will last 15 minutes at a constant normal speech speed (about 1000 characters or 300 syllables).

A work is valid if it is within the following limits:

Category	Min. char. /minute	Max. errors
Seniors	360	0.50 %
Juniors	300	0.50 %
Pupils	240	0.50 %

16.2 Evaluation

From the total number of written characters 50 penalty points will be deducted for each of the following errors:

- missing, additional or modified characters: (maximum one error per word is counted),
- transposition of two characters or two words,
- missing or additional words or word groups,
- missing or extra spacing,
- missing full stop as well as a missing question mark and required commas (lists ...).

For words that are omitted, the corresponding number of characters will also be deducted. Errors in the final ten characters are not counted; counting ends with the last correct character.

In cases where there is more than one correct way to spell a word or to use marks and where it is not clear from the dictation which one should be used, no penalty points are assessed for using an otherwise correct form of spelling or punctuation rather than that in the original text.

Repeated errors are counted only once. Especially in agglutinative languages, only the first occurrence of a consistently repeated error is counted.

16.3 Ranking and titles

Results are ranked based on the points earned, as defined in the evaluation section above.

The result list includes all valid transcriptions, regardless from the technology used, which will be indicated by short forms:

- keyboarding – KB,
- chord keyboard (any kind) –CK,
- voice writing (speech recognition) – VW.

World champion titles are awarded to the 3 highest ranked competitors if the following minimum points have been:

Seniors 5 000 points,
 Juniors 4 000 points,
 Pupils 3 000 points.

For ideographic languages in which the use of keyboard differs from that for alphabetic languages, the Jury is entitled to decide whether to list competitors using such language-specific keyboards separately in one or more lists and how to name such categories. The Jury is entitled to determine the terms used when world champion titles and medals are given in these categories.

Article 17 – Speech capturing

17.1 Kind of competition

The competition consists of capturing and transcribing a 15-minute-long text, dictated at an increasing rate of speed.

Participation at this competition is open to competitors using graphic shorthand, machine shorthand (chord or regular keyboard) or voice writing in re-speaking mode.

The dictation is divided into three sections:

- sect. C: 5-min. dictation at lower rates of increasing speed,
- sect. B: 5-min. dictation at medium rates of increasing speed,
- sect. A: 5-min. dictation at higher rates of increasing speed.

Between sections C and B and sections B and A, there is a short pause (3–5 seconds) in the dictation.

The competitor's performance shall be assessed based on the amount of dictated text captured and transcribed within each section before the allowable number of errors has been reached.

The dictation will be followed by a transcription period. The maximum allowed transcription time is 150 minutes.

In order to check the validity of the transcription, the competitors must turn in their stenogram together with the transcription. Steno writers must turn in the rough transcript in electronic format, saved prior to beginning the revision work, immediately after the end of dictation. Voice writers must deliver their voice notes, saved prior to beginning the revision work, immediately after the end of dictation.

Competitors may transcribe more than five minutes if they started from sections C and B.

The speed of the text follows one of the below mentioned columns and is based on the length of the translation of the basic text. The division in minutes is made according to the following table:

Columns	I	II	III	IV	V	VI
Section C						
Increase per minute	16	17	18	19	20	21
1. Minute	148	151	154	157	160	163
2. Minute	164	168	172	176	180	184
3. Minute	180	185	190	195	200	205
4. Minute	196	202	208	214	220	226
5. Minute	212	219	226	233	240	247
Total	900	925	950	975	1000	1025
Section B						
Increase per minute	19	20	21	22	23	24
6. Minute	231	239	247	255	263	271
7. Minute	250	259	268	277	286	295
8. Minute	269	279	289	299	309	319
9. Minute	288	299	310	321	332	343
10. Minute	307	319	331	343	355	367
Total	1345	1395	1445	1495	1545	1595
Section A						
Increase per minute	21	22	23	24	25	26
11. Minute	328	341	354	367	380	393
12. Minute	349	363	377	391	405	419
13. Minute	370	385	400	415	430	445
14. Minute	391	407	423	439	455	471
15. Minute	412	429	446	463	480	497
Total	1850	1925	2000	2075	2150	2225

