

# Written Exam Memo

## Exam Date/Location:

**Date:** Saturday, June 22, 2019  
**Time:** Registration and set up: 1:45pm  
Instructions and Exam: 2:00pm

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

## Identification:

\*To register, 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.

## Written Exam Information:

The written exam will consist of 55 multiple choice questions, with the following categories: grammar and punctuation, spelling and vocabulary (general and medical), Texas Court Procedure (Civil and Criminal) and general legal.

\*The allotted time for the exam will be 1 (one) hour.

\*This is a closed book exam.

\*Do not bring study materials into the testing room.

\*The use of a dictionary is not permitted during the written exam.

\*Anyone discovered cheating will be disqualified and will not be eligible for retesting for a period of two years.

Chapter 154 - Section 154.103 Examination, (d)

<http://www.jbcc.txcourts.gov/media/116338/Chpt-154-CRC.pdf>

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

## Reference Materials:

Materials recommended for study in preparation for the written portion of the examination include, but are not necessarily limited to:

Merriam Webster's Dictionary, 11<sup>th</sup> Edition

Dr. Grammar: <http://www.drgrammar.org/>

Morson's English Guide for Court Reporters, 2<sup>nd</sup> Edition

NCRA's Punctuation for Shorthand Reporters

Dorland's Illustrated Medical Dictionary, 27<sup>th</sup> Edition

6,600 Soundalikes, Look-Alikes, Mary Louise Gilman

Click on: <http://www.jbcc.txcourts.gov/>

### **Rules and Policies**

[Chapter 52 \(Court Reporters & Court Reporting Firms\)](#)

[Chapter 154 \(Court Reporters & Court Reporting Firms\)](#)

[TX Rules of Appellate Procedure](#)

[TX Rules of Civil Procedures](#)

[Uniform Format Manual \(UFM\)](#)

[Code of Ethics](#)

[Continuing Education Rules](#)

[JBCC Rules – Section 5](#) (Penalties)

[JBCC Rules –Section 6](#) (Conditions that Affect Certification)

\*\*\*We strive to follow the schedule posted above; however, be advised that times are subject to change.

\*\*\*Friends and family are not permitted in the room or past the registration desk. They may quietly wait in the lobby.