

TCRA – TESTING ADVISORY COUNCIL

CSR EXAM

DOCUMENTATION OF ACCOMMODATION

This document must be completed by an appropriate professional (doctor, psychologist, psychiatrist, or education professional) to certify that the applicant requires an exam accommodation.

A statement from an appropriate professional documenting the applicant's diagnosis or evaluation of the applicant's condition should be attached to the form.

Exam Description

ORAL EXAMINATION (PART A)

The TCRA Testing Advisory Council will contract with a qualified test writer to create and dictate the oral examination that demonstrates the competency of certified court reporters in the methods of reporting authorized by Section 154.101(c) of the Government Code. The qualified test writer will comply with all testing requirements outlined in Section 154.103(b) of the Government Code and the standards contained in the National Court Reporters Association publication, How to Prepare a Skills Test.

The oral examination will be administered via prerecorded audio at a venue to be determined by the TAC. The exam will consist of one five-minute dictation of Literary at 180 words per minute, one five-minute dictation of Jury Charge at 200 words per minute, and one five-minute dictation of two-voice (male and female) Q&A at 225 words per minute. Two-minute warmups will be given prior to each leg. Examinees must pass all three legs in one sitting with 95% accuracy.

WRITTEN EXAMINATION (PART B)

The TCRA Testing Advisory Council has developed a secure 300-question bank consisting of multiple-choice objective questions in compliance with Section 154.103(c) of the Government Code. The questions have been validated by a psychometrics company.

The written examination is comprised of 55 questions, of which 5 are pretest questions. The pretest questions are not part of the scoring process but are utilized to obtain statistical performance data. Scoring is based on 50 questions and candidates need to score a minimum of 75% to pass the examination.

The multiple-choice written examination consists of the following categories:

- 10 questions on grammar and punctuation
- 10 questions on spelling (general, legal, and medical)
- 7 questions on vocabulary (general, legal, and medical)
- 10 questions on Texas court procedures (civil and criminal)
- 13 questions on policies, rules, and regulations (including the Uniform Format Manual)
- 5 pretest questions, one from each category listed above

PROFESSIONAL'S DECLARATION

I HAVE KNOWN _____ SINCE _____.
(APPLICANT NAME) (DATE)

AS A _____, I HAVE DIAGNOSED OR EVALUATED THE
(PATIENT OR OTHER PROFESSIONAL RELATIONSHIP)

APPLICANT MYSELF AND I AM NOT RELYING UPON FACTS RELATED TO ME BY THE APPLICANT.

MY DIAGNOSIS IS _____.
(DESCRIBED MEDICAL OR OTHER CONDITION)

THE APPLICANT'S FUNCTIONAL LIMITATIONS DUE TO THE DISABILITY THAT LEAD TO THE NEED FOR AN ACCOMMODATION ARE: _____

I HAVE REVIEWED THE EXAM DESCRIPTION. IT IS MY PROFESSIONAL OPINION THAT BECAUSE OF THE APPLICANT'S DISABILITY, HE/SHE SHOULD BE ACCOMMODATED BY PROVIDING THE FOLLOWING:

- Large print type (font size _____)
- An alternate testing area (describe: _____)
- Extra time (how much? _____)
- A reader
- Other accommodation (describe _____)

ADDITIONAL COMMENTS: _____

SIGNATURE OF THE PROFESSIONAL: _____
TITLE OF THE PROFESSIONAL: _____
PRINTED NAME OF THE PROFESSIONAL: _____
DATE: _____ TELEPHONE NUMBER: _____

Please return the original of this completed form and attachment(s), at your earliest convenience to:

TCRA – TESTING ADVISORY COUNCIL
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TCRAHQ@EMBARQMAIL.COM