



Instructions for the Transcription Society Standard Accreditation Test

Outline

This test is aimed at providing you and your customers with assurance that you have an assessed level of accuracy when completing transcription work and have reached the level of the Transcription Society Standard Accreditation. Please note that it only covers transcription from English to English rather than other language transcription work.

The recording is of a girl interviewee being interviewed by a female interviewer and lasts about 3-4 minutes.

Once you have completed the transcription please follow the instructions below for returning it to us. We would prefer the document to be in .docx format, but if you need to send it via another format please let us know.

Transcription Instructions

- Use the template provided (see attached document).
- Use paragraphs rather than tables.
- The audio should be transcribed intelligent verbatim. As an experienced transcriber we expect you know what is appropriate to keep in and what to omit. Please use the following for any areas which are not clear and time stamp.
 - s/l - sounds like
 - ph - phonetic
 - inaudible - inaudible
- The transcript should also include a time stamp at the start and end.
- Transcription should be completed in Times New Roman, font size 12, line spacing double, with a consistent indentation for the whole transcript. No tables should be used.
- RES: should be used for respondent and INT: for interviewer
- Respondents should be in bold.

The Transcription Society enquiries@transcriptionsociety.org

Returning the Transcription

Once completed the transcript should be saved as a .docx and named using the format

yourname_standardaccreditation_intelligentverbatim

and returned to

enquiries@transcriptionsociety.org

Next Steps

We will assess the transcription against an accurately transcribed version of the recording and respond to you with a score and feedback on your work.

The usual turnaround time for completing our assessment and report is up to 14 days, although it depends on how busy our assessors are at any time.

Once we have provided your report and feedback we will send you an agreement to sign confirming that the transcription was your own work and that you agree to abide by our terms for using the Transcription Society logo.

Any Questions?

Please email them across to enquiries@transcriptionsociety.org and we would be happy to assist.

The Transcription Society enquiries@transcriptionsociety.org