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17.2 Evaluation

a) Penalty table

	Penalties
A word or punctuation mark replaced, omitted or added which alters the meaning of the sentence	4
The first important word of a word group wrong, omitted or added	4
Every next word of a word group wrong, omitted or added	1
A word replaced by an equivalent or synonym	1
A word omitted or added which does not alter the meaning	1
Transposition of words which does not alter the meaning	1
A definite or indefinite article or a preposition wrong, omitted or added which does not alter the meaning	1
Singular instead of plural or vice versa, punctuation error or wrong inflected affix which does not alter the meaning	1
Spelling error (including accents) or typographical error which does not alter the meaning	1

In cases where there is more than one correct way to spell a word or to use marks and where it is not clear from the dictation which one should be used, no penalty points are assessed for using an otherwise correct form of spelling or punctuation rather than that in the original text.

Repeated errors are counted only once. Especially in agglutinative languages, only the first occurrence of a consistently repeated error is counted.

In case a set of 3 or more words exist in the transcript but does not exist in the stenogram or either in the rough transcript saved prior to the beginning of the revision work or in the voice file, and the notes can't be considered to be an abbreviation, the non-existence of the set of those words may be interpreted as if the words do not exist in the transcription.

b) Maximum penalties allowed

The work is valid only if at least the first three minutes of any of the sections (C, B or A) have been transcribed accurately, taking into account the number of penalties allowed.

Once the maximum number of penalties stated below has been exceeded within any three consecutive minutes, that minute and any minutes after it in the section are no longer considered valid.

Section	C				B				A				
First min.	1	2	3	4	5	6	7	8	9	10	11	12	13
Last min.	3	4	5	6	7	8	9	10	11	12	13	14	15
Penalties	24	26	28	30	32	35	38	41	44	47	51	54	57

The final result is categorized by the section number and the last minute transcribed within allowable penalty limits: C3, C4, C5, C6, C7, B8, B9, B10, B11, B12, A13, A14, A15.

Only full minutes are counted.

17.3 Ranking and titles

The results of the shorthand/speech capturing competition are listed in separate lists, split according to the technology used, i.e. graphic shorthand, machine shorthand (chord or regular keyboard) and voice writing. Only the competitors who have met the competition requirements will be listed.

Results are ranked in order determined by:

- the section, in the order of A, B and C,
- the number of valid transcribed minutes,
- the number of penalties in the last three minutes.

World champion titles are delivered to the competitors achieving the best results without considering the technology used.

World champion titles are awarded to the three highest ranked competitors if the following minimum valid minutes have been achieved:

Seniors	in section B 5 minutes,
Juniors	in section C 5 minutes,
Pupils	in section C 3 minutes.

Article 18 – Multilingual speech capturing

18.1 Kind of competition

The competition consists of capturing and transcribing three-minute-long texts, dictated at increasing speed in at least two different languages.

The competitor in the multilingual competition shall capture three-minute dictations in any of chosen languages with speed increasing from 120 to 140 syllables per minute (120, 130, 140).

For each language, the transcriptions of these dictations must be handed in no later than 60 minutes after the start of the transcription.

In order to check the validity of the transcription, the competitors must deliver their steno notes or voice dictation file (respectively) in electronic format.

Each competitor must designate in advance whether he wants the dictation given in his mother tongue in the world championship in shorthand to be used in the multilingual shorthand competition or whether he wants to transcribe the multilingual shorthand competition's 120 to 140 syllables/minute dictation in the mother tongue.

A transcription is valid only if the whole text has been transcribed properly. A maximum of 50 penalties are allowed in foreign languages but a maximum of 30 penalties in the mother tongue.

