

National Verbatim Reporters Association®
Certification Information for the

Realtime Verbatim Reporter® (RVR®)
Registered CART Provider (RCP™)
Registered Broadcast Captioner (RBC™)

Workshop to be held: Wednesday, July 28, 2010
Test to be held: Thursday, July 29, 2010
Charleston, SC • DoubleTree Hotel

WORKSHOP/SKILLS TEST LOCATION:

DoubleTree Guest Suites Charleston Historic District
181 Church Street
Charleston, South Carolina
USA 29401
Tel: +1-843-577-2644

Click to utilize NVRA's personalized DoubleTree Suites reservation system. Book your rooms online through this secure registration. NVRA has a special group rate of \$135 (single or double) for oversized executive king rooms or suites with separate living areas. You may book online or by phone, 1-843-577-2644. Please reference NVRA when booking. BOOK BY JULY 2nd! Rooms are limited.

http://doubletree.hilton.com/en/dt/groups/personalized/CHSCSDT-NVR-20100723/index.jhtml?WT.mc_id=POG&convnbr=8642

Test Fee of \$150 includes the workshop and testing fee. Participants who completed the pilot test in February 2010, can apply a \$75 credit to the RVR, RCP, or RBC skills test registration at the convention in Charleston, SC, July 2010.

Participants achieving a passing score for the RCP or RBC skills test will be required to pass the forthcoming online written examination in order to achieve the RCP or RBC designation.

DEADLINE TO REGISTER for the workshop and/or test is July 12, 2010.

Workshop/Testing Schedule:

Wednesday, July 28	9:00 a.m. – Noon Workshop - The Workshop will cover grading rules and regulations and will include punctuation practice and mock test dictation. The workshop is required before a participant can take the skills test. The workshop and skills test are included as one fee. If you participated in the RVR workshop at the Pilot Test in February, you are not required to retake the workshop, however, you may opt to do so.
Thursday, July 29	7:00 a.m. – 10:00 a.m. Practice Session followed by Skills Test

Testing Reservation / Cancellation Information

1. Reservations for this workshop and skills test must be accompanied by payment. Registrations received after the registration deadline of July 12, 2010, are subject to a \$50 late fee. No registrations will be accepted after July 20, 2010.
2. After registration and payment are received and processed, a registration confirmation will be sent to you. This confirmation **MUST** be presented, along with a photo identification, for admission to the certification test on **Thursday, July 29, 2010**.
3. Should you need to cancel for any reason, you must contact the NVRA office in writing. If cancellation notice is received *10 calendar days* or more prior to a testing event, the registrant will receive a voucher for one future testing event. The voucher is non-transferrable and one voucher will be issued for your cancellation. This voucher can be used for only one (1) future test registration. The submission of the voucher must be accompanied by a \$50 processing fee. Cancellations received *nine calendar days* or less prior to the test will NOT receive a voucher or a refund. In the event of an emergency, registrants may make a written appeal to the testing committee for additional review and consideration.
4. If cancellation notice is NOT received prior to the event, all funds for the event will be forfeited by the individual and NO voucher will be issued.

National Verbatim Reporters Association

RVR, RCP & RBC Certification Skills Test Instructions and General Information

The Skills Test consists of 5½ minutes of professionally recorded literary dictation material at 180 words per minute, 5 minutes of which will be graded. The passing score is 96%. The number of allowable errors is 36.

Requirements to Test: Each participant in must be a member of NVRA in good standing. Each participant in the RVR skills test must hold the CVR designation.

What to Bring: Participants must bring the following to the skills test in order to gain entry to the test site:

1. Current photo identification (driver's license, passport, or other identification with photograph and signature)
2. NVRA confirmation letter
3. All equipment necessary to produce an ASCII or .rtf files of test dictations
4. Power strip and heavy-duty extension cord
5. Copy of this test packet

Testing Procedures:

1. The RCP and RBC test for participants who use an open microphone system will be conducted separately from the RVR test.
2. The test will begin at the appointed time. Participants not present, set up and ready before the appointed start time for the test will be asked to leave immediately.
3. You may dictate warm-up material prior to commencement of the skills test. At the conclusion of your warm-up, if you have not closed your computer file, please type "TEST DICTATION BEGINS." The test dictation will begin with a 30-second "warm-up" and the following 5 minutes will be graded.
4. When the dictation ends, participants MAY NOT edit the text produced during the dictation and all participants must then put down their speech silencers, stand and move away from their equipment.
5. Text files must be named and saved using the participant's testing identification number.
6. A monitor will go to each participant individually to upload an ASCII or .rtf file onto an NVRA flash drive.
7. Participants who choose not to have their test graded must still upload their file onto the monitor's flash drives.
8. After text files have been saved for all participants, the test administrators will declare the test concluded and participants may pack equipment and exit the test room.

