

RULES AND FREQUENTLY ASKED QUESTIONS

REALTIME SPEED CONTEST

Q. What is the Realtime Speed Contest?

A. Five minutes of dictation at 230 words per minute.

Q. What is the appeal process if I disagree with grading?

A. All scores, including verified scores, are final. There is no appeal process.

Q. What is the format?

A. Five minutes of recorded two-voice testimony dictated at 230 words per minute.

Q. Can I write the material in all caps?

A. Yes

Q. Who can sit for the CCRA Realtime Speed Contest?

A. Any CCRA member who currently holds a CRR, FCRR, or CRCR certification may participate.

Q. How many tests are given at each offering?

A. One.

Q. How much does it cost?

A. **Members only - \$50.**

Q. How do I register to take the Realtime Speed Contest?

A. By mailing in the registration form, or registering online at ccra.info.

Q. Can I wait to register onsite on the day of the Contest?

A. No. The registration deadline is 10 days prior to the exam.

Q. Do I have to register for the seminars in order to sit for the Realtime Speed Contest?

A. No.

Q. Will I receive confirmation of my registration?

A. A confirmation e-mail with instructions will be sent prior to the Contest.

Q. What are the grading guidelines?

A. Material will be graded using NCRA's CRR "What Is An Error" guidelines, which can be found online at ncra.org.

Q. How many errors are allowed on the Contest?

A. Candidates must attain a minimum score of 96 percent accuracy to qualify. The top three contestants will be recognized at the Saturday luncheon.

Q. What MUST I bring to the site?

A. Your confirmation e-mail, a picture ID, your writer, computer, realtime software, the cable that connects your writer to your computer, and a thumb drive or blank CD on which you will submit your PDF file. **FAILURE TO BRING THESE ITEMS WILL RESULT IN AN AUTOMATIC DISQUALIFICATION.**

NO WIRELESS DEVICES OF ANY KIND ARE PERMITTED. NO AUDIO WILL BE PERMITTED.

Q. Am I required to use a disk or paper in my writer?

A. No. If you have the ability to write diskless and/or paperless, you may do so. But please be aware that all removable test materials must be given to the proctor immediately following the examination, so be sure that nothing important is contained on these items. All such materials become the property of CCRA and contents will be destroyed. Back up all dictionaries and work files in your computer and writer before the test because you will be required to delete test material from all forms of memory at the test site.

Q. How is the Contest administered?

A. After onsite check-in, you can set up in the testing room and will be given time to warm up. The proctor then gives instructions. **YOU WILL BE ASKED TO DISABLE MICROPHONES ON THE COMPUTER.** The CD is then played. At the end of the dictation, you will be instructed to step away from your equipment. A proctor will invite you back to your seat, ask you to create a PDF of the contest file and save it to your thumb drive or CD, then instruct you to delete all pertinent files from your computer and either reformat your writer disk and/or erase your writer's memory. After giving your media to the proctor, you are free to leave.

Q. Is anyone allowed to help me during the exam?

A. No. You may, however, utilize a cheat sheet with step-by-step instructions.

Q. What is the CCRA liability policy?

A. 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. Neither the hosting site nor CCRA assumes responsibility should any equipment not perform properly, be dropped, stolen, knocked of a desk, etc. Administration of the test will not be delayed to accommodate equipment failure, accidental erasing of computing files, or forgotten items, (i.e., cables, power cords.)

ALL TESTING MATERIALS BELONG SOLELY TO CCRA