What is an Error?

Grading Guidelines for the CRC Skills Test

- The CRC Skills Test consists of five minutes of professionally recorded audio dictation material (straight matter) at 180 words per minute. Passing is 96%. Allowable number of errors is 36.
- The CRC Skills Test is developed based on the rules of punctuation set forth in The Gregg Reference Manual and Merriam Webster’s Dictionary. Paragraphing is recommended but not required.
- Automatic Fails:
  - Two drops of 10 or more consecutive words.
  - A submitted uploaded file that does not contain printable data.
- The following list of errors will be used as a guideline for correcting tests. In all cases of dispute, the NCRA Grader, guided by all the principles set forth herein, will render the final decision, subject to appeal to the Council of the Academy of Professional Reporters. Please see the bottom of the page for an explanation of errors.

ERROR GUIDELINES

1. Each plural dictated as singular and vice versa.
   (D): Let me check the dates.
   (T): Let me check the date. 1 Error
2. Each present-tense verb dictated as past tense and vice versa.
   (D): In other words, you acted as a clerk.
   (T): In other words, you act as a clerk. 1 Error
3. Each misspelled word, each time it occurs.
   (D): baked
   (T): bakeed 1 Error
4. Each wrong word, common name, or mistranslated stroke.
   (D): Mr. Smith followed me home.
   (T): Mr. Johnson followed me home. 1 Error
   (T): Mr. John son in law followed me home. 4 Errors
   (D): I didn’t see the car until we hit.
   (T): I didn’t notice any vehicle until we hit. 3 Errors
   (D): I went down the street.
   (T): I went do you know the street? 3 Errors
   (D): humanity
   (T): Hugh man it tie 4 Errors
   (T): human it tie 2 Errors
   (D): firsthand
   (T): first hasn’t 2 Errors
   (T): first hasn’t 1 Error
5a. Each obvious omitted comma that is required by the rules of punctuation and/or grammar.
   Dates:
   (D): September 20, 1993, is the date.
   (T): September 20 1993 is the date. 2 Errors
   Items in a series:
   (D): The library has books, magazines, and tapes.
   (T): The library has books and magazines, and tapes. 1 Error
   Direct address:
   (D): Yes, sir.
   (T): Yes6 sir. 1 Error
   City and state:
   (D): I moved to Vienna, Virginia, last year.
   (T): I moved to Virginia. 2 Errors
   5b. Each obvious omitted period that is required by the rules of punctuation and/or grammar.
   (D): I couldn’t. He was asleep.
   (T): I couldn’t he was asleep. 2 Errors
   (T): I couldn’t [FPL] he was asleep. 2 Errors
6. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.
   (D): Who wants to go?
   (T): Who wants to go. 1 Error
7a. Each incorrect number or money figure represented by a word.
   (D): May one, nineteen fifty one.
   (T): May 1, 1815. (182155) 2 Errors
   (T): May 22, 18 15 (182,1 155) 4 Errors
   (D): $143.00 or $143 or 143 dollars.
   (T): $143.00 or $143 or “dollars” 1 Error
   7b. Numbers should be consistent, either all numerals or all written out, not mixed.
   (D): one hundred fifty
   (T): one hundred 50 1 Error
   (T): one hundred fifty 0 Errors
   (D): one hundred fifty
   (T): 50 0 Errors
   (T): 150 0 Errors
   (D): one two nine Main Street
   (T): 129 Main Street 0 Errors
   (T): one twenty-nine Main Street 1 Error
   (T): 192 Main Street 1 Error
7b. Numbers should be consistent, either all numerals or all written out, not mixed.
   (D): one hundred fifty
   (T): one hundred 50 1 Error
   (T): one hundred fifty 0 Errors
   (T): 50 0 Errors
   (T): 150 0 Errors
   (D): one two nine Main Street
   (T): 129 Main Street 0 Errors
   (T): one twenty-nine Main Street 1 Error
   (T): 192 Main Street 1 Error

To assist with grading, the errors listed in this document have been coded as follows:

1. Extra/missing space
2. Wrong word
3. Hyphen
4. Replaced word
5. Transposed word
6. Missing/wrong punctuation
7. Missing word
8. Misspelling
9. Added word
10. Capitalization
11. Untranslate
12. Style
13. Contraction

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13. Contraction
14. Acronyms or initialisms should not contain spaces, hyphens, or words.
15. Stacking errors.
16. Transposition.

