

AI Quality Check & Payment Guarantee Policies

(v3.1 Updated Mar/28/2022)

Ensuring quality documents is our primary goal. Therefore, we employed an automated system called "AI Quality Check." **This system automatically inserts, deletes, and modifies certain words in the document.** Proofreaders' main task is to check and proof every word and ensure that the document is accurate and communicate ideas well.

Here are some of the things you should take note of:

1. Make sure that the document makes sense and the right words are used. (Clarity)

Right: "Please take a U-turn at the next intersection." (Correct!)

Wrong: "Please take a you turn at the next intersection" (Improper word use)

2. Ensure that there are no missing sentences or essential words.

Right: "I have two dogs. One is named "Benji," and the other one is named "Bailey." I love them so much!" (Correct!)

Transcription: "I two dogs. One is named "Benji," and the other one is named "Bailey." I love them so much!" (Correct!)“ (Missing word)

3. Make sure punctuations are correct.

Right: "I love you, Sir Marco." (Correct!)

Wrong: "I love, you, Sir Marco." (Improper punctuation)

4. Spell check. Make sure that all spelling is correct.

Right: "The result of the immunology tests was given yesterday." (Correct)

Wrong: "The result of the imunolofy tests was given yesterfay." (Misspelt Words)

PRO TIP: Check every word carefully. Make necessary corrections to every mistake you can find! We suggest you download [Grammarly](#) to help you with proofreading.

You must also re-write sentences that has clarity and organization issues.

**"I have reviewed my work twice, but
the system still rejects it!"**

We understand no one is perfect, and everyone makes mistakes. We have set an allowance for you to trigger the automated rejection **25%** of the time. The metrics are reset every week (Mon-Sun US EST). That is why you should not be scared of triggering the AI Quality Check. Think of it as a reminder to look more closely into the document and continually improve your proofreading skills. It helps to take a short break and go back to it.

BIG DATA:

FACT 1: AI Quality Check rejects **12.8%** of files. 87.2% of the files pass AI Quality Check the first time.

FACT 2: AI Quality Check rejects **only 2.2%** of files with more than 1 error.

Allowance (Payment Guarantee)

Please take note of the following payment guarantee guidelines:

- Removing at least 85% of the computer-generated mistakes will guarantee you **85%** of the payment.
- **Files with \$\$\$ Extra Bonus:** Removing at least 85% of the computer-generated mistakes will guarantee you **100%** of the payment.

For files that are long and difficult (over 5,000 words), we will grant you full pay for the file on compassionate grounds. You may email help@topremotestaff.com to make your case.

Please note, the allowance payments will **not** reflect on your online reporting and will be manually added to your weekly payroll. You will receive a weekly email for the allowance earned.

You **MUST** complete a minimum of 10 credits (10 working hours) a week to be eligible for the payment guarantee. Only serious full/part-time staff is qualified for this allowance scheme.