



# **Regulations for the Intersteno competitions**

**54<sup>th</sup> Intersteno congress  
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# Regulations for the Intersteno international & world championships

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## General

### Article 1 – Organization

During its 54<sup>th</sup> World congress [[Katowice Poland 2024](#)] the International Federation for Information and Communication Processing (**Intersteno**) will conduct the following international and world championships:

- 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 Real time speech capturing
- International competition in Note taking and reporting

The competitions will be conducted in each of the languages listed on the registration form at [www.intersteno2024.org](http://www.intersteno2024.org).

### Article 2 – Participation

The competitions are open to everyone meeting the requirements laid down in these regulations, with the following exceptions.

Competitors in one competition may be involved in the preparation, organization and/or correction of any other competition, only with a written, prior approval of the Jury. The Jury may in special cases ask a competitor to assist under the supervision of the Jury in the first correction/evaluation phase, regardless of competitor's participation into the competition in concern.

Competitors must register using the official online registration form at [www.intersteno2024.org](http://www.intersteno2024.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.

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.

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.

Registration fees are not refundable even if a competitor withdraws from the competitions, unless the withdrawal is due to the restriction of number of participants or cancellation of the competition.

### Article 3 – Age categories

All competitions are organized in three age groups, each group having its own result list with possible world champion or international champion.

**Seniors:** competitors over the age of 20 years in the calendar year of the competition (born in 2003 or earlier);

**Juniors:** competitors between 17 and 20 years old in the year of the competition (born in 2004, 2005, 2006, 2007);

**Pupils:** competitors younger than 17 years in the year of the competition (born in 2008 or later).

### Article 4 – Material

The Organization Committee provides the competitors with access to electricity. The competitors are responsible for providing any adapters or other accessories necessary to achieve a working connection to the locally provided electricity.

Competitors shall bring their computers themselves and provide all supplies (paper, pencils, pens ...), software (text editor, voice writing, audio listening ...) and ancillary machinery [shorthand machine, headset, 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.

Laptops should be equipped with a Wi-Fi network card and a free USB-port.

Unless otherwise stated in the competition specific regulations, the documents to be edited will be delivered separately in a digital format using a central server (or USB-stick if necessary).

Any digital files of competitors' work should be stored on the local hard disk of the competitors. After the competitions, they will be collected by the Organization Committee on a central server (or on a USB-stick if necessary).

It is the responsibility of the competitors to have the technical capacity to upload and store their work.

More practical information regarding the material will be spread to the registered competitors before the competition date.

## Article 5 – Conduct of the competition

### COMPETITION ROOM

The competitions are open to 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 before or after the competitions.

Camera's that are operated from distance can be installed to record the competitions and to control the fair play. Parts of the recording can be used in promotional material.

### GENERAL REGULATIONS

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

Competitors are not allowed to create any audio or video copy of the dictation. Voice writers may use their voice writing tools only in respiking mode. The use of automatic speech recognition of the dictation is never allowed.

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

Any violation of the competition rules will result in disqualification of the involved competitors.

### 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 in the registration form.

Competitors may use regular, chord keyboard, or voice writing tool in respiking mode.

In audio transcription competition, the competitors may also use a foot pedal. During the transcription, they may increase or decrease the speed of the recording, stop the dictation at any moment, listen it again, and edit the text.

After the final whistle, all competitors must stand and raise their hands. Competitors who alter their documents after the final whistle will be disqualified.

### SHORTHAND/SPEECH CAPTURING COMPETITIONS

Competitors may use graphic shorthand, machine shorthand (regular or chord keyboard), tablet computers or voice writing tool in respiking mode.

The dictations are recorded digitally, and the competitors shall connect their headsets to the infrared system installed in the competition room by using the device given by the Jury. If necessary, loudspeakers will be used.

The dictations are checked by the competition coordinator 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 and repeated if necessary.

The transcription may be handwritten in ink with a fountain or ballpoint pen in legible handwriting or typed and saved on the hard disk. The Organization Committee will collect them.

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

## Article 6 – Use of external assistance

The competition shall be performed by the competitors themselves 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 competitors 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. Any devices that can produce sounds/noises (e. g. watches) must be set on silent mode.

The jury members can 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 their possession.

The competitors 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 brought by the competitors must be performed by the competitors themselves 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.

The competition coordinators lead the competitions and make all necessary decisions. The competition coordinators are responsible for the corrections and the result lists. Correction of the competition work shall be conducted in a place designated by the Jury unless otherwise agreed.

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

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 correcting 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 competitors' individual results should be made immediately at the conclusion of the competition, and in no case later than 3 hours after it.

Competitors shall have access to their own individual competition results according to a schedule published on the website and recalled at the congress venue. The competitors or their representative must make any complaint over their results in writing, not later than 2 hours after the competitors have been given access to their results, following the official complaint procedure that will be explained. The nighttime (from 22 pm to 8 am) is excluded from the 2-hour delay for complaining.