To qualify in the multilingual competition, the competitor must perform a valid transcription of the dictation in at least two languages; that is:

- either the transcription of three valid minutes in the mother tongue in one of the three sections (A, B or C) of the world championship in shorthand/speech capturing plus the valid transcription of the three minutes in at least one other language;
- or the transcription of three valid minutes in at least two languages in the Multilingual competition.

18.2 Evaluation

Penalties are awarded as in the penalty table of the shorthand/speech capturing competition (17.2).

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18.3 Ranking and titles

Results are ranked based upon:

- the number of valid transcriptions in all languages;
- the total number of penalties in all valid transcriptions counting 0 penalties for sections A, B or C;
- the total time used for transcription in all foreign languages.

World champion titles are awarded to the three, highest ranked competitors if the competitor has transcribed successfully in at least **three languages**.

Article 19 – Real time speech capturing

19.1 Kind of competition

The competition consists of capturing a ten-minute-long dictation with increasing speed, followed by the immediate delivery of the transcription at the conclusion of the dictation, without any additional corrections.

Participation in this competition is open to competitors using machine shorthand (regular or chord keyboard) or voice writing in re-speaking mode.

The speed of the text follows one of the below mentioned columns and is based on the length of the translation of the basic text. The division in minutes is made as in the following table.

Columns	I	II	III	IV	V	VI
Increase per minute	16	17	18	19	20	21
1. Minute	148	151	154	157	160	163
2. Minute	164	168	172	176	180	184
3. Minute	180	185	190	195	200	205
4. Minute	196	202	208	214	220	226
5. Minute	212	219	226	233	240	247
6. Minute	228	236	244	252	260	268
7. Minute	244	253	262	271	280	289
8. Minute	260	270	280	290	300	310
9. Minute	276	287	298	309	320	331
10. Minute	292	304	316	328	340	352
Total	2200	2275	2350	2425	2500	2575

When a competitor can no longer follow the dictation or at the end of the competition (whichever comes first): competitors using a keyboard shall immediately stop writing and take their hands away from the keyboard, and competitors using speech recognition shall immediately stop dictating and lay down their speech silencer.

Competitors who stop before the conclusion of the dictation are not allowed to review or correct their work and must wait quietly for the end of dictation.

After the dictation, competitors must wait for the Jury to instruct them to save their transcriptions on the USB-stick before doing so.

19.2 Evaluation

a) Penalty table

	Penalties
Punctuation mark replaced, omitted or added	1
A word replaced by an equivalent or synonym	1

A word omitted or added	1
Transposition of words	1
A definite or indefinite article or a preposition wrong, omitted or added	1
Singular instead of plural or vice versa	1
Wrong inflected affix	1
Spelling error (including accents) or typographical error	1

Each error will be counted as 1 point each time it occurs; however:

- in cases where there is more than one correct way to spell a word or to use punctuation marks and where it is not clear from the dictation which one should be used, no penalty points will be assessed for using a correct form of spelling or punctuation rather than that in the original text;
- especially in agglutinative languages, a consistently repeated error will be considered on a case-by-case basis.

b) Maximum penalties allowed

A competitor's work is valid only if at least the first three minutes have been transcribed properly, taking into account the number of penalties allowed.

Once the maximum number of penalties stated below has been exceeded within any three consecutive minutes, that minute and any minutes after it are not considered as valid.

First minute	1	2	3	4	5	6	7	8
Last minute	3	4	5	6	7	8	9	10
Penalties	16	17	18	19	20	21	22	23

19.3 Ranking and titles

The results in the real time competition are reported in a single list, regardless of the technology used by the competitor.

However, the results list will indicate the technology used by each competitor: keyboarding (KB), chord keyboard (CK) and voice writing (VW).

Results are ranked in order determined by:

- the number of valid minutes transcribed,
- the number of penalties.

World champion titles are awarded to the three highest ranked competitors if the following full number of minutes has been successfully transcribed:

Seniors	8 minutes,
Juniors	6 minutes,
Pupils	4 minutes.

