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:

<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.  
   *(Note: Each wrong and/or substituted word counts as only one error not two.)*
   
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.  
   *(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 then started.  
   *(1 error)*

5. **MISSPELLED WORDS**
   a) Each misspelled word (including typographical errors or strikeovers).
   (D): hospital  
   (T): hospital  
   *(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)*

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

2. Wrong word  5. Transposed word  8. Misspelling  11. Untranslate
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:

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

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

(D): A. Do you mean now?
Q. Yes.
A. That is right.
(T): A. Do you mean now?
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
(T): May 1, 1815
(T): May 22, 1815
(0 errors)

(D): One hundred forty three dollars, sixty cents.
(T): $143.60
(T): $142.40
(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
(T): Items one through ten
(T): Items one through 10
(0 errors)

(D): There are four and a half slices.
(T): There are four and a half slices.
(T): There are 4 1/2 slices.
(T): five foot six
(T): 5’ 6.
(T): 5 foot 6
(T): 5’ 6”
(0 errors)

13. CAPITALS
a) Each omitted capital letter clearly needed.
(D): cleveland, Ohio
(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. Placing “The Court:” at the beginning of the Jury Charge test.
G. Dictated words or phrases not in the dictionary.
H. Ms. or Miss (D: Ms. Smith; T: Miss Smith); Mrs. is an error.