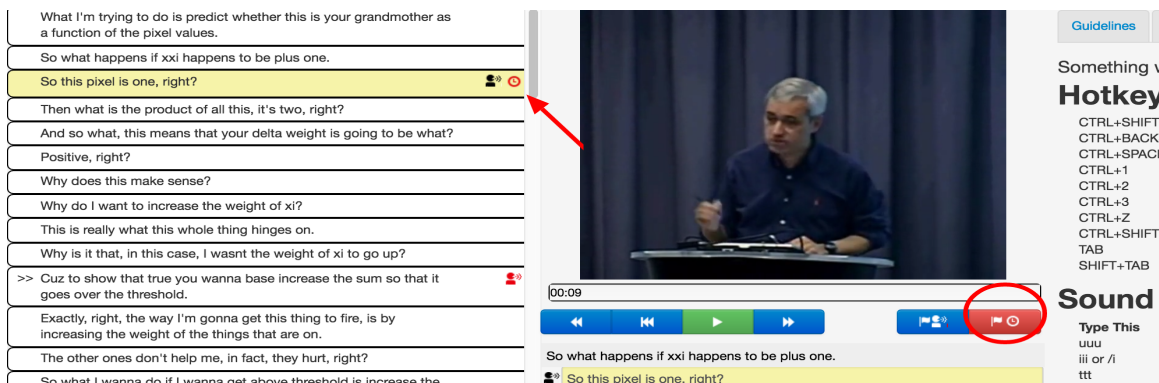


QC Training Guide

We are so excited to have you working on CrowdSurf's Quality Control (QC) tasks! As a Quality Control worker, you must use the General Guidelines and Full Text Review (FTR) Guidelines, in addition to the QC Training Guide, to score and provide feedback on selected sentences of Full Text Transcripts.

The FTR Guidelines are:

- . 1) Remove all [INAUDIBLE] or [UNKNOWN] tags and replace with appropriate transcription.
- . 2) Check spellings of all names and proper nouns and correct them, use Google
- . 3) Merge or separate sentences (by removing and combining snippets or insert a period and capital letter) when necessary to create complete coherent sentences.
- . 4) Insert sound, noise, blank audio, etc. tags when necessary.
- . 5) Make sure spelling and formatting is consistent throughout the entire job.
- . 6) Flag incorrect timing by clicking the flag and clock icon above the snippets in the center pane.



- . 7) Perform general editing and proofreading according to English spelling and grammar rules, and our General Guidelines.

Here are some of the most common errors in FTR, and how you should score them:

Sentence was (Incorrect)	Should have been (Correct)	QC Score
[UNKNOWN] has been declared by the new government in Kiev as a wanted man.	Yanukovych has been declared by the new government in Kiev as a wanted man.	<p>Poor – Guideline Error</p> <p><i>Leave following note in the comments/other section</i></p> <p>Replace [UNKNOWN] tag with Yanukovych</p>
At one time few people had enough money to buy books few people could read books.	At one time few people had enough money to buy books. Few people could read books.	<p>Poor – Guideline Error</p> <p><i>Leave following note in the comments/other section</i></p> <p>Correct sentence breakpoint- “books. Few people”</p>
They got out a statement. That’s right, that’s a continuing mystery.	They got out a statement. >> That’s right, that’s a continuing mystery.	<p>Poor – Guideline Error</p> <p><i>Leave following note in the comments/other section</i></p> <p><i>Needs speaker change flag</i></p>
The sources played a key role in pushing through reforms since the departure of scandal ridden former FIFA president, Set Blader.	The sources played a key role in pushing through reforms since the departure of scandal ridden former FIFA president, Sepp Blatter.	<p>Poor – Spelling Error(s)</p> <p><i>Leave following note in the comments/other section</i></p> <p>Former FIFA President name should be spelled as Sepp Blatter</p>
So I’ll Click Control S on the Keyboard.	So I’ll Click Ctrl+S on the Keyboard. <i>Check Section Eight of the General Guidelines for instructions on how to transcribe Keyboard shortcuts correctly.</i>	<p>Poor – Guideline Error</p> <p><i>Leave following note in the comments/other section</i></p> <p>Control S should be transcribed as Ctrl+S.</p>
Once the library is saved, here it says member name,	Once the library is saved, here it says member name,	<p>Poor – Guideline Error</p> <p><i>Leave following note in the</i></p>

I'll call it my test data.	I'll call it MyTestData. <i>As stated in the General Guidelines, if speaker references something on screen, transcribe as it appears on screen.</i>	<i>comments/other section</i> Transcribe MyTestData as it appears on screen
And now, one more quick think I want to show you.	And now, one more quick thing I want to show you.	Poor – Incorrect Word(s) <i>Leave following note in the comments/other section</i> “thing”, not “think”
Sentence <i>is not in sync</i> with media AND <i>no Red Timing Flag</i> appears next to sentence.		Poor – Guideline Error <i>Leave following note in the comments/other section</i> Sentence not flagged for timing.
She got a dogg for Christmas. She had always wanted a pet.	She got a dog for Christmas. She had always wanted a pet!	Good – 1 Minor Misspelled Word <i>Leave following note in the comments/other section</i> “dog” not “dogg”