

What is an Error?

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:

	RSR	RPR	RMR
Literary	40	45	50
Jury Charge	45	50	60
Testimony	50	57	65
- 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.² (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 act² as a clerk. (1 error)

2. OMITTED WORDS

a) Each omitted word.

(D): I drove and he slept.

(T): I drove.⁷ He slept. (1 error)

3. ADDED WORDS

a) Each added word.

(D): Yes.

(T): Yes, sir.⁹ (1 error)

4. TRANSPOSED 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 then⁵ started. (1 error)

(D): Before I went to Chicago, I went home.

(T): I went home⁵ before I went to Chicago. (3 errors)

5. MISPELLED WORDS

a) Each misspelled word (including typographical errors or strikeovers).

(D): hospital

(T): hotpital⁸ (1 error)

(D): That doctor is not my doctor.

(T): That docter⁸ is not my docter.⁸ (2 errors)

(D): It would come in time.

(T): It would come in⁸ time. (1 error)

6. WRONG NAMES

a) Each wrong name.

(D): Mr. Smith followed me home.

(T): Mr. Jones^{2,4} followed me home. (1 error)

7. PERIODS AND COMMAS

a) Each omitted period or comma that is required by the rules of punctuation.

(D): I couldn't; I was asleep.

(T): I couldn't⁶ I was asleep. (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.⁶ (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. Style

13. Contraction

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(T): September 20⁶1993, will be the first day of classes. (1 error)

(D): If you read the note, you will see he lied.

(T): If you read the note, you will see he lied. (1 error)

(D): The library has books, magazines, and tapes.

(T): The library has books⁶ magazines, and tapes. (1 error)

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?⁶ (1 error)

9. CONTRACTIONS

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

(D): I don't know.

(T): I do not¹³ know. (1 error)

10. Q AND A

a) Each omission of Q and A.

(D): A. Do you mean now?

Q. Yes.

(T): A. Do you mean now?

7 Yes. (1 error)

(D): A. Do you mean now?

Q. Yes.

A. That is right.

(T): A. Do you mean now?

7 12 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)

(T): May 1, 1815^{2,5} (3 errors rather than 1)

(T): May 22⁹, 1815^{2,5} (4 errors)

(D): One hundred forty three dollars, sixty cents.

(T): 4 6143.60 (omitted \$ sign) (1 error)

(T): \$142.40 ^{2,2} (2 errors)

(T): \$143.06 ⁵ (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)

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

(T): Items one through 10¹² (1 error)

(D): There are four 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" ⁹ (1 error)

13. CAPITALS

a) Each omitted capital letter clearly needed.

(T): cleveland,¹⁰ Ohio (1 error)

14. ACRONYMS

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

(D): CIA

(T): Central Intelligence Agency² (3 errors)

(D): I have worked for the FBI for three years.

(T): I have worked for the CIA² 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.

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- | | | | | |
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| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |