

RULES AND REGULATIONS FOR CANDIDATES TAKING THE RPR, RMR, CRR, CBC, AND CCP SKILLS TESTS

Reformatted July 2009

The RPR, RMR, and CRR/CBC/CCP Skills tests are the exclusive property of the National Court Reporters Association. Copyright Law protects the Skills Tests. No part of this examination may be copied or reproduced in part or whole by any means whatsoever, including memorization, unless previously authorized by NCRA. The theft or attempted theft of a Skills Test is punishable as a crime.

**PLEASE NOTE: Read these instructions carefully.
You are responsible for knowing and following these instructions.**

IMPORTANT NOTE TO ALL SKILLS CANDIDATES: Candidates are prohibited from using electronic devices of any kind once they have signed in at the test site. Electronic devices include, but are not limited to, audio sync, Bluetooth, wireless connections and digital recorders. Candidates must disable their computer's microphone by either changing the settings on their computer or by using an external adapter/plug. If a steno machine has a test mode, the test mode must be used. Chief Examiners have the right to inspect a candidate's equipment, including computer settings and desktop recycle bin, before and after the test. By signing in on test day, you acknowledge that you understand and agree to abide by these procedures. Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently depending on the nature of the violation. NCRA members may also be suspended or expelled from the association.

GENERAL INFORMATION FOR ALL SKILLS TEST CANDIDATES

- A. You must bring a photo I.D. and your 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.
- B. Arrive at the earliest reporting time specified on your Exam Site Information Sheet. Candidates who arrive late will be denied entrance to the exam.
- C. When you arrive at the exam site:
 - 1. Show your photo I.D. and your 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.
- D. Internet access, cellular phones, beepers or any other electronic devices are NOT permitted in the examination rooms.
- E. Consult your Exam Confirmation if you have a question.

IF YOU ARE TAKING THE RPR/RMR SKILLS TEST

GENERAL (RPR/RMR):

- A. After locating the dictation room, follow the instructions given to you by the room monitor.
- B. Skills candidates may use a printed Merriam Webster's Dictionary or electronic dictionary (spell-check) installed on their computer. Internet access is not permitted.
- C. RPR and RMR candidates may pass each leg one at a time to earn credit for that leg.
- D. RPR and RMR candidates are allowed 1 ¼ hours (75 minutes) per leg for transcription.
- E. Candidates who do not transcribe must sign the Affidavit of Non-Transcription.
- F. Skills candidates are permitted to use CAT, word processors or typewriters. Refer to your testing site's Site Information Sheet for site-specific equipment requirements.

G. Realtime translation is allowed in the dictation room. The screen must be situated in such a manner so that the display will not be visible to other candidates.

H. No audio assist of any kind is permitted during test dictation or during transcription. Candidates must disable their computer's microphone by either changing the settings on their computer or by bringing an external adapter/plug.

I. If a steno machine has a test mode, the test mode must be used.

J. All candidates must follow the rules and regulations on equipment, shared printers, rough drafts and transcripts, as outlined below.

K. Candidates are prohibited from viewing or handling another candidate's test material. Failure to adhere to this rule will result in automatic failure and may result in a limitation of the candidate's further participation in NCRA tests.

L. All candidates are required to place the following items in their Skills Test envelope and hand them in to the NCRA room monitor. Do NOT seal the envelope.

- Writer Disk or writer cassette labeled with 10-digit exam ID# (if test files cannot be deleted and/or if CAT was used)
- Final transcript with 10-digit exam ID# on top of each page
- Paper notes labeled with 10-digit exam ID# (notes may be compared with final transcript)
- Candidates using paperless writers must be prepared to print their notes.

M. All candidates who used a CAT system, a word processor or a typewriter with a memory, must delete all forms of the Skills Test from them before you leave the transcription room.

N. All transcripts are graded according to the NCRA Grading Guidelines "What Is An Error?"

O. Headphones are prohibited in the transcription room.

EQUIPMENT (RPR/RMR):

1. Use of the candidate's own equipment is strictly at the candidate's own risk. Use of any on-site equipment, if available, is also at the candidate's own risk.

2. Candidates should not expect or receive instruction on how to operate their own or any on-site equipment.

3. The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off a desk, etc.

4. Additional transcription time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items (e.g., cables, power cords), or shared printer delays.

5. Candidates must label their steno machine disk and paper notes, if used, with their 10-digit ID# (this is your 4-digit site number plus your 6-digit NCRA membership ID#). Names or any other forms of personal identification are not permitted.

6. Candidates are required to delete their note/memory file from their steno machine. If your steno machine does not use a disk, e.g. a RAM memory, eliminate any jobs that may be in your steno machine's memory as you will be asked to reformat your steno machine's memory after the exam. If you do not reformat your steno machine's memory, your steno machine will be impounded by the Chief Examiner. Those using systems with flashcards/SD cards will need to bring the equipment necessary to delete the flashcard/SD card or will need to turn in the flashcard/SD card to the Chief Examiner with a self addressed, padded, and stamped envelope for mailing. Candidates who do not bring a self-addressed stamped envelope will have to forfeit their flashcards/SD cards.

