



**CVR, CVR-S, CM, CM-S
CERTIFICATION
RULES, POLICIES, AND PROCEDURES**

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NATIONAL VERBATIM REPORTERS ASSOCIATION®

CVR, CVR-S, CM, CM-S CERTIFICATION RULES, POLICIES, AND PROCEDURES

This manual has been developed to provide current and prospective NVRA members thorough and complete information regarding NVRA's certification testing rules, policies, and procedures. Should you have additional questions, please direct your inquiries to NVRA Member Services at Membership@nvra.org. This manual will be updated periodically.

NVRA's certification examinations meet the Standards for Educational and Psychological Testing (1999) and have been approved by a registered psychometrician. Further information can be found on our Web site at www.NVRA.org.

CVR, CVR-S, CM, CM-S CERTIFICATION

CRITERIA FOR CVR, CVR-S, CM and CM-S CERTIFICATIONS

● The test for Certified Verbatim Reporter (CVR®) and Certified Verbatim Reporter - Stenotype (CVR-S) is comprised of the following five-minute sections. Each must be passed with 95% accuracy:

- 180 wpm literary with 45 errors allowed
- 200 wpm jury charge with 50 errors allowed
- 225 wpm two-voice question-and-answer with 56 errors allowed

In addition, the Written Knowledge Test must be passed with a minimum score of 70.

Members currently holding a Registered Professional Reporter (RPR) NCRA designation shall be granted a Certified Verbatim Reporter - Stenotype (CVR-S) certification without examination upon receipt of \$50.00 processing fee, membership in NVRA, and verification of current membership and certification with NCRA.

● The test for the Certificate of Merit (CM) and Certificate of Merit - Stenotype (CM-S) is comprised of the following five-minute sections. Each must be passed with 95% accuracy:

- 200 wpm literary with 50 errors allowed
- 240 wpm jury charge with 60 errors allowed
- 260 wpm two-voice question-and-answer with 65 errors allowed

Members currently holding a Registered Merit Reporter (RMR) NCRA designation shall be granted a Certificate of Merit - Stenotype (CM-S) certification without examination upon receipt of \$50.00 processing fee, membership in NVRA, and verification of current membership and certification with NCRA.

REQUIREMENTS TO TEST

- You must hold a CVR, CVR-M, CVR-S or RPR to test for the CM or CM-S.
- You must have a high school diploma or equivalency.
- You must be a Student, General, Military, or Honorary member of NVRA in good standing. NVRA's membership year runs for one year from the date your membership is processed. Dues are to be paid in U.S. funds. If you are not currently a member, you may complete and submit the NVRA membership application contained in the test registration packet or join online at www.NVRA.org. Upon passage of all parts of the certification process and before being granted a certificate, a Student must upgrade to General membership with the Association.

TEST FEES

CVR/CVR-S Skills Test - \$150

CM/CM-S Skills Test - \$150

Written Knowledge Test - \$125

Optional Test Readiness Session - \$125

TEST REGISTRATION

You must register for the CVR/CVR-S/CM/CM-S Skills Test and the Written Knowledge Test online at www.NVRA.org.

- Please refer to the testing section at www.NVRA.org for applicable deadlines. You may still register after the deadline date, if space is available. A \$50 late registration fee will be assessed. Space may be limited and reservations are held for paid registrants only.
- After registration and payment are received and processed, a registration confirmation letter will be e-mailed to you. This confirmation letter must be presented, along with photo identification, for admission to the certification test. Please call NVRA, 601.582.4345, or e-mail Membership@nvra.org after the registration deadline if you have not received your Registration Confirmation Letter, Test Checklist, Acknowledgment Form, Word List and Examination Security Form. Paperwork will not be emailed until the week of testing.

CANCELLATION/REFUND POLICY

- NVRA reserves the right to cancel the test. Registrants will be notified if the test is canceled, and fees will be refunded.
- Should you need to cancel for any reason, you must notify the NVRA office in writing, either by U.S. mail or e-mail. If cancellation notice is received five (5) calendar days or more prior to a testing event, the registrant will receive one (1) non-transferrable voucher that is valid for one (1) future testing event. The submission of the voucher for a subsequent test must be accompanied by a \$50 processing fee. The voucher must be used within one year of the test date for which the voucher was issued.

- Cancellations received four (4) calendar days or fewer 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 Test Administration Committee for additional review and consideration.
- If cancellation notice is NOT received prior to the day of the test event, all funds for the event will be forfeited by the individual and a voucher will not be issued.

PART 1: Optional Test Readiness Session

- All candidates may attend an optional Test Readiness Session prior to testing. The fee for the session is \$125.00.
- The date and time of the Test Readiness Session will be shown on the online registration form. The session will be held from 8:00 a.m. to 12:00 Noon on Saturday of the test weekend with the exception of convention testing. Consult the hotel desk for the room assignment.
- Items required for the Test Readiness Session:
 - Skills test voicewriter/stenotype equipment
 - Flash drive for practice purposes
 - Power strip and heavy-duty extension cord
- The Test Readiness Session includes discussion and practice of the following subjects: taking down the record, audibility (for voicewriters), transcription, skills test schedule, policies and procedures, grading, review of downloading techniques and Written Knowledge Test questions/concerns. The session uses practice dictation from a variety of sources, including retired tests.

(NOTE: The Test Readiness Session is NOT required for passage of the skills test nor designed to guarantee passage of the skills test.)

PART 2: SKILLS TEST

WHAT TO BRING

- **REQUIRED** items for the Skills Test:
 - NVRA registration confirmation letter and photo ID
 - Completed Acknowledgment Form and Examination Security Form
 - Blank Test Checklist (to be completed during transcription and submitted with final segment)
 - All equipment needed for dictation/steno writing
 - Transcription equipment (e.g. computer, transcriber, foot pedal, headphones, etc.)
 - Power strip
 - Heavy-duty extension cord
 - Adapter(s) to disable live microphone on laptop or digital recorder
 - One flash drive for each segment to be turned in. NVRA will have flash drives available for purchase at test sites
 - Marker appropriate for writing on flash drives
- **SUGGESTED** items to bring for the Skills Test:
 - *Merriam-Webster's Collegiate Dictionary, 11th Edition*
 - *The Gregg Reference Manual*

GENERAL INFORMATION

- By signing in on test day for any NVRA-administered test, you acknowledge that you understand and agree to abide by the rules, policies, and procedures contained in this manual. Failure to follow these or any NVRA rules, policies, and procedures may result in disqualification and in being barred from participating in NVRA-administered tests for one year, or permanently, depending on the nature of the violation.
- The date and time of the CVR, CVR-S, CM and CM-S Skills Test will be shown on the online information packet. Under normal circumstances, these examinations will be held on Sunday, beginning promptly at 9:30 a.m., with doors closing at 9:15 a.m. Consult the hotel desk for the room assignment.
- You may attend as many certification tests as necessary to achieve CVR, CVR-S, CM and CM-S certification. A passing grade on an individual segment will be retained provided your NVRA membership does not lapse.
- You are not required to bring a copy of this manual to the test, but you may if you wish. The test administrator will have a copy available on site for your use.
- Information contained in this manual will not be repeated after the Skills Test has begun.
- All transcription must be performed by the participant unless prohibited by a medical condition. In that event, a completed NVRA Medical Release Form must be submitted with the test registration for each test event. The Medical Release form is appended to this manual.

Please be sure the form is fully completed, including the portion your physician must complete and sign.

- Participants must sign in with the test registrar stationed at the registration table before entering the test room. Photo identification and the registration confirmation letter on NVRA letterhead are required to gain entrance to the test room. Participants will not be allowed to enter the test room without these documents.
- For purposes of the Skills Test, each participant will be given a test identification number. This number is composed of a randomly assigned two-digit number followed by the participant's four-digit NVRA membership number, which can be found on the participant's registration confirmation letter. This unique six-digit test identification number **MUST** appear as a header on all segment transcripts submitted for grading and as the name of the audio/steno note file. In addition, it must appear on every flash drive, scratch paper, and any other materials used during the day.
- Upon signing in, each participant will be given a plastic test packet, with his/her test identification number written on the outside. This plastic test packet will be used for submission of all test materials.
- The doors to the test room will open at 8:45 a.m. for equipment setup. No one will be allowed in the test room prior to that time. Thirty minutes will be allowed for setup and practice.
- When you enter the test room, choose a seat and begin setup of your dictation/stenotype equipment only. All other equipment, including transcribing equipment, cell phones, and other electronic equipment, must be turned off and left in closed briefcases or handbags and placed in the area designated by the test administrator for storage of personal belongings.
- Once a participant registers and enters the test room, leaving the test room is not permitted until all testing materials have been submitted to the registrar. Unauthorized departure from the test room shall be cause for disqualification.
- Anyone not completely set up and ready to test at 9:15 a.m. will be required to leave the test room, and no refund of test fees will be given. You will be allowed to return and pack up equipment when administration of the audio portion of the test has concluded.
- Once the doors close at 9:15 a.m., no talking will be permitted among participants at any time throughout the test event. One verbal warning will be given to any participant who violates the no-talking rule. No further warning will be given. If the talking continues, the participant(s) will be asked to leave the test room and will be disqualified from the test. The no-talking rule also applies outside of the test room during breaks and continues until all participants have completed turn-in and deletion and the examination is declared concluded.
- All questions must be addressed to the test administrator during any general question-and-answer period or outside the test room prior to the beginning of the Skills Test. Should you need to signal a test administrator once the audio portion of the test is complete and transcription has begun, please raise your hand. An administrator will be with you as soon as possible. You may not seek the attention of the test administrator during the audio portion of the test. Doing so may result in disqualification.

- Rest room and smoke breaks will not be allowed between the time the door to the test room is closed at 9:15 a.m. and the completion of the audio portion of the Skills Test. Breaks will be allowed following the audio portion and following each 1-1/4 hour transcription segment.
- Computer spell-check functions, dictionaries, and other reference materials may be used during the transcription portion of the test. All spelling, hyphenation, and compound word determinations shall be based on *Merriam-Webster's Collegiate Dictionary, 11th Edition*. All punctuation determinations shall be based on *The Gregg Reference Manual*.
- Participants may bring one (1) 3x5 file card containing notes for themselves. This card shall bear their test identification number and must be turned in with other test materials with the final segment.
- Participants may make notes during the examination on a sheet of NVRA-provided paper. This paper shall bear the test identification number and must be turned in with other test materials with the final segment. Use of personal notepaper is not permitted. No other note papers or notebooks of any kind will be permitted.
- Cell phones and other electronic equipment must be turned off. Placing in airplane or vibrate mode is not sufficient. Devices must be completely powered down. Failure to do so may be cause for disqualification.
- Internet access is not permitted at any time in the test room and may be grounds for disqualification. Internet-based dictionaries are not permitted.
- Outside microphones or room recordings of any kind will NOT be tolerated and are grounds for immediate disqualification of all segments of the test event. They may also be grounds for dismissal from NVRA membership and further testing.
- During the audio portion, should a common disturbance occur such as a book falling, a door slamming, et cetera, you should continue your dictation. If such a disturbance occurs, the person who misses the fewest words will set the standard, and everyone will be credited with that number of words.
- All materials, including flash drives, 3x5 cards, and scratch paper, must bear the test identification number and be submitted to the test registrar before leaving the test area.

AUDIBILITY TEST FOR VOICEWRITERS

- Monitors will be moving through the test room, checking for audibility. Participants may not be audible within two feet.
- If a monitor can hear a participant while dictating, a tap on the arm will signify a warning. A tap on the shoulder will signify disqualification.
- If disqualified, cease operation of reporting equipment and sit quietly for the remainder of the segment. Do not touch your equipment or otherwise move around and disturb other testers. You may resume reporting on the next segment. However, a subsequent tap on the shoulder will require you to cease operation of reporting equipment, and you will be disqualified

for the entire examination. Creation of a disturbance following disqualification may suspend your testing privileges for one year.

TRANSCRIPTION

- A total of 3-3/4 hours are allowed for transcription of three segments with 1-1/4 hour (75 minutes) allowed per segment. Announcements will be made at various time intervals prior to the conclusion of each segment. Following transcription, ten minutes will be allowed for downloading the segment to flash drive and submitting it to the registrar. Time will be allotted as follows:

- 1-1/4 hour, transcribe one segment; ten minutes, download and submit one segment
- 1-1/4 hour, transcribe second segment; ten minutes, download and submit second segment
- 1-1/4 hour, transcribe third segment; ten minutes, download and submit third segment

- All participants must cease transcribing a segment at the 1-1/4-hour mark and submit, or be in line to submit, that segment ten minutes later. Only one segment may be transcribed per time period, and participants may not begin transcribing another segment until the announcement to begin is made.

- Participants taking only one segment will leave following the first 1-1/4 hour transcription session and 10-minute turn-in time. This same procedure will be followed for those completing either two or three segments. No one may pack and leave during a transcribing segment. All deletions and departures must take place during the break between segments.

- Test segments may be transcribed and submitted in any order, one segment per timed session.

- Each submission must contain the transcript of only one segment. Any additional words from another segment or practice session contained in the transcript will be considered errors.

NOTE: *If you transcribe a segment but do not wish to have it graded, you must indicate that on the Test Checklist next to the appropriate segment by marking it DNG (do not grade). Please mark DNG on the submitted media, as well.*

FORMATTING REQUIREMENTS

- A separate flash drive is required for the transcript of each test segment submitted. Complete audio/steno notes are required to support the transcript of each test segment submitted. The audio/steno notes may be submitted as one file or as one file per segment. File(s) may be saved to any one of your flash drives. Please clearly indicate which file(s) are contained on each flash drive.

- You may purchase NVRA flash drives when you register for the test or when you sign in with the registrar. You may bring your own flash drives if you prefer. The maximum number of flash drives you will need is three. The flash drives will not be returned to you.

- Your six-digit test identification number **MUST** appear on all materials submitted to the registrar.

Your name must not appear on any test materials placed in your test packet. If your name appears on any materials placed in the test packet, it will result in disqualification and your test(s) will not be graded.

- If your flash drives do not contain a space for writing your test identification number, you must either attach a hang tag or label to each one or place each one in a separate envelope labeled with your six-digit test identification number.

- You must format and produce your test transcript(s) according to the following specifications:

- The top, bottom, right and left margins must be set at one inch.
- The font must be either Courier New (preferred) or Times New Roman, point size 12. Transcripts submitted that do not adhere to these rules may be disqualified.
- All text must be double-spaced and must not be typed in all caps.

Documents that are single-spaced or that are typed in all caps will not be graded.

NOTE: *It is preferred that you not include line numbers on the page. If you do include line numbers, please be sure your format does not include your normal header or footer which might include your name. Including your name on any test materials results in disqualification.*

- A one-line header is required on every page. The header must contain the test location, your six-digit test identification number, the name of the test, the words per minute, and the type of test.

For example, if the test is in Raleigh, North Carolina, and your test identification number is 04-1234, and you are turning in the Literary for your CVR®, the header would be written as follows: “ NC 04-1234 CVR 180 LIT.” Use the following abbreviations: LIT for literary, JC for Jury Charge, and QA for the two-voice question-and-answer. Use the standard state abbreviation of the test site.

- Page numbers must be inserted in a footer at the bottom right-hand corner of each page.
- You must name each of your test transcript files before downloading. The file name should be the same as your header. (See above example.) You must name your file(s) with the location and your test identification number. Improperly naming your files may be cause for disqualification.
- It is absolutely essential that the participant verify that the media contains the required files and that the files open correctly. Audio files must be formatted so that they will open in Windows Media Player. Machine shorthand notes must be provided as a PDF. Text files must be formatted so that they will open in Word® (preferred), WordPerfect®, Adobe Acrobat Reader®, or the equivalent thereof. Please check file extensions to assure compliance with this rule.

