Grading Guidelines for the RSR, RPR and RMR Skills Tests

- The RSR Skills tests consists of five minutes of professionally recorded audio dictation material at 160 (Literary), 180 (Jury Charge), and 200 (Testimony). The RPR skills tests consists of five minutes of professionally recorded audio dictation material at 180 (Literary), 200 (Jury Charge), and 225 (Testimony) words per minute. The RMR skills tests consists of five minutes of professionally recorded audio dictation material at 200 (Literary), 240 (Jury Charge), and 260 (Testimony) words per minute.

- Passing is 95%.

- Allowable number of errors:

<table>
<thead>
<tr>
<th></th>
<th>RSR</th>
<th>RPR</th>
<th>RMR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literary</td>
<td>40</td>
<td>45</td>
<td>50</td>
</tr>
<tr>
<td>Jury Charge</td>
<td>45</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
<td>Testimony</td>
<td>50</td>
<td>57</td>
<td>65</td>
</tr>
</tbody>
</table>

- The RSR, RPR and RMR skills tests are developed based on the rules of punctuation set forth in The Gregg Reference Manual and Merriam Webster’s Dictionary.

- Automatic Fails:
  ✓ Use of all capitals or all lowercase letters

- 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. **WRONG WORDS**
   a) Each wrong word.
   (D): I didn’t see the car until we hit.
   (T): I didn’t notice any vehicle until we hit. (3 errors)
   Note: Each wrong and/or substituted word counts as only one error not two.
   b) Each plural transcribed as singular and vice versa.
   (D): Let me check the dates.
   (T): Let me check the date. (1 error)
   c) Each present-tense verb transcribed 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)

2. **OMITTED WORDS**
   a) Each omitted word.
   (D): I drove and he slept.
   (T): I drove. He slept. (1 error)

3. **ADDED WORDS**
   a) Each added word.
   (D): Yes.
   (T): Yes, sir. (1 error)

4. **TRANPOSED WORDS**
   a) Each transposed word.
   Note: If one or more words are transposed from one part of the sentence to another, each transposed word is an error.
   (D): Then when he started
   (T): When he then started. (1 error)

5. **MISSPELLED WORDS**
   a) Each misspelled word (including typographical errors or strikeovers).
   (D): hospital
   (T): hospital (1 error)
   (D): That doctor is not my doctor.
   (T): That doctor is not my doctor. (2 errors)
   (D): It would come in time.
   (T): It would come in time. (1 error)

6. **WRONG NAMES**
   a) Each wrong name.
   (D): Mr. Smith followed me home.
   (T): Mr. Jones followed me home. (1 error)

7. **PERIODS AND COMMAS**
   a) Each omitted period or comma that is required by the rules of punctuation.
   (D): It results from a misinterpretation of several cases which Brown cites, in Grant v. United the point was made.
   (T): It results from a misinterpretation of several cases which Brown cites in Grant v. United. The point was made. (1 error)

(D): Before I went to Chicago, I went home.
(T): I went home before I went to Chicago. (3 errors)

(D): That doctor is not my doctor.
(T): That doctor is not my doctor. (2 errors)

(D): It would come in time.
(T): It would come in time. (1 error)

(D): Mr. Smith followed me home.
(T): Mr. Jones followed me home. (1 error)

(D): It results from a misinterpretation of several cases which Brown cites, in Grant v. United the point was made.
(T): It results from a misinterpretation of several cases which Brown cites in Grant v. United. The point was made. (1 error)

(D): September 20, 1993, will be the first day of classes.

**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. Contraction
13. Style

Last update November 2019
### What is an Error?

