

Grading Guidelines For The California Certified Realtime Reporter Exam

The CCRR exam consists of 6 minutes of two-voice dictation at 200 words per minute, with the first minute being an upgraded lead-in. Passing grade is 96% accuracy (40 errors). The test will cover general subject matter encountered by deposition reporters. No proper names or terms will be given prior to the exam. Examinees may use all upper case. Those who use upper/lower case will be graded on capitalization.

Automatic Fails:

1. Two drops of 10 or more words
2. Single-spaced transcripts
3. A submitted ASCII diskette that does not contain printable data

What is an error?

1. Each plural read as singular and vice versa.
Dictated: Let me check the dates.
Translated: Let me check the date. 1 Error
2. Each present-tense verb read as past tense and vice versa.
Dictated: In other words, you acted as a clerk.
Translated: In other words, you act as a clerk. 1 Error
3. Each misspelled word.
Translated: hotpital (for hospital)
Translated: bakeed (for baked) 1 Error

Dictated: That doctor is not my doctor.
Translated: That docter is not my doctor. 2 Errors

NOTE: The same misspelled word is an error each time it occurs.

4. Each wrong name.
Dictated: Mr. Smith followed me home.
Translated: Mr. Jones followed me home. 1 Error
5. Each omitted period and/or comma that is required by the rules of punctuation and/or grammar.
Dictated: I couldn't. I was asleep.
Translated: I couldn't I was asleep. 1 Error

Dictated: I couldn't. He was asleep.
Translated: I couldn't he was asleep. 2 Errors

Dictated: I couldn't. He was asleep.
Translated: I couldn't {FPL} he was asleep. 2 Errors

Dictated: September 20, 1993 will be the first day of classes.
Translated: September 10 1993 will be the first day of classes. 1 Error

Dictated: Vienna, Virginia
Translated: Vienna Virginia 1 Error

Dictated: The library added new books, magazines, newspapers, and tapes to its collection.
Translated: The library added new books magazines, newspapers, and tapes to its collection. 1 Error

Dictated: If he doesn't call before noon, we will leave without him.
Translated: If he doesn't call before noon we will leave without him. 1 Error

6. Each obvious question mark omitted from an interrogative sentence or added to a non-interrogative sentence.

Dictated: Q. What is your name?
Translated: Q. What is your name. 1 Error

7. Each incorrect number or money figure.

Dictated: May one, nineteen fifty one.
Translated: May 1, 1815. 3 Errors
Translated: May 2, 1815 4 Errors

Dictated: One hundred forty three dollars, sixty cents.
Translated: 143.60 (omitted \$ sign or word "dollars") 1 Error
Translated: \$142.40 2 Errors

7b. Numbers between 1-10 should be written out; over ten, the numbers should be written in numbers:

Dictated: one hundred fifty
Translated: one hundred 50 1 Error (for style)
Translated: one hundred fifty 1 Error (for style)
Translated: 150 0 Errors

Dictated: one twenty-nine Main Street
Translated: one hundred twenty-nine Main Street 1 Error
Translated: 129 Main Street 0 Errors

Dictated: I have five boys
Translated: I have 5 boys 1 Error
Translated: I have five boys 0 Errors

8. Misspelled or non-capitalized names.

Dictated: Bill Clinton
Translated: bill Klinton 2 Errors

9. Each contraction written as two words and vice versa.

Dictated: I don't know.
Translated: I do not know. 1 Error

Dictated: they're
Translated: they are 1 Error

Dictated: they are
Translated: they're 1 Error

10. Each wrong word or mistranslated stroke:

Dictated: I didn't see the car until we hit.
Translated: I didn't notice any vehicle until we hit. 3 Errors

Dictated: I went down the street.
Translated: I went do you know the street. 1 Error

Dictated: humanity
Translated: hugh man it tee 1 Error

Dictated: Peterson
Translated: Peter son 1 Error
Translated: Peter sop 1 Error

11. Each omitted apostrophe that designates possession.

Dictated: The dog ate the cat's food.
Translated: The dog ate the cats food. 1 Error

12. Each conflict and/or any extra words contained in the conflict translation.

Dictated: I can take only one pair of shoes.
Translated: I can take only one pear of shoes. 1 Error