Additional Important Testing Information - READ CAREFULLY

- NVRA is not responsible for power interruptions, operator error, or other mishaps resulting in loss of computer data. Further, reliability of voice recognition equipment is the sole responsibility of test participants. NVRA assumes no responsibility for failure or malfunction of equipment.
- No assistance or advice will be given by test personnel.
- **Interruptions WILL result in automatic failure.** Should a participant encounter equipment failure during the test, said participant must sit quietly while the remainder of the test is administered. Once the test dictation begins, it will not be stopped for an individual participant.
- No additional time will be permitted for equipment failure, equipment not set up and ready at the appointed time, or missing equipment. Participants not prepared to begin the skills test on time will be asked to leave the room until after the test dictations have been played.
- Questions regarding setup, software, hardware, and creation of ASCII or .rtf text files for uploading must be directed to participant's equipment vendor **PRIOR TO THE DAY OF THE SKILLS TEST**. Although no grade is given for familiarity with equipment, each participant's knowledge of his/her realtime system is an integral part of the RVR skills test.
- Cell phones, beepers, or other electronic paging devices must be turned off in the testing room. Failure to comply will result in disqualification.
- Use of outside microphones or hidden recordings of any kind or other conduct that violates the NVRA Code of Ethics will not be tolerated and will result in immediate disqualification from this test. In addition, such conduct is grounds for disqualification from future testing, revocation of previously earned certifications, and suspension or revocation of NVRA membership.

RVR[®], RCP and RBC Certification Workshop and Skills Test

Wed/Thurs, July 28-29, 2010 • Charleston, SC

REGISTRATION FORM: RVR, RCP & RBC Workshop and Skills Test

Please indicate if you are a: First Time RVR Tester Subsequent RVR Tester

I am testing for the: RVR RCP RBC certification

I am a member of NVRA: General Military Honorary

Certifications Held: CVR CM Other: _____

Please sign here if OK to release your scores via email: (signature) _____

Photo I.D. and NVRA Confirmation Letter will be required at registration on test day.

Name: _____

Mailing Address: _____

City/State: _____ Zip: _____

Phone: (H) (_____) _____ (W) (_____) _____

(F) (_____) _____ (C) (_____) _____

Email address: _____ @ _____

Different name under which you may have previously tested: _____

Registration Deadline: **July 12, 2010**

REGISTRATION OPTIONS:

- Testing Fee..... \$150.00
- Late Fee (if registering after July 12 and before July 20)..... \$ 50.00
- \$75.00 Credit (if you completed the pilot test in February 2010)..... (\$ 75.00)

Study Materials: (Material contained on these tapes is not representative of current test dictation but may be useful for practice materials.)

- RVR #1 Tape..... \$15.00 each
- RVR #1 CD..... \$15.00 each

TOTAL ENCLOSED: \$ _____

METHOD OF PAYMENT:

- Money Order (Non-US Citizens: Only money orders for US funds for the amounts shown can be accepted.)
- Check (US Funds)
- Credit Card -- MasterCard VISA American Express

Card # _____ - _____ - _____ Exp: _____

Authorized Signature: _____

Mail to: NVRA Membership Services, 629 N. Main Street, Hattiesburg, MS 39401

If paying by credit card, you may fax this form to: (601) 582-3354. Questions? (601) 582-4345 or NVRA@nvra.org

Grading Guidelines for the Realtime Verbatim Reporter® Skills Test

The Realtime Verbatim Reporter® (RVR®), RCP and RBC Skills Test consists of 5½ minutes of professionally recorded literary dictation material at 180 words per minute, the first 30 seconds of which will not be graded. The passing score is 96%. The number of allowable errors is 36.

The RVR, RCP and RBC Skills Test uses the rules of punctuation set forth in *The Gregg Reference Manual* and *Webster's Collegiate Dictionary, 11th Edition*.

Paragraphing is recommended but not required.

AUTOMATIC FAILURES:

- Any vocal comment or outburst at the conclusion of the practice period or during test dictation.
- Dictation audible to test administration personnel.
- Submission of an unprintable ASCII or .rtf file.
- Submission of a single-spaced transcript. Transcripts MUST be double-spaced.
- Submission of a transcript in ALL CAPS.
- Two drops of 10 or more words.

