



ONLINE SKILLS EXAM REVIEW AND REGRADE REQUEST FORM

NAME

NCRA MEMBER NUMBER

SIGNATURE

STREET ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

EMAIL ADDRESS

Candidates may choose to receive a review summary, a test regrade, or both. Please review the eligibility information and descriptions below and select which option you are requesting on the next page.

The deadline for submitting a review summary or regrade request is **15 days from receipt of your official results email**. Requests submitted after the deadline will be returned without consideration. Please allow a minimum of 10 business days to process your request.

Only tests with a preliminary score within the verification range (92% and higher) are eligible for a regrade. Regrade requests submitted for tests below the verification range will be returned without consideration. **All tests are eligible for a review summary**, no matter what the preliminary score was.

Each test can only be regraded once. Candidates cannot request a regrade for a test that has already received a regrade. Requests submitted for tests that have already been regraded will be returned without consideration.

Test review summary:

Candidates will receive a generalized overview of the number of errors on their test in the following categories:

- Drops
- Punctuation
- Tenses
- Wrong words (substitution)
- Misspelled word(s)

Note: We cannot return marked copies of actual tests or specific test material. The review alone will NOT change your grade.

For the Test Regrade, your test will be sent to a different NCRA certified grader and will be regraded. You will be notified via email once the regrade is complete. If your grade did not change, that will be stated in the same email. If your grade does change, you will receive a new official results email separately with the updated score.

Note: While possible, it is unlikely for your final score to change after being regraded. Tests in the verification range have already been graded by a human, NCRA certified grader and are very accurate. Additionally, the percentage score is not a 1:1 ratio to the number of errors. For example, receiving 94% does not necessarily mean the candidate was 1 error away from 95%. While it is possible for the regrade to raise or lower your score, it will most likely not change. Please keep this in mind when requesting a regrade.

- I have read and understand NCRA's Skills Test Review and Regrade Policies (above).
- I understand that my grade will not change from a review summary alone and that it is unlikely to change with a regrade.

Please select which Skills Test you are requesting a review and/or regrade for.

Test to review: RPRL RPRJ RPRT RMRL RMRJ RMRT CRR CRC

Please select which option you are requesting.

Note: The fees listed are per test and are nonrefundable. The review and regrade must be requested at the same time to be eligible for the package rate. If requested separately, the individual rates will apply.

Test Review Summary (\$35) Test Regrade (\$40) Both Review and Regrade (\$55)

Total amount _____

Please fill out the credit card information below.

Method of payment: Visa MasterCard American Express Discover

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

SIGNATURE

SUBMIT TO NCRA

Please save the completed form and send via:

Email: testing@ncra.org

Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

Fax: 703-391-0629

QUESTIONS?

Please call 800-272-6272.