Dictated: Please help us to break this cycle.
Translated: Please help us to {break; brake} this cycle. 1 Error

Dictated: This drug will alleviate your pain.
Translated: This drug will a {leave; leaf} ate your pain. 1 Error

13. Each untranslate.

Dictated: Did you stay at the Marriott?
Translated: Did you stay at the MAR YOT? 1 Error

14. Numbers that do not hook together.

Dictated: This fossil is guessed to be from 1541.
Translated: This fossil is guessed to be from 15 41. 1 Error

15. Compound words separated with a space and with a change in meaning, as long as the spelling of the parts of the compound word is the same as it would be if no space were added.

Dictated: I walked away from the people.
Translated: I walked a way from the people. 1 Error

16. Two words connected that should not be connected with a change in meaning, as long as the spelling of the two words is the same as it would be if there were a space in between the two words.

Dictated: He is over the hill.

Translated: Heis over the hill. 1 Error

17. Stacking errors.

Dictated: I went home. The victim was there.
Translated: I went home T victim was there. 2 Errors

Dictated: He asked for you. I said you went out.
Translated: He asked for U I said you went out. 2 Errors
Translated: He asked for. You I said you went out. 2 Errors

THE FOLLOWING WILL NOT BE COUNTED AS ERRORS:

1. Use of the word "dollars" instead of the \$ symbol.
2. Use of the word "percent" instead of the % sign.
3. Omitted quotation marks.
4. A word that does not translate, but forms the correct English word.

Dictated: Hub
Translated: {HUB}

Rules And Regulations Regarding California Certified Realtime Reporter Exam

Candidates are responsible for providing all necessary equipment, including CAT writers, software, computers, security keys, blank 3.5” disks and/or CDs or jump drives, labels, cables, extension cords (minimum 16-foot recommended), adapters and surge protector/power strips. Use of the candidate’s own equipment is strictly at the candidate’s own risk. Candidates should not expect instruction on how to operate their own or any on-site equipment. The site, the Chief Examiner and DRA assume no responsibility should any equipment not perform properly, be dropped, stolen, knocked off a desk, etc. All candidate equipment must be clearly and visibly labeled with the candidate’s name. Additional transcription time will not be allowed for equipment failure, accidental erasing of computer files or forgotten items (e.g., cables, power cords). Candidates must label their ASCII disk, CD, or jump drive with their CCRR registration number, with a label provided upon check in. Names or any other personal identification is not permitted. Candidates are responsible for producing their own ASCII disk, CD, or jump drive **without assistance**. Candidates must use their own CAT dictionary. Candidates must perform their own translating functions. Candidates are required to convert their final skills test files to ASCII format, without assistance, and copy them onto a floppy disk, CD, or jump drive and surrender the disk, CD, or jump drive to exam representatives. All candidates must be a licensed CSR in order to be eligible to take the CCRR test.

The CCRR test is the exclusive property of DRA. The test is protected by Copyright Law. No part of this examination may be copied or reproduced in part or whole by any means whatsoever, including memorization, unless previously authorized by DRA. The theft or attempted theft of the CCRR test is punishable as a crime. Any candidate participating in any irregularity occurring during this test, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, will result in automatic failure of the exam and will result in a limitation of the candidate’s participation in all future CCRR tests for three consecutive exam administrations.

You must bring a photo I.D. and your registration confirmation with you to gain entrance to the exam. Candidates not arriving with these two forms of identification or who do not have at least two other forms of signature I.D. will be denied entrance to the exam. Arrive at the earliest reporting time specified on your registration confirmation. Candidates who arrive late will be denied entrance to the exam. When you arrive at the exam site:

1. Show your I.D. and your registration confirmation to the Registrar.
2. Sign the sign-in roster. If your name does not appear on the roster, you will not be permitted to take the exam.
3. Proceed to the exam room.
4. After locating the dictation room, follow the instructions given to you by the room monitor.

No spellcheck programs may be run on the completed exam. Candidates who do not transcribe must sign the Affidavit of Non-Transcription. All candidates are required to place the following items in their envelope and hand them to the room monitor: ASCII disk, CD, or jump drive labeled with your registration number; paper notes.

All transcripts are graded according to Grading Guidelines.