What is an Error?

Grading Guidelines for the CRR Skills Test

NCRA
The Association for
Court Reporters and Captioners

- The CRR Skills Test consists of five minutes of professionally recorded audio dictation material (Q&A) at 200 words per minute. Passing is 96%. Allowable number of errors is 40.

- The CRR Skills Test is developed based on the rules of punctuation set forth in *The Gregg Reference Manual* and *Merriam Webster's Dictionary.* Paragraphing is recommended but not required.

- **Automatic Fails:**
  - ✓ Two drops of 10 or more consecutive words.
  - ✓ A submitted uploaded file that does not contain printable data.

- 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. **Each omission/duplication of Q and A.**
   (D): Q. What day was that?
       A. Monday.
   (T): Q. What day was that?
       _ Monday   *1 Error*
   (T): Q. What day was that?
       Q. Monday.   *1 Error*

2. **Each plural transcribed as singular and vice versa.**
   (D): Let me check the <u>dates</u>.
   (T): Let me check the <u>date</u>[2].   *1 Error*

3. **Each present-tense verb dictated as past tense and vice versa.**
   (D): In other words, you <u>acted</u> as a clerk.
   (T): In other words, you <u>act</u>[2] as a clerk.   *1 Error*

4. **Each misspelled word, each time it occurs.**
   (D): baked
   (T): <u>bakeed</u>[8]   *1 Error*

5. **Each wrong word, common name, or mistranslated stroke.**
   (D): Mr. <u>Smith</u> followed me home.
   (T): Mr. <u>Johnson</u>[2] followed me home. *1 Error*
   (T): Mr. <u>John</u>[2]_<u>son</u>[9] followed me home.   *2 Errors*
   (T): Mr. <u>John</u>[2] <u>son</u>[9]-in[9]-<u>law</u>[9] followed me home.   *4 Errors*

   (D): I didn't <u>see</u> <u>the</u> <u>car</u> until we hit.
   (T): I didn't <u>notice</u>[2] <u>any</u>[2] <u>vehicle</u>[2] until we hit.   *3 Errors*

   (D): I went <u>down</u> the street.
   (T): I went <u>do</u>[2] <u>you</u>[9] <u>know</u>[9] the street?   *3 Errors*

   (D): <u>humanity</u>
   (T): <u>hugh</u>[2] <u>man</u>[9] <u>it</u>[9] <u>tie</u>[9]   *4 Errors*
   (T): <u>human</u>[2] {teu}[11]   *2 Errors*

   (D): <u>firsthand</u>
   (T): <u>first</u>[2] <u>hasn't</u>[9]   *2 Errors*
   (T): <u>firsthasn't</u>[2]   *1 Errors*

5a. **Each obvious omitted comma that is required by the rules of punctuation and/or grammar.**
   Dates:
   (D): September <u>20, 1993,</u> is the date.
   (T): September <u>20</u>[6] <u>1993</u>[6] is the date.   *2 Errors*

   Items in a series:
   (D): The library has <u>books,</u> magazines, and tapes.
   (T): The library has <u>books</u>[6] magazines, and tapes.   *1 Error*

   Direct address:
   (D): <u>Yes,</u> sir.
   (T): <u>Yes</u>[6] sir.   *1 Error*

   City and state:
   (D): I moved to <u>Vienna, Virginia,</u> last year.
   (T): I moved to <u>Vienna</u>[6] <u>Virginia</u> last year.   *2 Errors*

5b. **Each obvious omitted period that is required by the rules of punctuation and/or grammar.**
   (D): I <u>couldn't.</u> <u>He</u> was asleep.
   (T): I <u>couldn't</u>[6] <u>he</u>[10] was asleep.   *2 Errors*
   (T): I couldn't {FPL}[11] <u>he</u>[10] was asleep.   *2 Errors*

6. **Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.**
   (D): Who wants to go?
   (T): Who wants to go<u>.</u>[6]   *1 Error*

7a. **Each incorrect number or money figure represented by a word.**
   (D): May one, nineteen fifty one.
   (T): May 1, <u>1815.</u> (18[2]15[5])   *2 Errors*
   (T): May 2[2], <u>18 15</u> (18[2,1] 15[5])   *4 Errors*

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

1. Extra/missing space	*4. Replaced word*	*7. Missing word*	*10. Capitalization*	*13. Contraction*
2. Wrong word	*5. Transposed word*	*8. Misspelling*	*11. Untranslate*	
3. Hyphen	*6. Missing/wrong punctuation*	*9. Added word*	*12. Style*	

(D):	One hundred forty three dollars.	
(T):	$143.00 or $143 or 143 dollars.	*0 Errors*
(T):	[6]143.00 (omitted $ or "dollars")	*1 Error*
(T):	$1<u>34</u>[2].00 or $1<u>34</u>[2]	*2 Errors*

7b. Numbers zero through nine (0-9) should be written out. Eleven (11) and above, the numbers should be written as numerals. Ten (10) can be written either way.

