

## TESTING RULES AND FREQUENTLY ASKED QUESTIONS

## CRCR EXAM

**Q. What is the CRCR exam?**

A. Five minutes of dictation at speeds ranging from 180-200 words per minute designed to test the basic realtime skills of working reporters.

**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. Is there a written test?**

A. No.

**Q. What is the format?**

A. One test is three-voice, one test is four-voice, question and answer. The third and fourth voices are colloquy.

**Q. Can I write the examination in all caps?**

A. Yes, writing in all caps is preferred.

**Q. Is the dictation live or recorded?**

A. It is recorded on CD

**Q. Who can take the exam?**

A. To fulfill the requirements for employment as an official court reporter in the Colorado courts, having successfully passed the RPR is a prerequisite to take the CRCR exam.

**Q. How many tests are given at each exam offering?**

A. Two.

**Q. How much does it cost?**

A. **Members in good standing:** \$150 for one test, \$225 for two tests; **Non-members,** \$225 for one test, \$350 for two tests.

**Q. How is "Member in Good Standing" defined?**

A. Membership dues are payable as of March 1 of each year. Membership dues must be paid by March 15 of each year. Otherwise, the non-member testing fee will apply.

**Q. How do I register to take the CRCR exam?**

A. By mailing in the registration form, or registering online at [ccra.info](http://ccra.info).

**Q. Can I wait to register onsite on exam day?**

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

**Q. Do I have to register for the seminars in order to take the CRCR exam?**

A. No. However, CCRA **MAY** offer seminar discounts or **MAY** offer a reduction in the testing fee for reporters taking the test and attending the seminar.

**Q. Will I receive confirmation of my exam registration?**

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

**Q. What if I need to cancel my registration?**

A. Should you need to cancel for any reason, you **MUST** contact the Chief Examiner three days prior to the exam. Should a sudden emergency arise the day of the test, test candidates may contact the Chief Examiner within one week of the test to request a voucher. These will be reviewed on a case-by-case basis. In either case, no refunds will be given, but vouchers may be offered.

**Q. What are the grading guidelines?**

A. Tests will be graded using NCRA's CRR "What Is An Error" guidelines, which can be found online at [ncra.org](http://ncra.org).

**Q. How many errors are allowed on the exam?**

A. 96 percent accuracy is 38 errors, 94 percent accuracy is 56 errors. Only reporters passing with 96 percent accuracy will be able to use the CRCR designation. There will be no designation for reporters qualifying at 94 percent accuracy.

**Q. Will I receive a numerical score with my results?**

A. No. However, you may request a numerical score by contacting the Chief Examiner. Tests will only be graded to 75 errors.

**Q. How quickly will I receive my results?**

A. Results will be e-mailed within four weeks.

**Q. What MUST I bring to the exam 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. Please bring a power strip. **FAILURE TO BRING THESE ITEMS TO THE TEST WILL RESULT IN AN AUTOMATIC FAIL.**

**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 for the exam?**

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 exam administered?**

A. After onsite check-in, you can set up in the testing room. Warm-up material will be available. The proctor then gives instructions. **YOU WILL BE ASKED TO DISABLE MICROPHONES ON THE COMPUTER.** The exam CD is then played. At the end of Test 2, 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 test file and save it to your thumb drive or CD, and instruct you to delete all test 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. The exam is designed to simulate the work environment, so you are not allowed to seek assistance with either setup or the creation of your PDF file. You may, however, utilize a cheat sheet with step-by-step instructions.

**Q. Can I use a cheat sheet for briefs or special terms?**

A. Yes.

**Q. Is the CRCR certification subject to annual renewal requirements?**

A. The CRCR certification is valid for three years from the date of passing the test. At the end of the three years, the holder of the CRCR certification will be required to furnish CCRA a copy of the NCRA CEU transcript in order to maintain the CRCR designation for an additional three-year period.

**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**