The errors are number-coded as follows:

1. Dropped word
2. Added word
3. Wrong/replaced word
4. Hyphen
5. Transposed word
6. Missing/wrong punctuation
7. Misspelling
8. Added/missing space
9. Capitalization
10. Contraction/phrase
11. Style

(D=dictated, W=written)	# of Errors	Error Code
1. Each dropped word. (D) The <u>light was green</u> as I approached the intersection. (W) The <u>light green</u> as I approached the intersection.	1 error	1
2. Each wrong name. (D) Mr. <u>Johnson</u> borrowed my car last week. (W) Mr. <u>Jones</u> borrowed my car last week.	1 error	3
3. Each added word. (D) Please tell us about your work history. (W) Please tell us about your <u>past</u> work history. (D) This will <u>ameliorate</u> the problem. (W) This will <u>a mealy or ate</u> the problem.	1 error 4 errors	2 3, 2
4. Each wrong word each time it occurs. (D) Use the forest <u>access</u> road instead of the state <u>access</u> road. (W) Use the forest <u>excess</u> road instead of the state <u>excess</u> road.	2 errors	3, 3
5. Each replaced word. (D) Did you <u>notice</u> the color of the traffic light? (W) Did you <u>see</u> the color of the traffic light?	1 error	3

6.	Each missing or added hyphen.		
	(D) I was <u>self-employed</u> for ten years.		
	(W) I was <u>self employed</u> for ten years.	1 error	4
	(D) She ran a mile <u>and a half</u> .		
	(W) She ran a mile <u>and-a-half</u> .	2 errors	4, 4
7.	Transposed words.		
	(D) I <u>since have</u> been promoted to manager of sales.		
	(W) I <u>have since</u> been promoted to manager of sales.	1 error	5
8.	Missing or wrong punctuation.		
	Omission of period or question mark.		
	(D) How old are you?		
	(W) How old are you_	1 error	6
	(D) He didn't answer the <u>phone</u> . He didn't hear it ring.		
	(W) He didn't answer the <u>phone he</u> didn't hear it ring.	2 errors	6, 9
	(D) He went to the <u>store</u> . He needed bread.		
	(W) He went to the <u>store period he</u> needed bread.	2 errors	2, 9
	Each omitted comma in a date.		
	(D) I was born on <u>August 11, 1951</u> , in North Carolina.		
	(W) I was born on <u>August 11, 1951</u> in North Carolina.	1 error	6
	(W) I was born on <u>August 11 1951</u> in North Carolina.	2 errors	6, 6
	Each omitted comma in a series.		
	(D) He owned a <u>cat, a dog, three birds, and</u> some fish.		
	(W) He owned a <u>cat a dog three birds and</u> some fish.	2 errors	6, 6
	(NOTE: The comma before a conjunction is optional.)		
	Each omitted comma in a direct address.		
	(D) <u>Sir, please</u> state your name and occupation.		
	(W) <u>Sir please</u> state your name and occupation.	1 error	6
	(D) Tell <u>me, Bob</u> , about your new job.		
	(W) Tell <u>me, Bob</u> about your new job.	1 error	6
	(W) Tell <u>me Bob</u> about your new job.	2 errors	6, 6
	Each omitted comma for city and state.		
	(D) I have lived in <u>Savannah, Georgia</u> , since 1985.		
	(W) I have lived in <u>Savannah Georgia</u> since 1985.	2 errors	6, 6
	(W) I have lived in <u>Savannah, Georgia</u> since 1985.	1 error	6
	Each omitted comma following an introductory word or phrase.		
	(D) <u>Well, when</u> did you move to Florida?		
	(W) <u>Well when</u> did you move to Florida?	1 error	6
	Each omitted comma following an introductory adverbial clause.		
	(D) <u>When you went to the store</u> , did you buy milk?		
	(W) <u>When you went to the store</u> did you buy milk?	1 error	6
9.	Misspelling each time it occurs.		
	(D) I called my <u>doctor</u> yesterday.		
	(W) I called my <u>docter</u> yesterday.	1 error	7
	(D) <u>It's</u> my party and I'll cry if I want to.		
	(W) <u>Its</u> my party and I'll cry if I want to.	1 error	7

