

CRCR Setup Checklist

1. Make sure your writer is set to “test mode” if that is applicable.
2. Have blank USB thumb drive labeled with your testing number that you do not expect to get back. This will not be returned after you turn it in.
3. Make sure all audiosync, microphones, computer sound is turned off or disabled.
4. Set up your CAT software to print in ALL CAPS. (Less chance of errors)
5. Create header or footer with your testing identification number only. Do not have any other identifying information on your test. It will be an automatic fail!
6. Enter any words given by the Chief Examiner prior to test into a job dictionary specific for these tests.

CRCR Turn in and Delete Procedure

1. Step away from your writer and computer as soon as the test is over.
2. When instructed by a testing proctor, return to your seat to create a pdf of your test.
3. Print test in ALL CAPS for less chance of errors.
4. Save file name your testing identification number.
5. Save pdf test to your USB thumb drive. Open pdf on thumb drive to make sure you can open it and your test is there before deleting on your computer.
6. Delete test from your CAT software (dictionary, notes file, and cat file)
7. Delete from your writer including your SD card, if one is inserted into your machine.
8. Delete from your CAT software “kitty litter” if applicable and from your computer’s trash can.
9. Turn in your thumb drive to proctor and shut down computer and writer and pack up.