

Written Exam Information and Online Testing Instructions

Anyone discovered cheating will be disqualified and will not be eligible for retesting for a period of two years. Please read JBCC Rule 3.7 thoroughly to familiarize yourself with what is considered cheating.

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

EXAM DATE/LOCATION:

Date: Saturday, April 18, 2020
The exam will be available starting at 6:00 a.m. CST until 6:00 p.m. CST.

Location: Online through Realtime Coach

WRITTEN EXAM INFORMATION:

The written exam will consist of 55 multiple choice questions from the following categories: grammar and punctuation, spelling and vocabulary (general and medical), Texas Court Procedures (Civil and Criminal) and Policies, Rules, and Regulations. Five questions are pretest questions and will not be a part of your final score. A minimum score of 75 is a passing score.

The WKT is administered online via My Realtime Coach:
<https://www.myrealtimecoach.com/?loc=se-catalog>.

INSTRUCTIONS FOR ONLINE TESTING:

Carefully read the following instructions and adhere to all procedures. Failing to do so could result in not being able to take the exam.

REQUIREMENTS:

- Computer (testing on phones or tablets will not be allowed)
- High speed internet access
- External web cam (internal web cams will not be permitted)
- Headphones
- Microphone
- Photo I.D.

REGISTRATION AND SCHEDULING:

- All first-time applicants must submit the application for certification and application fee to the JBCC prior to registering for the exam. If you are a first-time applicant and do not complete this step, you will NOT be able to test. Please refer to the [JBCC website](#) for additional information and instructions regarding the JBCC's application process.
- Register with TCRA to take the WKT exam. Sign the Confidentiality Agreement and send it in with the Application Form along with the registration fee. The deadline is 30 days before exam date.
Required: Use the first and last name on your valid photo I.D. **Do not use nicknames.**
- After the registration deadline has passed and all registrations have been processed, TCRA will send you a confirmation email. After that, Realtime Coach will send you an e-mail with a link to their testing site. The e-mail will include your username and a password. Follow the instructions in the e-mail.
- Once you are logged into Realtime Coach, click on the **"Schedule My Test"** button under the **"Test"** tab. You will then be taken directly to the ProctorU site to schedule your exam. Choose a time when you have the best internet access and at a time when there are the least distractions. The exam will be available for one day starting at 6:00 a.m. CST until 10:00 p.m. CST.

TAKING THE EXAM:

- Log in to the Realtime Coach website and navigate to **"Take My Test."** Make sure to log in at your scheduled time to take the exam. If you are late, you run the risk of not being able to take the exam.
- A new browser tab will load the ProctorU website. Download and run the ProctorU applet. A live proctor will then sign in and begin verification and security measures. You will be required to show your photo I.D. and also perform a 360 degree pan of the room with the external web cam. **No one will be allowed to be in the room with you.**
- This is a closed-book exam and you will be given 60 minutes to complete it. You will not be allowed to open any books or navigate to any other websites.
- Your score will be given to you upon completion of the exam. After the exam, a formal letter will be sent to you by TCRA and the score will be reported to the JBCC.
- **YOUR TESTING SESSION WILL BE RECORDED.**

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, 11th Edition
Dr. Grammar: <http://www.drgrammar.org/>
Morson's English Guide for Court Reporters, 2nd Edition
NCRA's Punctuation for Shorthand Reporters
Dorland's Illustrated Medical Dictionary, 27th Edition
6,600 Soundalikes, Look-Alikes, Mary Louise Gilman

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

Policies, Rules, and Regulations

[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 \(Conditions that Affect Certification\)](#)