What is an Error?

Grading Guidelines for the CRR Skills Test

- The CRR Skills Test consists of five minutes of professionally recorded audio dictation material (Q&A) at 200 words per minute. Passing is 96%. Allowable number of errors is 40.
- The CRR 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 omission/duplication of Q and A.
   (D): Q. What day was that?
   A. Monday.
   (T): Q. What day was that?
   - Monday
   (T): Q. What day was that?
   Q. Monday.

2. Each plural transcribed as singular and vice versa.
   (D): Let me check the dates.
   (T): Let me check the date2.

3. 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.

4. Each misspelled word, each time it occurs.
   (D): baked
   (T): bakeed8

5. Each wrong word, common name, or mistranslated stroke.
   (D): Mr. Smith followed me home.
   (T): Mr. Johnson2 followed me home. 1 Error
   (T): Mr. John2 son9 law2 followed me home. 2 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 do2 you9 know9 the street? 3 Errors
   (D): humanity
   (T): hugh2 man9 it9 tie9 4 Errors
   (T): human2 [teu]112 Errors
   (D): firsthand
   (T): first2 hasn’t9 2 Errors

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 202 19932 is the date. 2 Errors

   Items in a series:
   (D): The library has books, magazines, and tapes.
   (T): The library has books2 magazines, and tapes. 1 Error

   Direct address:
   (D): Yes, sir.
   (T): Yes2 sir. 1 Error

   City and state:
   (D): I moved to Vienna, Virginia, last year.
   (T): I moved to Vienna2 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’t2 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 1815. (182155) 2 Errors
   (T): May 22, 18 15 (182,1 155) 4 Errors

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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14. Compound words with a space, changing meaning

7b. Numbers zero through nine (0-9) should be written out. Eleven (11) and above, the numbers should be written as numerals. Ten (10) can be written either way.

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.

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

8. Misspelled or noncapitalized names.

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

10. Each untranslate.

11. Each omitted apostrophe that designates possession.

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

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

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

14. Acronyms or initialisms should not contain spaces, hyphens, or words.
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15. Stacking errors.
   (D): I went home. The victim was there.
   (T): I went home\textsuperscript{1,2} victim was there.  \hspace{1cm} 2 Errors
   (D): He asked for you. I said you went out.
   (T): He asked for \textsuperscript{1,2} \textsuperscript{3,4} I said you went out.  \hspace{1cm} 2 Errors
   (T): He asked for, \textsuperscript{1,2} \textsuperscript{3,4} \textsuperscript{5,6} I said you went out.  \hspace{1cm} 2 Errors

16. Transposition.
   (D): She was once a CEO.
   (T): She once\textsuperscript{5} was a CEO.  \hspace{1cm} 1 Error

17. Each omitted word.
   (D): I drove and he slept.
   (T): I drove \textsuperscript{7} He slept.  \hspace{1cm} 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\textsuperscript{9}.  \hspace{1cm} 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}\nE. Tests in all uppercase.