#### Grading Guidelines for the RSR, RPR and RMR Skills Tests

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

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extra/missing space</td>
</tr>
<tr>
<td>2</td>
<td>Wrong word</td>
</tr>
<tr>
<td>3</td>
<td>Hyphen</td>
</tr>
<tr>
<td>4</td>
<td>Replaced word</td>
</tr>
<tr>
<td>5</td>
<td>Transposed word</td>
</tr>
<tr>
<td>6</td>
<td>Missing/wrong punctuation</td>
</tr>
<tr>
<td>7</td>
<td>Missing word</td>
</tr>
<tr>
<td>8</td>
<td>Misspelling</td>
</tr>
<tr>
<td>9</td>
<td>Added word</td>
</tr>
<tr>
<td>10</td>
<td>Capitalization</td>
</tr>
<tr>
<td>11</td>
<td>Untranslate</td>
</tr>
<tr>
<td>12</td>
<td>Style</td>
</tr>
<tr>
<td>13</td>
<td>Contraction</td>
</tr>
<tr>
<td>14</td>
<td>Acronyms</td>
</tr>
<tr>
<td>15</td>
<td>Compound Words</td>
</tr>
<tr>
<td>16</td>
<td>Question Marks</td>
</tr>
<tr>
<td>17</td>
<td>Contractions</td>
</tr>
<tr>
<td>18</td>
<td>Q and A</td>
</tr>
<tr>
<td>19</td>
<td>Incorrect Numbers or Money Figures</td>
</tr>
<tr>
<td>20</td>
<td>Hyphens and Numbers</td>
</tr>
<tr>
<td>21</td>
<td>Capitals</td>
</tr>
<tr>
<td>22</td>
<td>Acronyms</td>
</tr>
<tr>
<td>23</td>
<td>Compound Words</td>
</tr>
</tbody>
</table>

**8. QUESTION MARKS**

a) Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.

(D): Q. What is your name?  
(T): Q. What is your name.  
(1 error)

**9. CONTRACTIONS**

a) Each contraction transcribed as two words and vice versa.

(D): I don’t know.  
(T): I do not know.  
(1 error)

**10. Q AND A**

a) Each omission of Q and A.

(D): A. Do you mean now?  
(T): A. Do you mean now?  
(1 error)

(D): A. Do you mean now?  
(T): A. That is right.  
(3 errors)

Note: One error for the omitted Q, one error for the omitted Yes, one error for the omitted A.

**11. INCORRECT NUMBERS OR MONEY FIGURES**

a) Each incorrect number or money figure represented by a word.

(D): May one, nineteen fifty one.  
(T): May 1, 1951  
(0 errors)

(D): May 1, $1815.25  
(T): May 1, 1815.25  
(3 errors rather than 1)

(D): One hundred forty three dollars, sixty cents.  
(T): $143.06  
(1 error)

(D): 6143.60 (omitted $ sign)  
(T): $142.40  
(2 errors)

(D): $143.06  
(T): $143.06  
(1 error)

**12. HYPHENS AND NUMBERS**

a) 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)

(D): Items one through ten  
(T): Items one through 10  
(0 errors)

(D): There are four and a half slices.  
(1 error)

**13. CAPITALS**

a) Each omitted capital letter clearly needed.

(T): cleveland, Ohio  
(1 error)

**14. ACRONYMS**

a) Words used in place of an acronym and vice versa.

(D): CIA  
(T): Central Intelligence Agency  
(3 errors)

(D): I have worked for the FBI for three years.  
(T): I have worked for the CIA for three years.  
(3 errors)

**15. COMPOUND WORDS**

a) Each compound word written as two words and vice versa.

(D): The high school dropout rate has increased the last two years.  
(T): The high school drop out rate has increased the last two years.  
(1 error)

**THESE WILL NOT BE COUNTED AS ERRORS:**

A. Misplaced commas (except listed in #7)  
B. Optional capitalization of certain words (e.g. President, State, Jury)  
C. In dates, ordinal numbers for cardinal numbers and vice versa: either May 1 or May 1st; May 22 or May 22nd  
D. Spelling names that sound alike. (D: Harley Schmidt; T: Hardey Schmitt)  
E. Punctuation which was part of a drop.  
F. Missing hyphens  
G. Placing “The Court:” at the beginning of the Jury Charge test.  
H. Dictated words or phrases not in the dictionary.  
I. Ms. or Miss (D: Ms. Smith; T: Miss Smith); Mrs. is an error.