CERTIFIED COURT REPORTER BOARD OF EXAMINERS

Certification Testing Information Packet

October 17th 2020 ● Chesterfield, Missouri

BRING THIS PACKET TO THE TEST

Please read carefully the following information regarding the C.C.R. certification test.

INFORMATION ABOUT EXAMINATION DAY

TEST INFORMATION:

Registration:

1. Please arrive in an orderly and timely manner. Registration is at 8 a.m. Prior to that time, staff and board members are busy with other duties and they do not have time to answer questions. Please reserve your questions until it is your turn to register. Please arrive at the registration table with your paperwork completed and in order. Have your identification ready to present.
2. An envelope has been sent to you with an ID number. This number has been assigned to you and must be written/typed on any paper, disk, CD, cassette tape, scratch paper you use during the test.
3. If you carry cell phones, pagers, or other electronic devices into the testing room, ALL such devices must be turned OFF and left at the registration table.

Testing:

1. The Board of Certified Court Reporter Examiners administers the examination in three parts: written, dictation, and transcription. The written test is conducted on Friday evenings, and dictation and transcription portion is conducted on Saturday. Notice of the details will have been mailed to you previously.
2. Immediately after the registration period, you may set up in the dictation room. The Board will conduct introductions and announcements, at which time you will be instructed as to time segments for the various sections of the examination, which are at the Board's discretion and which may vary from examination to examination. <u>Do not assume that you will have time to study or practice on examination day.</u> All applicants should arrive prepared to begin testing.
3. The dictation testing will done in groups of approximately 30, designated as Group A, Group B, et cetera. This group identification will be carried through to the transcription room.

Transcription:

1. You may be assigned seating in the transcription room. Seating according to your preference will not be accommodated. All directives regarding such must be adhered to. If you have any questions while in the transcription room, please notify the room proctor.
2. *To assist in readability during the grading process, transcripts must contain punctuation, paragraphing, and capitalization where you believe appropriate and according to commonly accepted grammar rules.*
3. Please utilize the following page setup:
   a. All text must be double-spaced and <u>cannot</u> be typed in ALL caps. Single-spaced or documents typed in ALL caps will not be graded.
   b. Font must be either Courier New or Times New Roman and in point size 12.

c. Page numbers must be inserted in the bottom center. Because each segment of dictation will be saved as a separate document, each segment of dictation must begin with page one.
d. Place a header on each page containing the speed of the dictation (i.e., 180, 200, 225) in the left-hand corner and your assigned ID number in the right-hand corner (Note example below).
   180 wpm ID# 3
e. Staple the pages of each dictation together.

4. Do not throw away ANY papers, i.e., drafts, scratch paper or handwritten notepaper. ALL papers must be placed in your packet. You may tear them in half or have the words "do not grade" written on each sheet not to be graded.
5. At the conclusion, you must place all materials not previously turned in to a proctor for grading, including any transcription, transcription drafts, steno notes, CDs, cassette tape, and any scratch paper, in your envelope and hand it to the test proctor when you check out of the test area. Take the time to ensure that your assigned number is written on all applicable materials.
6. Please advise the proctor when you are ready for your files to be deleted from your hard drives. **This process shall be done only in the presence of a proctor**.
7. Paperless machine notes must be printed out.
8. Voice writers utilizing digital methods MUST have .wav files (i.e., your voice dictation files) downloaded on at least two CDs and verified by a proctor before shutting down and packing away equipment. Omission on the part of the applicant to have this done will result in failing the exam.
9. The dictation speed and ID number must be written on each set of steno notes, printed notes from paperless machines, CDs and tapes.

General:

1. For more information about the test, be sure to review pages 1 through 9 of the Study Guide.
2. Most importantly, plan ahead so that you arrive rested and prepared.

FAMILIARITY WITH EQUIPMENT:

1. It is the responsibility of each applicant to be completely familiar with the equipment you will use during the certification test. You are required to set up, operate, and put away individual equipment (writers, recording equipment, transcription equipment, computer, printer.)
2. If you are using a stenotype machine with audio-sync, a digital recording machine or computer with a built-in microphone, you MUST be capable of fully disabling it, whether through use of an external adapter or through changes in the configuration of your machine or computer. You will be required to demonstrate this ability to a test monitor. Turning the microphone to the lowest volume WILL NOT suffice. It is your responsibility to ensure that your machine or computer DOES NOT make any recording other than your dictation.
3. Participants using a digital system such as Marantz or a speech recognition system such as AudioScribe, Eclipse, ProCAT, StenoScribe, et cetera, MUST turn in two CDs with their .wav files on each one. You must bring equipment such as an adapter to disable your live track. Applicants using analog equipment must turn in a cassette tape of the voice track. In other words, voice recognition software users or digital equipment users must turn in CDs; analog equipment users must turn in a cassette tape. **Any CD turned in as blank will result in the applicant being disqualified and tests will not be graded.**
4. Anyone using paperless writers must print and turn in their steno notes with the packet. **If notes are not turned in, it will result in the applicant being disqualified and tests will not be graded.**
5. **Tapes and/or CDs containing dictation with obvious bleed through of room sound, erasures, or lacking portions of the examination that are transcribed will result in the applicant being disqualified and automatic failure.**

BOARD OF CERTIFIED COURT REPORTER EXAMINERS

ACKNOWLEDGMENT FORM

TO BE TURNED IN ON TEST DAY

Complete and have this page ready to turn in when instructed before the commencement of test.

I have read and understand the information contained in this document regarding the C.C.R. certification test held in Chesterfield, Missouri:

Information Packet
Information About Examination Day

_____
Name (please print)

_____ _____
Signature Date