

# QUICK GUIDE TO THE REALTIME (CRR, CRC) TESTING PROCESS



Enter the terms on the right side of the test site into your Job Dictionary.



Listen and transcribe the 1-minute warm-up audio.



Write a word or two to make sure your Writer and CAT Software are still working.



Take a deep breath! *You got this!*



Listen and transcribe the 5-minute test audio.



**Save and close your CAT file in a convenient file folder. On the test site, attach your notes file.**

**Tip:** Make sure you are attaching the correct file type per Appendix B of the testing instructions!



**On the test site, attach your transcript file.**

**Tip:** Make sure you are attaching the correct file type per Appendix B of the testing instructions!



**Re-open the transcript in your CAT Software. Select the text (Do not include the warm-up or your name!) and copy it.**

**Tip:** Right-click the selected text and select *Copy* OR click *CTRL + C* on your keyboard.

**Next, paste the transcript on the test site under *My Transcript*.**

**Tip:** Right-click the test site under *My Transcript* and select *Paste* OR click *CTRL + V* on your keyboard.



Click the *Submit Test* button to receive your preliminary score!