(D):	one hundred fifty	
(T):	one hundred <u>50</u>[12]	*1 Error*
(T):	<u>one hundred fifty</u>[12]	*1 Error*
(T):	150	*0 Errors*

(D):	one two nine Main Street	
(T):	one <u>twenty</u>[12] nine Main Street	*1 Error*
(T):	129 Main Street	*0 Errors*
(T):	19<u>2</u>[5] Main Street	*1 Error*

(D):	I have five boys.	
(T):	I have 5 boys.	*0 Errors*

*NOTE: Ages from 1-10 can be expressed in words or numerals.

7c. Numbers containing six or more consecutive zeros should have the zeros expressed in words. Numbers ten and below can be written out or expressed as a numeral. Numbers 11 and above should be expressed as a numeral.

(D):	six million	
(T):	6 million or six million	*0 Errors*

(D):	Two hundred forty thousand	
(T):	240,000	*0 Errors*
(T):	200,40,000[12]	*1 Error*
(T):	200[1] 40,000[12]	*2 Errors*
(T):	200[1] 40 thousand[12]	*2 Errors*
(T):	240 thousand[12]	*1 Error*

(D)	$1.1 million	
(T)	one[2] $[7].1 million	*2 Errors*
(T)	1[2] $[7].1 million	*2 Errors*

7d. 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 10	*1 Error*

(D):	There are four and a half pencils.	
(T):	There are 4 and a half pencils.	*0 Errors*
(T):	There are 4 1/2 pencils.	*0 Errors*

(D):	five foot six	
(T):	5' 6.	*0 Errors*
(T):	5 foot 6	*0 Errors*
(T):	5' 6" [9]	*1 Error*

8. Misspelled or noncapitalized names.

(D):	Harley Schmidt	
(T):	<u>Hardey</u>[2] <u>Schmitt</u>[2]	*2 Errors*

(D):	Bill Frank	
(T):	<u>bill</u>[10] <u>frank</u>[10]	*2 Errors*

9. Each contraction written as two words and vice versa.

(D)	I <u>don't</u> know.	
(T):	I <u>do not</u>[13] know.	*1 Error*

(D):	they are	
(T):	<u>they're</u>[13]	*1 Error*

10. Each untranslate.

(D):	Did you stay at the <u>Marriott</u>?	
(T):	Did you stay at the <u>MAR</u>[11] <u>YOT</u>[11]?	*2 Errors*

11.   Each omitted apostrophe that designates possession.

(D):	The dog ate the <u>cat's</u> food.	
(T):	The dog ate the <u>cats</u>[6] food.	*1 Error*

12. Each conflict and/or any extra words contained in the conflict translation.

(D):	I can take only one <u>pair</u> of shoes.	
(T):	I can take only one <u>pear</u>[2] of shoes.	*1 Error*

(D):	<u>If you remember</u>, please give us the time.	
(T):	{<u>fur</u>[9]; <u>if</u>[9] <u>you</u>[9] <u>are</u>[9]; if you remember}, please give us the time.	*4 Errors*

(D):	This drug will <u>alleviate</u> your pain.	
(T):	This drug will <u>a</u>[2] {<u>leave</u>[9];<u>leaf</u>[9]} <u>ate</u>[9] your pain.	*4 Errors*
(T):	This drug will <u>Aleve</u>[2] <u>ate</u>[9] your pain.	*2 Errors*

13a. *Compound words with a space, changing meaning*.

(D):	I walked <u>away</u> from the <u>ballpark</u>.	
(T):	I walked <u>a</u>[1] <u>way</u> from the <u>ball park</u>.	*1 Error*

13b. Two words connected that should not be connected.

(D):	He is over the hill.	
(T):	He is <u>overthe</u>[1] hill.	*1 Error*

14. Acronyms or initialisms should not contain spaces, hyphens, or words.

(D):	IRS	
(T):	IRS	*0 Errors*
(T):	I.R.S.	*0 Errors*
(T):	I-R-S (I-[3]R-[3]S)	*2 Errors*
(T):	I R S (I [1]R [1]S)	*2 Errors*
(T):	I H S (I [1]H[2] [1]S)	*3 Errors*
(T):	I are S (I[1] are[2] S[1])	*3 Errors*
(T):	Iare S (Iare[2] [1]S)	*2 Errors*

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15.   **Stacking errors.**
      (D): I went home. The victim was there.
      (T): I went home^6 T^2 victim was there.   *2 Errors*

      (D): He asked for you. I said you went out.
      (T): He asked for U^{2,6} I said you went out.   *2 Errors*
      (T): He asked for.^{6} You^{10} I said you went out.   *2 Errors*

16.   **Transposition.**
      (D): She was once a CEO.
      (T): She once^5 was a CEO.   *1 Error*

17.   **Each omitted word.**
      (D): I drove and he slept.
      (T): I drove^7. He slept.   *1 Error*

*NOTE: The essential error is the omission of the word "and." No error for the period, no error for the capital H.

18.   **Each added word.**
      (D): Yes.
      (T): Yes, sir^9.   *1 Error*

THESE WILL NOT BE COUNTED AS ERRORS:

A.   Use of the word "dollars" instead of the $ symbol.

B.   Use of the word "percent" instead of the % sign.

C.   Omitted sets of quotation marks or parentheses. (If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.)

D.   A word that does not translate but forms the correct English word (NOTE: Translation may be in brackets):
     (D): Hub
     (T): {HUB}

E.   Tests in all uppercase.

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