

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

(D=dictated, T=translated)

1. Each plural dictated as singular and vice versa.

(D): Let me check the dates.
(T): Let me check the date². 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 act² as a clerk. 1 Error

3. Each misspelled word, each time it occurs.

(D): baked
(T): bakeed⁸ 1 Error

4. Each wrong word, common name, or mistranslated stroke.

(D): Mr. Smith followed me home.
(T): Mr. Johnson² followed me home. 1 Error
(T): Mr. John²son⁹ followed me home. 2 Errors
(T): Mr. John²son⁹-in⁹-law⁹ followed me home. 4 Errors
(D): I didn't see the car until we hit.
(T): I didn't notice² any² vehicle² until we hit. 3 Errors

(D): I went down the street.
(T): I went do² you⁹ know⁹ the street? 3 Errors

(D): humanity
(T): hugh² man⁹ it⁹ tie⁹
(T): human² {teu}¹¹ 2 Errors

(D): firsthand
(T): first² hasn't⁹
(T): firsthasn't² 2 Errors
(T): firsthasn't² 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 20⁶ 1993⁶ is the date. 2 Errors

Items in a series:

(D): The library has books, magazines, and tapes.
(T): The library has books⁶ 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 Vienna⁶ Virginia last year. 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't⁶ he¹⁰ was asleep. 2 Errors
(T): I couldn't {FPL}¹¹ he¹⁰ 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.⁶ 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 (18^{2,1} 15⁵) 4 Errors

(D): One hundred forty three dollars.
(T): \$143.00 or \$143 or 143 dollars. 0 Errors
(T): 143.00 (omitted \$ or "dollars") 1 Error
(T): \$134⁵.00 or \$134⁵ 1 Error

7b. Numbers should be consistent, either all numerals or all written out, not mixed.

(D): one hundred fifty
(T): one hundred 50¹² 1 Error
(T): one hundred fifty
(T): 150 0 Errors

(D): one two nine Main Street
(T): 129 Main Street 0 Errors
(T): one twenty-nine¹² Main Street 1 Error
(T): 192⁵ Main Street 1 Error

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

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

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(D): I have five boys.
(T): I have 5¹² boys. 1 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 0 Errors

(D): Two hundred forty thousand
(T): 240,000 0 Errors

(T): 200,40,000¹² 1 Error

(T): 200¹ 40,000¹² 2 Errors

(T): 200¹ 40 thousand¹² 2 Errors

(T): 240 thousand¹² 1 Error

(D) \$1.1 million
(T) one² \$⁷.1 million 2 Errors

(T) 1² \$⁷.1 million 2 Errors

7d. Numbers in a range can be written with hyphens, numbers need to be consistent.

(D): Items one through ten
(T): Items 1- 10 0 Errors

(T): Items one through ten 0 Errors

(T): Items one through 10¹² 1 Error

(D): There are four and a half slices.
(T): There are 4 and a half slices 0 Errors

(T): There are 4 1/2 slices. 0 Errors

(D): five foot six
(T): 5' 6. 0 Errors

(T): 5 foot 6 0 Errors

(T): 5' 6" 0 Error

7e. The time of day can be written in numbers or with colons.

(D): The meeting starts at nine.
(T): The meeting starts at 9. 0 Errors

(T): The meeting starts at 9:00. 0 Errors

(T): The meeting starts at nine. 0 Errors

(T): The meeting starts at 9 o'clock. 0 Errors

8. Misspelled or noncapitalized names.

(D): Harley Schmidt
(T): Harvey² Schmitt² 2 Errors

(D): Bill Frank
(T): bill¹⁰ frank¹⁰ 2 Errors

9. Each contraction written as two words and vice versa.

(D) I don't know.
(T): I do not¹³ know. 1 Error

(D): they are
(T): they're¹³ 1 Error

10. Each untranslate.

(D): Did you stay at the Marriott?
(T): Did you stay at the MAR¹¹ YOT¹¹? 2 Errors

11. Each omitted apostrophe that designates possession.

(D): The dog ate the cat's food.
(T): The dog ate the cats⁶ food. 1 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 pear² of shoes. 1 Error

(D): If you remember, please give us the time.
(T): {fur⁹; if⁹ you⁹ are⁹; if you remember}, please give us the time. 4 Errors

(D): This drug will alleviate your pain.
(T): This drug will a² fleave⁹; leaf⁹ ate⁹ your pain. 4 Errors

(T): This drug will Aleve² ate⁹ your pain. 2 Errors

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

(D): I walked away from the ballpark.
(T): I walked a¹ way from the ball park. 1 Error

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

(D): He is over the hill.
(T): He is overthe¹ hill. 1 Error

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

(D): IRS
(T): IRS 0 Errors

(T): I.R.S. 0 Errors

(T): I-R-S (I-³R-³S) 2 Errors

(T): I R S (I¹R¹S) 2 Errors

(T): I H S (I¹H²S) 3 Errors

(T): I are S (I¹are²S¹) 3 Errors

(T): Iare S (Iare²S) 2 Errors

15. Stacking errors.

(D): I went home. The victim was there.
(T): I went home. T² victim was there. 2 Errors

(D): He asked for you. I said you went out.
(T): He asked for U^{2,6}. I said you went out. 2 Errors

(T): He asked for. You¹⁰ I said you went out. 2 Errors

16. Transposition.

(D): She was once a CEO.
(T): She once⁵ was a CEO. 1 Error

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17. Each omitted word.

(D): I drove and he slept.

(T): I drove⁷ ; 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, sir⁹.

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.

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