Complaints related to the result lists must be made immediately after the public release of the result 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 shorthand/speech capturing competitions, 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 where the column is 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 the language of the competitor.

## Article 10 – Awards and certificates

Each competitor whose results are valid will receive a certificate.

For each contest, the three best competitors will be called on the stage to receive medals, only competitors and not their representatives. 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.

At the end of the prize giving ceremony, the other certificates are given to the country delegates together with the awards for champions who are not present at the prize giving ceremony.

Under no circumstances certificates will be sent by post afterwards.

## Article 11 – Result lists

Result lists contain the following information:

- competitors' name, language, and country;
- association that the competitor represents; in text production, text correction with PC, professional word processing and audio transcription competitions;
- technology used in audio transcription, real time speech capturing and note taking and reporting competitions;
- relevant points upon which the ranking has been determined.

For the text production, word processing and audio transcription competitions the Jury is entitled to decide upon whether to list separately in one or more categories competitors using language-

specific keyboards for ideographic languages in which the use of keyboard differs from that for alphabetic languages, and to decide upon 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 12 – 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 competitors don't finish the competition. All competition works are preserved for one year by the Jury president.

Afterwards, the original competition documents will be downloadable from the Intersteno website for training purposes.

## Article 13 – 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 14 – Text production

### 14.1 Kind of competition

The competition consists of copying a typed text for 30 minutes.

The competition text is provided to the competitors 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.

However, competitors should produce the text using single line spacing without dividing the text into paragraphs.

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 %

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 tool in respeaking mode.

### 14.2 Evaluation

The counting of the points earned is based on the official keyboard indicated by the national group. The points depend on the effective keystrokes needed on a classic standard keyboard to produce the text.

100-penalty-points will be deducted from the total number of points earned for each of the following errors:

- missing, additional or modified characters (maximum one error per word is counted except if more than 10 correct characters are between 2 mistakes in a long word);
- transposition of two characters or two words;
- missing or additional words or word groups, or lines (and strokes of the missing or superfluous part are not counted);
- extra line spacing (added paragraph by pressing Enter/Return);
- repeated errors are counted max. 5 times for the competitors' work.
- errors in the final ten characters are not counted; counting ends with the last correct character.

## 14.3 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 reached:

Seniors	15 000 net points
Juniors	12 000 net points
Pupils	8 000 net points

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

## Article 15 – Text correction with PC

### 15.1 Kind of competition

The competition consists of correcting a text for 10 minutes in accordance with a correction sheet that contains 350 text corrections.

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

The corrections are indicated with international and by Intersteno accepted correction signs. Corrections which may be foreseen are:

- deleting, replacing, reordering, or inserting text parts,
- making new paragraphs,
- emphasizing text parts by bold printing, underlining, italic,
- changing into capital or small capital or changing the font,
- centering of text,
- undoing corrections.

After the final whistle, the competitors make five returns.

### 15.2 Evaluation

The competitors get 100 points for each correction carried out properly or not properly. From the points earned, 500 penalty points will be deducted for each imperfect, unexecuted or additional correction.

### 15.3 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 16 – Professional word processing

### 16.1 Kind of competition

The competition consists of professional editing of documents for 90 minutes, in accordance with printed instructions of the tasks to be performed.

The documents are published in English, but the instructions are provided in the language of the competitor.

The competition is split into a basic section (80 % of the points) and an advanced section (20 % of the points).

The tasks to be performed in the basic section 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 various 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.

The tasks in the advanced section are:

- the merging of variable external graphic files into documents;
- the automation of simple repetitive tasks within a document by macros or scripts.

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

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

### 16.2 Evaluation

The competitor may earn 100 points at the most: 80 points from the basic section and 20 points from the advanced section as follows:

- 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 do not earn any points.

Final points are the greater of the following two numbers:

- sum of earned points of the basic and advanced sections;
- the earned points of the basic section multiplied by 1,25, unless this calculated result would be greater than 80; in that case, the final result is 80 plus the minimum of the calculated result above 80 (basic section) and the earned points of the advanced section.

### 16.3 Ranking and titles

Results are ranked based on the points earned, as set out in the evaluation section above. 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 17 – Audio transcription

### 17.1 Kind of competition

The competition consists of a transcription of a dictation with typically for the language in concern spoken constant speed for 10 minutes, measured by the length and accuracy of the transcription.

Competitors should produce the text using single line spacing without dividing the text into paragraphs.

A competitor's work is valid only 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 %

## 17.2 Evaluation

The counting of the points earned is based on the official keyboard indicated by the national group. The points depend on the effective keystrokes needed on a classic standard keyboard to produce the text.

