



Landmark Associates - Contractor Test Instructions

Thank you for your interest in contracting with Landmark Associates! You will need to download the sample test audio and sample template from our website [here](#) to begin.

Please transcribe the sample audio using the provided standard template. In the template, please type "LAI TEST" and your name in the first line of the header. The speaker labels "Interviewer / Interviewee" are already labeled for you in the header of the template. Please leave the 1.5" hanging indent in the template and use consistent italics for the speaker label tags throughout the transcript.

Formatting Specifics:

❖ Please mark any unintelligible's in editorial brackets with a time stamp as follows:
[unintelligible 00:00]

❖ For words that are audible but you are unsure of the correct spelling (i.e. proper nouns like names), we highlight and time stamp as follows: **highlight 00:00**

❖ Break up paragraphs when it's appropriate and use a single space after a period.

❖ Avoid starting sentences with "And", "But" or "So". They are usually filler words and don't add to the context.

❖ Please transcribe verbatim, excluding meaningless interjections, repeated words, fillers such as um, ah, uh, etc. as well as stutters, changes in thought, and false starts. For stutters, thought changes, or false starts, you can eliminate 1-3 words.

****DO NOT PARAPHRASE!**

❖ Use vernacular speech if that's how the participants speak. E.g.:

“gonna” instead of “going to”

“wanna” instead of want to

“cause” instead of because etc...

(only use if it is spoken that way)



Scoring

Your score will be based on the following:

- ❖ Accuracy 4 pts
- ❖ Grammar/Language Construction 4 pts
- ❖ Formatting 4pts
- ❖ Research Abilities 4 pts

*The base rate per audio minute is based on the score.

0 – 9.5 points → Not Satisfactory

10 – 12 points → Satisfactory. \$0.80 per audio minute

12 .5 – 14 points → Satisfactory. \$0.85 per audio minute

14.5 – 16 points → Satisfactory. \$0.90 per audio minute

Please send your completed transcription test along with your resume to contractors@thelai.com.

If you want to practice a bit more before submitting your test, you can do the free mini course that our partner “Transcribe Anywhere” offers. Enter here:

<https://www.transcribeanywhere.com/free-mini-course>

Questions? Contact 480-922-1105 or email landmarkassociates@thelai.com.

Thanks!

The Landmark Team