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(D): I have five boys.
(T): I have 5\text{12} boys. \hspace{1cm} 1 \text{ Error}

*NOTE: Ages, measurements, scores from 1-10 can be expressed in words or numerals.

**7c. Numbers containing six or more consecutive zeros should have the zeros expressed in words. Numbers ten and below can be written out or expressed as a numeral. Numbers 11 and above should be expressed as a numeral.**

(D): six million
(T): 6 million or six million \hspace{1cm} 0 \text{ Errors}

(D): Two hundred forty thousand
(T): 240,000 \hspace{1cm} 0 \text{ Errors}

(D): 200,40,000\text{12}
(T): 200\text{40},000\text{12} \hspace{1cm} 2 \text{ Errors}

(D): 200\text{40} thousand\text{12}
(T): 240 thousand\text{12} \hspace{1cm} 1 \text{ Error}

(D): $1.1 million
(T): one\text{2} $\text{7.1 million} \hspace{1cm} 2 \text{ Errors}

(D): six million
(T): 6 million or six million \hspace{1cm} 2 \text{ Errors}

(D): Two hundred forty thousand
(T): 240,000 \hspace{1cm} 0 \text{ Errors}

(D): 200\text{40},000\text{12}
(T): 200\text{40},000\text{12} \hspace{1cm} 2 \text{ Errors}

(D): 200\text{40} thousand\text{12}
(T): 240 thousand\text{12} \hspace{1cm} 1 \text{ Error}

(D): They are
(T): they're\text{13} \hspace{1cm} 1 \text{ Error}

10. Each untranslate.

(D): Did you stay at the Marriott?
(T): Did you stay at the MAR\text{11 YOT}\text{11}? \hspace{1cm} 2 \text{ Errors}

11. Each omitted apostrophe that designates possession.

(D): The dog ate the cat’s food.
(T): The dog ate the cat’s food. \hspace{1cm} 1 \text{ Error}

12. Each conflict and/or any extra words contained in the conflict translation.

(D): I can take only one pair of shoes.
(T): I can take only one pair of shoes. \hspace{1cm} 1 \text{ Error}

(D): If you remember, please give us the time.
(T): [fur\text{2}, if\text{2} you\text{2} are\text{2}, if you remember], please give us the time. \hspace{1cm} 4 \text{ Errors}

(D): This drug will alleviate your pain.
(T): This drug will a\text{3} leave\text{3} a\text{3}te\text{3} your pain. \hspace{1cm} 4 \text{ Errors}

13a. Compound words with a space, changing meaning.

(D): I walked away from the ballpark.
(T): I walked a\text{1} way from the ballpark. \hspace{1cm} 1 \text{ Error}

13b. Two words connected that should not be connected.

(D): He is over the hill.
(T): He is over the hill. \hspace{1cm} 1 \text{ Error}

14. Acronyms or initialisms should not contain spaces, hyphens, or words.

(D): IRS
(T): IRS \hspace{1cm} 0 \text{ Errors}

(T): I.R.S. \hspace{1cm} 0 \text{ Errors}

(T): I-R-S (I-3R-3S) \hspace{1cm} 2 \text{ Errors}

(T): I R S (I 1R 1S) \hspace{1cm} 3 \text{ Errors}

(T): I are S (I 1are 1S) \hspace{1cm} 3 \text{ Errors}

(T): I are S (I are 1S) \hspace{1cm} 2 \text{ Errors}

15. Stacking errors.

(D): I went home. The victim was there.
(T): I went home\text{6} T\text{2} victim was there. \hspace{1cm} 2 \text{ Errors}

(D): He asked for you. I said you went out.
(T): He asked for \text{2} You\text{10} I said you went out. \hspace{1cm} 2 \text{ Errors}

16. Transposition.

(D): She was once a CEO.
(T): She once\text{1} was a CEO. \hspace{1cm} 1 \text{ Error}

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17. Each omitted word.
   (D): I drove and he slept.
   (T): I drove, He slept.  
   1 Error

*NOTE: The essential error is the omission of the word “and.”
No error for the period, no error for the capital H.

18. Each added word.
   (D): Yes.
   (T): Yes, sir.
   1 Error

THESE WILL NOT BE COUNTED AS ERRORS:

A. Use of the word “dollars” instead of the $ symbol.
B. Use of the word “percent” instead of the % sign.
C. Omitted sets of quotation marks or parentheses. (If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.)
D. A word that does not translate but forms the correct English word (NOTE: Translation may be in brackets):
   (D): Hub
   (T): {HUB}
E. Tests in all uppercase.