Candidates using computers are responsible for providing all necessary equipment including steno machines, software, computers, security keys, blank disks and labels, printers, cables, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.

Candidates using word processors are responsible for providing all of their own equipment if none is available on-site. This includes monitor, hard drive, software, printer, keyboard, extension cords, surge protector/power strips and adapters.

Candidates using typewriters are responsible for providing all of their own equipment if none is available on-.

TRANSCRIPTS (RPR/RMR): In every sense, the Skills test **transcripts** must be the work products of the individual candidate.

- Candidates are responsible for producing their own transcripts without assistance.
- Candidates must perform their own translating, editing, and printing functions.
- Candidates are responsible for bringing a minimum of 20 sheets of blank white paper (minimum of 20 Lb. Bond) for their printers or typewriters. Do not assume that the site will provide paper.
- Candidates may write the Skills test as either all one file or three separate files, whichever they choose. However, candidates must separate the Literary, Jury Charge, and Testimony legs into three separate computer text/transcript files when editing. The names for these files must begin with the last 6 digits of their Exam ID# and end with L for Literary, J for Jury Charge, and/or T for Testimony.
- Each Skills Test leg of the final hard copy transcript must begin on a new page.

ROUGH DRAFTS (RPR/RMR): The printing of **rough drafts** is permitted for this exam administration; however, the following rules apply:

- All rough draft pages must have the candidate's 10-digit Exam ID# on the top of each page.
- NCRA recommends that candidates print only one rough draft and one final copy.
- All rough draft pages must be torn up before the room monitor at the time the candidate turns in their final skills test transcript.

IF YOU ARE TAKING THE CRR/CBC/CCP SKILLS TEST

GENERAL INFORMATION (CRR/CBC/CCP):

- A. In every sense, the CRR/CBC/CCP test must be the work product of the individual candidate.
- B. Candidates must use their own dictionary.
- C. Candidates must steno their ten-digit NCRA ID number at the beginning of their CRR/CBC/CCP test file.
- D. Candidates must know how to have their software write an ASCII file double-spaced and with lines no longer than 75 characters.
- E. Candidates are required to convert their file to ASCII format and produce their own ASCII text file, without assistance, on a 3.5" double-sided high-density formatted diskette, compact disc, or jump drive.
- F. When directed by the Chief Examiner, candidates are permitted to confirm that the entire ASCII file is on their diskette.
- G. Candidates are not permitted to edit their ASCII file.
- H. Candidates are advised to write protect their 3.5" floppy diskette, if used, after writing the exam.
- I. Candidates who choose not to have their test graded must sign the Affidavit of Non-completion on their test envelope.
- J. All candidates are required to place the following items in their test envelopes and hand them in to the NCRA room monitor, Do NOT seal the envelope:
 - Paper notes (if produced)
 - ASCII diskette clearly labeled with ten-digit NCRA ID number

- K. Candidates are required to delete all files relating to the test from their computer.
- L. Candidates are required to delete their note/memory file from their steno machine. Those using systems with flashcards will need to bring the equipment necessary to delete the flashcard or will need to turn in the flashcard to the Chief Examiner with a self addressed stamped envelope for mailing. Candidates who do not bring a self addressed stamped envelope will have to forfeit their flashcards.
- M. All transcripts are graded according to the NCRA CRR/CBC/CCP Grading Guidelines "What Is An Error?"
- N. Immediately after the dictation has finished, you will be instructed to move away from your equipment.

EQUIPMENT RULES AND REGULATIONS (CRR/CBC/CCP):

- A. Candidates are responsible for providing all necessary equipment including steno machine, computer and display, cables, two blank diskettes (compact disk or jump drive also acceptable), realtime software, security keys, diskette labels, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.
- B. Candidates are required to provide their own 3.5" HD floppy diskettes, compact discs, or jump drives. Even if the floppy diskettes are labeled as formatted, we urge candidates to format them again with an IBM or IBM compatible PC.
- C. Use of the candidate's own equipment is strictly at the candidate's own risk.
- D. The set-up and operation of equipment are integral parts of the CRR/CBC/CCP exam. Therefore, candidates should not expect or receive instruction from NCRA representatives or other candidates on how to operate their own equipment.
- E. The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off deck, etc.
- F. Additional time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items (e.g., cables, power cords), or related events.
- G. Candidates must label their diskettes with their ten-digit NCRA ID number (this is your 4-digit site number plus your 6-digit NCRA ID #.). Name or other personal identification is not permitted.
- H. Questions regarding print setup or format should be directed to your equipment vendor, technical support staff or local computer service center. We suggest that candidates print one or more files before exam day to confirm that equipment is in working order.