

# IMPORTANT CSR EXAM INFORMATION

Updated March 2017

## CSR BASICS

The Certified Shorthand Reporter exam will be given by MCRA at a minimum of once per year.

The exam is three five-minute takes, and all must be passed in one sitting. All three sections of the exam must be transcribed with an accuracy of at least 95%.

Each take is preceded by a one-minute practice take. The speeds will be:

- Q&A – 210 wpm, 53 errors
- Jury Charge – 190 wpm, 48 errors
- Literary – 170 wpm, 43 errors

Candidates are given three total hours to transcribe the three exam sections.

Candidates will be informed by mail within a few weeks of a pass or fail of the exam. Exact scores will not be released.

All exams will be graded according to the NCRA Grading Guidelines, "*What is an Error?*" Exams should be prepared 24 lines per page double spaced, and in neither all caps nor all lowercase.

When a candidate passes the exam, he/she must become a member of MCRA within 60 days in order for his/her certificate to be in effect.

Certified Shorthand Reporters shall be issued a registration number with each certificate. Registration numbers shall be used on title pages, certification pages and all correspondence with MCRA.

If a person's membership in MCRA is discontinued, this certification will no longer be valid.

## BEING PREPARED FOR THE TEST

Candidates are responsible for providing necessary equipment including writers, laptop computers, CAT software, and all necessary wires and extension cords, as well as a thumb drive.

Candidates shall not be provided any assistance or instruction on how to use their equipment on site.

Additional transcription time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items, etc.

Candidates are required to convert their final skills test transcript files to ASCII/.TXT format, without assistance, and copy them to a thumb drive to transfer the file to the proctor.

Candidates must present a photo I.D. to gain entrance to the exam.

Cell phones and other electronic devices will be turned off and given to the proctor, to be returned at the end of the exam.

MCRA will provide a printer which candidates can use to print a rough draft of their exam. We strongly recommend proofreading your exam before handing in the final file. No handwritten corrections will be allowed.

Candidates may use a printed Merriam Webster's Dictionary or electronic dictionary (spellcheck) installed on their computer.

Steno machines must be run in test mode, if available. All recording devices on steno machines and laptop computers must be disabled for the exam. All exam files must be deleted following the exam.

# **MCRA CSR EXAM INFORMATION**

## **PROCTOR INFORMATION**

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Test may be taken using realtime.

Candidates may edit their files on their personal laptops.

MCRA will provide a CD player to play the audio test.

MCRA will provide a printer to print draft transcripts (candidates do not have to bring their own).

All audiosync features on writers and laptops will be disabled before the exam. The proctor should ensure this is done. Please remind candidates to turn them back on afterwards!

No headphones or earbuds will be allowed in the room.

Each five-minute dictation is preceded by a one-minute practice take. Once the exam begins being played, it will run continuously. The proctor may pause the audio briefly between each practice take and test to make sure no problems have arisen, everyone can hear well, etc.

Proctor to announce before exam begins: "If you have a mechanical problem during the exam, please remain calm and sit quietly. Do not do anything that may distract the other candidates. If the mechanical problem does not prevent you from writing, please continue to write the exam. You will be instructed to proceed after the audio portion of the exam has finished playing."

Exams will be submitted to the proctor in ASCII/.TXT format on a thumb drive provided by the candidate. All three test legs must be contained in one file. Thumb drives will be returned at the test site after files are transferred to the proctor.

The candidate's name should NOT appear at the top of the test. Each will be provided a numbered envelope.

After ASCII/.TXT files are submitted to the proctor, all exam files must be deleted from the candidate's writer, laptop and thumb drive. The proctor should witness this being done.

If a candidate does not transcribe, they only need to delete their files and sign their envelope acknowledging that they will not transcribe. If someone uses paper in their machine, the paper notes must be turned in.

In every sense, the CSR test transcripts must be the work products of the individual candidate. Candidates are responsible for producing their own transcripts without assistance, including saving and/or printing. Candidates must perform their own translating and editing functions.

All questions or issues that arise will be decided and settled by the CSR exam proctor.