

Oral/Skills Exam Memo

Exam Date/Location:

Date: Saturday, June 22, 2019

Time: Registration and set up: 8:15am to 9:00am

(Examinees will not be allowed into the exam room prior to registration, no exceptions.)

Exam begins at 9:00am

Location: **Brookhaven College**
Building "X" - Room 1091
3939 Valley View Lane
Farmers Branch, TX 75244
972-860-4700

Registration:

To check-in, each examinee will need a valid government-issued identification card bearing a recent photograph and signature (driver's license, passport, state-issued ID.)

*If you do not have an acceptable form of identification, you will not be admitted into the exam.

If you have signed and turned in a Confidentiality and Computer Acknowledgement form along with your registration, you will be allowed to set up. You may have one (1) person assist you with handling your equipment during the allotted time for setup. However, said person must exit the exam room by the posted time. Advise your guest that they will be informed as to the time they may re-enter the exam room to assist you with your equipment after the exam is completed. No one may enter the exam room until ALL exams have been turned in.

Prohibited:

Examinees are prohibited from using electronic devices of any kind. This includes but is not limited to: AudioSync, Bluetooth, wireless router or connections and digital recorders.

Cell phones are to be turned off and placed with the rest of your belongings at the front of the exam room.

Computers:

You may bring a laptop, printer, extension cord, power strip and any necessary cables only if you mailed the Confidentiality and Computer Acknowledgement form by the registration deadline.

Examinees must disable their computer's microphone by either changing the settings on their computer or by using an external adapter plug.

If your steno machine has a test mode, it must be placed in test mode for the exam.

It is your sole responsibility to understand exactly how your equipment works. Proctors will not be able to assist you.

Supplies:

Examinees are responsible for bringing all supplies necessary to take the exam (i.e., transcript paper, storage media, power cords, extension cord, power strip, dictionary, etc.)

The Testing Advisory Council will not furnish typing paper or any sort of storage media in your exam packets; however, there will be extra paper up front should you need it. If requested, an envelope will be provided for the return of your storage media. All RAM and any other backup formats on your writer will be deleted or reformatted onsite in the presence of a proctor after each candidate has printed their exam transcript. It will be required that any storage media

used during the exam that is not able to be deleted or reformatted be turned in after the exam. If you have a Diamante, it must be set in test mode.

Use of a Dictionary:

You may use a dictionary (which you must furnish) during the exam. You may not use any other reference materials. Computers with a spell check feature are considered dictionaries and may be used. We have hard cover dictionaries available at the front of the room for you to borrow.

Cheating:

If anyone is caught cheating, they will receive a failing grade on the exam.

Cheating includes, but is not limited to:

- (1) Looking at someone else's typing or notes.
- (2) Discussing the content of the exam with anyone.
- (3) Having any form of audio recording in your possession during the exam, unless you are testing in oral stenography.
- (4) Leaving the exam site with a copy of the exam in disk, tape, paper, electronic, audio, or other form. (This would include those who cannot delete the exam from all of their equipment.)
- (5) Using the Internet on the exam site premises.
- (6) Oral stenographers recording in "stereo" mode instead of "mono."
- (7) Directly tape recording the dictation.

Anyone discovered cheating will be disqualified and will NOT be eligible for retesting for a period of two (2) years.

Chapter 154 - Section 154.103 Examination, (d) <http://www.jbcc.txcourts.gov/media/116338/Chpt-154-CRC.pdf>

Dictation & Transcription:

Exam Schedule

- 1.) 2 minutes of Literary warm-up material
- 2.) 5 minutes of Literary exam (180 wpm)
- 3.) 2 minutes of Jury Charge warm-up material
- 4.) 5 minutes of Jury Charge exam (200 wpm)
- 5.) 2 minutes of Questions & Answers warm-up material
- 6.) 5 minutes of Questions & Answers exam (Two-voice at 225 wpm)

Each examinee must personally take down the exam by either stenotype or voice, and reduce it to writing via computer.

TCRA will provide a list of proper names used in the exam at registration check-in.

You will be allowed three (3) hours to complete the transcription. Your transcript must be printed or typewritten and double or triple spaced on white paper. You must leave at least a one-inch margin on the left side of the page so that no part of the transcript will be hidden once the pages are stapled to the cover sheet.

All three sections of the exam must be saved as one file. Do not separate the sections into individual files for Lit, JC and Q & A. The candidate number is on your envelope. It will be saved as "Exam" and your 2 or 3-digit candidate number. Example: Exam 123.

Raise your hand when you are ready to print. A proctor must watch you print. All three sections must be printed at the same time. Please begin each section of the exam on a new page for ease in grading. After you have printed your exam, you must delete it while the proctor is still there and you must empty your recycle or trash bin, RAM, and any other areas where your equipment may store the exam. If you are using software that creates an auto archive folder, you need to be sure to delete that as well. The proctors are not responsible for deleting the exam from your equipment. They are only there to witness you erase it.

Test your printer for functionality, ink, printed pages per minute, etc. before you arrive on site.

Once you have printed your exam, the proctor will ask you to power off your writer and computer. You will then be able to utilize the remaining transcription time to proofread and make corrections on your exam in blue ink only. You may make corrections on your exam papers by placing an "X" over the error and writing the correction directly above it in blue ink. All corrections must be legible.

If you finish transcribing the exam early or request a "No Grade," you may leave the transcription room but will not be permitted to remove your equipment or leave the premises until ALL exams have been turned in.

A "No Grade" request is equivalent to receiving a failing grade.

Examinees must stop typing/proofreading when time is called at the end of the exam. Do not continue to type/proof after the proctor announces the close of the session or your transcript will not be accepted. At that time, examinees must turn in their exam.

We will give a 30-minute warning to begin printing and also a 10-minute warning. When time is called, you must be finished printing, not beginning to print. When time is called, the piece of paper coming out of your printer will be the last piece of paper that we can accept. No exceptions.

When turning in your exams, if you used storage media, you must write your 2 or 3-digit candidate number on this items.

Do not pack up your equipment until all exams have been turned in and you are allowed back in the room.

Restrictions

No outside food or beverages are allowed inside the auditorium. (You may bring a snack, but please refrain from loud, crunching items that would disturb others testing around you. Please be advised that the proctors may ask you to remove your item(s) from the exam room if they are deemed inappropriate.)

General Information

This exam is open to eligible candidates testing both methods (machine and voice).

***Please note seating is on a first come, first serve basis.**

The TCRA – Testing Advisory Council is not responsible for lost, stolen or misplaced equipment. Each examinee is encouraged to label his or her equipment in case it is misplaced.

Examinees may not leave the building or use the telephone for any reason during the exam, including transcription time. If a call pertains to an emergency, the person calling should ask for the message to be delivered to Brooke Ingram with Texas Court Reporters Association – Testing Advisory Council.