Article 20 – Note taking & reporting

20.1 Kind of competition

The competition consists in making a concise report in complete sentences from a coherent and well-structured text that is divided into sections and will be dictated for 10 minutes.

This text contains a title and several numbered section headings which indicate the theme and subthemes of the text to be summarized. Title and headings must be transcribed verbatim, while participants use their own words for the section summaries.

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Participation in this competition is open to competitors using handwriting, typewriting (including the use of electronic devices such as tablet computers), graphic shorthand, machine shorthand (chord or regular keyboard) or voice writing in re-speaking mode.

It is not allowed to make an audio recording of the dictation itself.

The dictation is delivered at an increasing rate of speed. The speed of the dictation, expressed in syllables per minute, follows one of the below mentioned columns. The choice of a particular column is based on the length of the translation of the basic competition text.

Columns	I	II	III	IV	V	VI
<i>Increase per minute</i>	10	11	12	13	14	15
1. Minute	130	131	132	133	134	135
2. Minute	140	142	144	146	148	150
3. Minute	150	153	156	159	162	165
4. Minute	160	164	168	172	176	180
5. Minute	170	175	180	185	190	195
6. Minute	180	186	192	198	204	210
7. Minute	190	197	204	211	218	225
8. Minute	200	208	216	224	232	240
9. Minute	210	219	228	237	246	255
10. Minute	220	230	240	250	260	270
Total	1750	1805	1860	1915	1970	2025

Maximum allowed transcription time: 60 minutes.

20.2 Evaluation

The concise report shall be evaluated using the model summary. The model summary contains the heading and the numbered section headings and, after each numbered heading, a summing-up of the key sentences of this particular section of the basic text which, according to their meaning, must appear in the contestant's summary. Participants may make use of synonyms in their summaries.

Each section to be summarized shall be allotted (in the model summary) a certain number of credit points, allowing the competitor to earn a maximum of 100 credit points in all.

An auxiliary evaluating form will show the distribution of the allotted number of credit points of a section over the essential elements (key sentences and keywords) of that section.

The number of words in each of the summarized sections of an individual transcription should not be more than half the number of the dictated words. The exceeding number of words will be considered superfluous and for each superfluous word one penalty point is counted.

The competitors will be told beforehand the maximum number of words that is allowed for the summary of each section. They count themselves the number of words used for each summarised section and mention these numbers in their report, at the end of each section.

The headings of the report

The total number of penalties for the headings (main title and section titles) is calculated according to the penalty table of the speech capturing competition (art. 17.2 a).

The summarized sections of the report

The penalties for the heading and subheadings of the report and the penalties for the superfluous words of the summarized sections will be deducted from the earned gross credit points. The result is the net number of points for the report (100 at most).

For a competitor's report to be valid, no fewer than 50 net points out of the maximum of 100 credit point must be earned.

20.3 Ranking and titles

The competitors whose reports were found valid are ranked in an order determined by the net number of credit points for their reports.

When two competitors have the same number of net credit points, their ranking is determined by the number of penalties for the headings in their report. The best results come first, etc.

International champion titles are awarded to the three highest ranked competitors if the following minimum ranking points have been achieved:

Seniors 95 net points,
Juniors 85 net points,
Pupils 75 net points.

Article 21 – Combined list

21.1 Purpose of the list

A list of the multi-talented individuals who have participated successful in at least three of the eight organized competitions will be published.

Participation to the multilingual competition is only listed in the combined ranking for competitors with at least three successful languages.

21.2 Ranking and medals

Results in the combination list are ranked based upon:

- the number of competitions in which the competitor is successful (maximum 7);
- the combined sum of the results calculated by dividing the rank by total number of successful competitors in each competition.

No titles are given based on this list, but certificates and medals.

Final provisions

The official regulations are those drafted in English.

In order to make the reading of the text easier, all the designations of people are masculine and valid for both sexes as abbreviated version.

These regulations are based on the decisions of the Intersteno Council at October 2016 in Zagreb (Croatia) and have been finalized by the Jury on December 12th, 2016.