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)

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Example</th>
<th>NCRA Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each plural dictated as singular and vice versa.</td>
<td>(D): Let me check the dates. (T): Let me check the date.</td>
<td>1 Error</td>
</tr>
<tr>
<td>2. Each present-tense verb dictated as past tense and vice versa.</td>
<td>(D): In other words, you acted as a clerk. (T): In other words, you act as a clerk.</td>
<td>1 Error</td>
</tr>
<tr>
<td>3. Each misspelled word, each time it occurs.</td>
<td>(D): baked (T): bakeed</td>
<td>1 Error</td>
</tr>
<tr>
<td>4. Each wrong word, common name, or mistranslated stroke.</td>
<td>(D): Mr. Smith followed me home. (T): Mr. Johnson followed me home.</td>
<td>1 Error</td>
</tr>
<tr>
<td>5a. Each obvious omitted comma that is required by the rules of punctuation and/or grammar.</td>
<td>(D): September 20, 1993, is the date. (T): September 20th 1993 is the date.</td>
<td>2 Errors</td>
</tr>
<tr>
<td>5b. Each obvious omitted period that is required by the rules of punctuation and/or grammar.</td>
<td>(D): I couldn’t. He was asleep. (T): I couldn’t he was asleep.</td>
<td>2 Errors</td>
</tr>
<tr>
<td>6. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.</td>
<td>(D): Who wants to go? (T): Who wants to go.</td>
<td>1 Error</td>
</tr>
<tr>
<td>7. Each incorrect number or money figure represented by a word.</td>
<td>(D): May one, nineteen fifty one. (T): May 1, 1815.</td>
<td>2 Errors</td>
</tr>
<tr>
<td>7b. Numbers should be consistent, either all numerals or all written out, not mixed.</td>
<td>(D): one hundred fifty. (T): one hundred 50</td>
<td>1 Error</td>
</tr>
</tbody>
</table>

### 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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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): 200,40,000 1 Error
(T): 200,40,000 12 2 Errors
(T): 200,40 thousand 12 2 Errors
(T): 240 thousand 12 1 Error

(D): $1.1 million
(T): one 5.1 million 2 Errors
(T): 1 $5.1 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 10 1 Error

(D): There are are 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): Hardey Schmitt 2 Errors

(D): Bill Frank
(T): bill frank 2 Errors

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

(D): I don’t know.
(T): I do not know. 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 cat’s 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 pear of shoes. 1 Error
(T): (fur, if you are, if you remember), please give us the time. 4 Errors

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

(D): I walked away from the ballpark.
(T): I walked a 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 over the 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 R S) 2 Errors
(T): I R S (I R S) 2 Errors
(T): Iare S (Iare S) 3 Errors
(T): I are S (I are S) 2 Errors

15. Stacking errors.

(D): I went home. The victim was there.
(T): I went home victim was there. 2 Errors
(D): He asked for you. I said you went out.
(T): He asked for you, I said you went out. 2 Errors
(T): He asked for you. I said you went out. 2 Errors

16. Transposition.

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

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