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

(D=dictated, T=translated)

1. **Each omission/duplication of Q and A.**
   - (D): Q. What day was that?
   - A. Monday.
   - (T): Q. What day was that?
   - __ Monday
   - 1 Error
   - (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 date.
   - 1 Error

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 act as a clerk.
   - 1 Error

4. **Each misspelled word, each time it occurs.**
   - (D): baked
   - (T): bakeed
   - 1 Error

5. **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 followed me home.
   - (T): Mr. John son in law 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 do you know the street?
   - 3 Errors
   - (D): humanity
   - (T): hugh man it tie
   - 4 Errors
   - (T): human [teu]
   - 2 Errors
   - (D): firsthand
   - (T): first hasn’t
   - 2 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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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.

(D): one hundred fifty
(T): one hundred 50
(T): one hundred fifty
(T): 150
(D): one two nine Main Street
(T): one twenty nine Main Street
(T): 129 Main Street
(T): 192 Main Street
(D): I have five boys.
(T): I have 5 boys.

8. Misspelled or noncapitalized names.

(D): Harley Schmidt
(T): Harley  Schmitt
(D): Bill Frank
(T): bill  Frank

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

(D): I don’t know.
(T): I do not know.
(D): they are
(T): they’re

10. Each untranslate.

(D): Did you stay at the Marriott?
(T): Did you stay at the MAR? YOT?

11. Each omitted apostrophe that designates possession.

(D): The dog ate the cat’s food.
(T): The dog ate the cats’ food.

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.
(D): If you remember, please give us the time.
(T): if you remember, please give us the time.

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

(D): I walked away from the ballpark.
(T): I walked a way from the ball park.

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

(D): He is over the hill.
(T): He is over the hill.

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

(D): IRS
(T): IRS
(D): I-R-S (I-R-S)
(T): I R S (I R S)
(D): I-H-S (I-H-S)
(T): I are S (I are S)
(D): I are S (I are S)
(T): I are S (I are S)

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
(D): Two hundred forty thousand
(T): 240,000
(T): 200,400,000
(T): 2001 40,000
(T): 2001 40 thousand
(T): 240 thousand
(D) $1.1 million
(T): one2 $7.1 million
(T): 12 $7.1 million

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

(D): Items one through ten
(T): Items 1-10
(T): Items one through ten
(T): Items one through 10
(D): There are four and a half pencils.
(T): There are 4 and a half pencils.
(T): There are 4 1/2 pencils.
(D): five foot six
(T): 5’6.
(T): 5 foot 6
(T): 5’6”

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

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15. Stacking errors.
   (D): I went home, The victim was there.
   (T): I went home, the 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 was once a CEO.  1 Error

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.