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

- missing, additional or modified characters (maximum one error per word is counted except if more than 10 correct characters are between 2 mistakes in a long word);
- transposition of two characters or two words;
- missing or additional words or word groups, (and strokes of the missing or superfluous part are not counted);
- extra spacing (added paragraph by pressing Enter/Return);
- only one penalty for consequential mistakes (i.e., use of singular/plural; use of low/capital letter after a wrong period, etc.);
- wrong punctuation (each national group indicates beforehand when a punctuation mark is absolutely wrong (i.e. missing comma in a list, too long sentence, missing or added periods, comma between subject and verb, etc.).

Errors in the final ten characters are not counted. Counting ends after 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.

## 17.3 Ranking and titles

Results are reported in a single list, regardless of the technology used by the competitor.

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

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

## Article 18 – Shorthand/Speech capturing

### 18.1 Kind of competition

The competition consists of capturing and transcribing a 15-minute-long dictation with increasing speed, followed by delivery of the transcription after a transcription period of 150 minutes.

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 competitors' 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.

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

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

## 18.2 Evaluation

### 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.

## MAXIMUM PENALTIES ALLOWED

Competitors' works are valid only if at least the first three minutes of any of the sections (C, B or A) have been transcribed accurately, considering 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 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.

## 18.3 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 speech recognition tool in respeaking mode.

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 awarded 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 19 – Real time speech capturing

### 19.1 Kind of competition

The competition consists of capturing a 10-minute-long dictation with increasing speed, followed by immediate delivery of the transcription at the end of the dictation, without any additional corrections.

The speed of the dictation, expressed in syllables per minute, 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
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
<b>Total</b>	<b>2200</b>	<b>2275</b>	<b>2350</b>	<b>2425</b>	<b>2500</b>	<b>2575</b>

When competitors 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,
- competitors using speech recognition shall immediately stop dictating and lay down their speech silencer.

Competitors who stop before the end of the dictation are not allowed to review or correct their work and must wait quietly for the end of dictation, otherwise they will be disqualified.

After the dictation, competitors must wait for the Jury to instruct them to save their transcriptions on the central server (or the USB stick) before doing so.

## 19.2 Evaluation

### 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.

### MAXIMUM PENALTIES ALLOWED

Competitors' works are valid only if at least the first three minutes have been transcribed properly, considering 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.

<b>First minute</b>	1	2	3	4	5	6	7	8
<b>Last minute</b>	3	4	5	6	7	8	9	10
<b>Penalties</b>	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.

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 and reporting

### 20.1 Kind of competition

The competition consists of making a concise report (summary) of a 9-minute-long dictation dictated at an increasing speed, followed by delivery of the transcription after a transcription period of 60 minutes.

This report is coherent and well-structured containing complete sentences. It 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 competitors must use their own words for the section summaries.

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>	10/15	11/16	12/17	13/18	14/19	15/20
<b>1. Minute</b>	160	161	162	163	164	165
<b>2. Minute</b>	170	172	174	176	178	180
<b>3. Minute</b>	180	183	186	189	192	195
<b>4. Minute</b>	190	194	198	202	206	210
<b>5. Minute</b>	200	205	210	215	220	225
<b>6. Minute</b>	215	221	227	233	239	245
<b>7. Minute</b>	230	237	244	251	258	265
<b>8. Minute</b>	245	253	261	269	277	285
<b>9. Minute</b>	260	269	278	287	296	305
<b>Total</b>	<b>1850</b>	<b>1895</b>	<b>1940</b>	<b>1985</b>	<b>2030</b>	<b>2075</b>

### 20.2 Evaluation

The summaries are to be evaluated using a model summary.

The model summary that should appear in the competitor's summary contains

- the heading;
- numbered section headings;
- after each numbered heading, a summing-up of the key sentences of the basic text from the section to which the heading relates.

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

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

In order to receive all points of a key sentence in the model summary, its meaning must be fully represented in the participants summary. If this is not the case, only half the points will be awarded. No points will be awarded if less than 50 % of the meaning is represented or if the respective summary contains a contradiction.

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 are allowed for the summary of each section. The competitors should count themselves the number of words used for each summarized section and mention these numbers in their report, at the end of each section, considering that words connected by an apostrophe are counted as separate words.

#### 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. 18.2).

#### 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).

A competitor's work is valid only if no fewer than 50 net points out of the maximum of 100 credit point is earned.

### 20.3 Ranking and titles

The results are reported in a single list, regardless of the technology used and ranked in order of the net number of credit points.

When two competitors have the same number of net credit points, their ranking is determined by the number of penalties for the headings.

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 successfully in at least three of the seven organized competitions will be published.

### 21.2 Ranking and medals

Results in the combination list are ranked based upon:

- the number of competitions in which the competitor has been 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 are awarded.

## Final provisions

The official regulations are those written in English. These regulations are based on the decisions of the Intersteno Council meeting on 22-23 September 2023, and have been finalized by the Jury on December 28<sup>th</sup>, 2023.