Logo, company name

Description automatically generated

**ANNEXURE G - EVALUATION SHEET**

Transcribing/recording Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
| **CR1 - Punctuality (Set up time & testing of equipment in advance of hearing)** | 25% |
| 1 - late arrival resulting in delays not communicated to the registrar or someone in registry |  |
| 2 - hearing delayed by an hour due to unjustified late arrival |  |
| 3 - setup and sound check completed just in time before the hearing |  |
| 4 - setup and sound check completed 15 minutes before the hearing |  |
| 5 - setup and sound check completed an hour or more before the hearing |  |
| **CR 2 - Quality of equipment** | 25% |
| 1 - breakdown of equipment, no backup plan resulting in no recordings |  |
| 2 - breakdown of equipment, resulting in delays of an hour or more |  |
| 3 - breakdown of equipment, resulting in delays of between 30 minutes to an hour |  |
| 4 - breakdown of equipment, backup plan in place and delays of 30 minutes or less |  |
| 5 - no equipment breakdown, smooth running of hearings |  |
| **CR 3 - Quality of transcripts** | 20% |
| 1 - over 5 errors, typos on each page |  |
| 2 - 5 or less errors, typos on each page |  |
| 3 - 3 or less errors on each page |  |
| 4 - 2 or less errors on each page |  |
| 5 - no errors, typos, misspelling of names |  |
| **CR 4- Adherence to turnaround times** | 15% |
| 1 - not delivered within the stipulated turnaround time |  |
| 3 - delivered as per the stipulated turnaround time |  |
| 5 - delivered before the stipulated turnaround time |  |
| **CR 5 - Format of transcripts** | 10% |
| 1 - confidentiality sessions and/or exhibits NOT identified on transcripts and/or transcripts in format not agreed to |  |
| 3 - anyone of the 3 above omitted |  |
| 5 - confidentiality sessions and exhibits clearly identified on transcripts and transcripts in format agreed to. |  |
| **CR 6 - Lack of adherence to requirement to attach list of people who worked on a specific recording or transcription** | 5% |
| 1 – list not submitted ever after being reminded |  |
| 2 – list submitted a week after being reminded |  |
| 3 – list submitted separately, within a week or less after submitting transcripts |  |
| 4 – list submitted separately, within a day or less after submitting transcripts |  |
| 5 – list submitted with the transcript |  |
| **Max score possible** | 100% |
| **Total score awarded** |  |

The following scores will be applied by the Tribunal to the criteria above:

1 – Very poor

2 – Poor

3 – Average

4 – Good

5 – Excellent meeting criteria (fully meets the criteria)