	(D) The <u>Johnsons</u> will hold their annual picnic.		
	(W) The <u>Johnson's</u> will hold their annual picnic.	1 error	7
10.	Each missing space.		
	(D) I worked for the <u>bomb</u> plant until I retired.		
	(W) I worked for <u>thebomb</u> plant until I retired.	1 error	8
11.	Words compounded or not compounded resulting in a change in meaning.		
	(D) I <u>work out</u> of my house during the week.		
	(W) I <u>workout</u> of my house during the week.	1 error	8
12.	Incorrect capitalization.		
	(D) I saw <u>Dr. Smith</u> for the first time in October.		
	(W) I saw <u>Dr. smith</u> for the first time in October.	1 error	9
	(D) I enjoyed all the <u>articles</u> in <u>that</u> magazine.		
	(W) I enjoyed all the <u>Articles</u> in <u>That</u> magazine.	2 errors	9, 9
13.	Each added word in an unresolved conflict.		
	(D) I can take only one <u>pair</u> of shoes.		
	(W) I can take only one { <u>pair, pear, pare</u> } of shoes.	2 errors	2, 2
	(D) It was mine <u>as opposed to</u> hers.		
	(W) It was mine { <u>as opposed to; is supposed to</u> } hers.	3 errors	2, 2, 2
14.	Each contraction written as two words and vice versa.		
	(D) He <u>won't</u> speed down that road again.		
	(W) He <u>will not</u> speed down that road again.	1 error	10
	(D) I <u>do not</u> believe his story.		
	(W) I <u>don't</u> believe his story.	1 error	10
15.	Incorrect verb tense.		
	(D) Do you <u>need</u> additional credits for this CE cycle?		
	(W) Do you <u>needed</u> additional credits for this CE cycle?	1 error	3
16.	Each plural incorrectly written as singular and vice versa.		
	(D) I cashed five <u>checks</u> and then made one deposit.		
	(W) I cashed five <u>check</u> and then made one deposit.	1 error	3
17.	Each acronym which contains spaces, hyphens, or words.		
	(D) I missed last month's <u>PTA</u> meeting.		
	(W) I missed last month's <u>P TA</u> meeting.	1 error	8
	(W) I missed last month's <u>P tea A</u> meeting.	3 errors	8, 3, 8
	(W) I missed last month's <u>P-T-A</u> meeting.	2 errors	4, 4
18.	Dates must be expressed as numerals.		
	(D) My daughter was born <u>July 8, 1980</u> .		
	(W) My daughter was born <u>July eight, 19 eighty</u> .	2 errors	11, 11
19.	Numbers between one and nine must be written as words.		
	Exceptions: Ages, measurements, time, money, percentages. Fractions may be written as words or numerals.		
	(D) My sister has <u>four children</u> .		
	(W) My sister has <u>4 children</u> .	1 error	11
	Ten may be written as a word or numeral.		
	Numbers from 11 higher, excluding numbers with six or more zeros, must be written in digits.		
	(D) I asked for a dozen eggs and was given <u>13</u> .		
	(W) I asked for a dozen eggs and was given <u>thirteen</u> .	1 error	11

(D) seven hundred twenty
(W) 700 twenty

1 error

11

These will NOT be counted as errors:

1. Large numbers containing six zeros or more may be written as a combination of words and numerals:
(D) seven million
(W) seven million *or* 7 million
2. Use of the word “dollars” instead of the \$ symbol:
(D) One hundred seventeen dollars
(W) 117 dollars *or* \$117
(NOTE: Omission of the word “dollars” or \$ symbol is 1 error for a dropped word.)
3. Use of the word “percent” instead of the % sign.
(D) thirty percent
(W) 30 percent *or* 30%
(NOTE: Omission of the word “percent” or % symbol is 1 error for a dropped word.)
4. Omitted quotation marks or parentheses.
5. Missing hyphen in compound adjective.
(D) fifteen page report
(W) 15 page report *or* 15-page report
6. An extra space where only one space is required.
(D) I went to the store for milk and eggs.
(W) I went to the store for milk and eggs.
7. Words compounded or not compounded which do not result in a change in meaning.
(D) I gave the receipt to the bookkeeper.
(W) I gave the receipt to the book keeper.

RVR, RCP & RBC GRADING AND NOTIFICATION PROCEDURE

- Text files will be forwarded to an independent grader.
- Test results will be forwarded by the independent grader to the Testing Chair and NVRA Member Services.
- NVRA Member Services will forward test results to participants within five weeks of the test date.
- Participants may appeal their grade to the Testing Committee. Such appeal must be made in writing to NVRA Member Services within 15 days of the test result notification. Upon final decision and closure of the appeal process, test materials will be destroyed.
- **Test participants may not directly contact the Test Administrator, Testing Committee, or any Board member. Questions and appeals will be forwarded to the appropriate committee by NVRA Member Services.**