NOTE: *You are encouraged to save your transcript to your computer’s hard drive and not solely to your flash drive. Should a malfunction occur during the download process and you have not saved to the hard drive, you may lose your transcript.*

SUBMISSION OF TEST MATERIALS AND EXITING THE TEST AREA

- NVRA does not accept transcripts submitted on paper. If you wish, you may print a hard copy for purposes of proofing only.
- You must submit your test materials on a flash drive in one of the formats listed above. SD cards and compact flash cards are not allowable media. Only flash drives will be accepted and all test materials submitted in other formats or on other media will be disqualified.
- All segments must be supported by a submitted audio/steno note file. Any test segment not supported by a complete file will be disqualified.
- When you have completed all test segments, any and all materials used during testing must be submitted to the registrar. These materials include, but are not limited to: paper transcripts used for proofing, media containing test transcript(s), media containing audio/steno note file(s), the Test Checklist, and all 3x5 cards, scratch paper and/or notes created during the test.
- When you have turned in all test segments you wish to submit, notify the registrar. You will receive a colored card bearing your test identification number. Hold the card up until a monitor comes to you to observe your deletion of all test materials from your computer. The monitor will sign your card. Take the card to the registrar for inclusion in your plastic test packet. Upon the registrar's approval, you may pack your materials and exit the test room.

EQUIPMENT CONCERNS AND REMINDERS

- As a participant, you must be completely familiar with all of the equipment you use during the certification test. No technical assistance by test administrators or other participants will be allowed. You are required to set up, operate, and put away individual equipment on your own.
- Technical difficulties experienced during the Skills Test are the sole responsibility of the participant. No technical assistance from test administration personnel or other test participants is allowed. Technical difficulties are not the responsibility of NVRA and no refund will be given to participants unable to test or properly submit test materials due to technical problems.
- Participants must turn in a separate flash drive containing each segment's transcript. In addition, the audio/steno note file for each segment must be submitted. Participants must know how to transfer the audio/steno note file to a flash drive. No assistance will be provided. All audio files must play in Windows Media Player. All steno notes must open in Adobe.
- Since there is only a very brief pause between segments, participants are encouraged, but not required, to create a single file for all test segments. Audio/steno note file(s) may be submitted with any segment. Please indicate which flash drive contains the file.
- All microphones built into your computer or recorder must be disabled, whether through use of an external adapter, covering all input openings with electrical tape, or through changes in the configuration of your computer. You may be required to demonstrate this to a test monitor. Turning the microphone to the lowest volume will not suffice.

- Anyone experiencing physical problems with carrying, bending, stooping, et cetera, may have assistance with delivery and placement of equipment. However, operation of equipment must be performed by the participant.

DISQUALIFICATION

Reasons for disqualification include but are not limited to:

- Outside microphones, room recordings of any kind, and open or concealed recording devices that record anything other than the participant's voice will NOT be tolerated and are grounds for immediate disqualification and/or grounds for dismissal from NVRA membership and further testing.
- Unauthorized departure from the test room will result in disqualification of entire test
- Persons not set up and ready to test when doors close will be required to leave the test room and will be disqualified from the test event
- Violation of the no-talking rule following one warning will result in disqualification
- Failure to pass the audibility test (for voice writers) will result in the disqualification of the segment and may result in further disqualification
- Test transcripts or other items in the test envelope that contain participant's name will result in disqualification of entire test
- Transcripts not supported by participant's voice audio/steno notes will be disqualified
- Accessing the Internet during any portion of the examination will result in disqualification of entire test
- Conduct not conforming to NVRA Code of Ethics will result in disqualification of entire test
- Cell phones and other electronic equipment not completely turned off will result in disqualification of entire test
- Signaling or talking to the test administrator during the audio portion of the examination may result in disqualification of entire test
- Transcripts not comporting with the format guidelines as set out in this policy manual and on the Test Checklist, including margins, spacing, font, headers, and page numbering and improperly named test transcript files may result in disqualification of the segment

TEST-GRADING POLICY

- The CVR, CVR-S, CM and CM-S tests are developed using the spelling and rules of punctuation found in *Merriam-Webster's Collegiate Dictionary, 11th Edition* and *The Gregg Reference Manual*.
- The Test Grading Committee will stop grading a test segment once 15 errors above the maximum allowed errors have been identified. This practice is followed in order to expedite the grading process.

Grading Guidelines for the CVR, CVR-S, CM and CM-S Skills Tests

The following list of errors will be used when grading the CVR, CVR-S, CM and CM-S Skills Tests.

(D=professional dictation, W=written in transcript)

	# of Errors
1. Each wrong word	
(D) He used a key to <u>access</u> the building.	
(W) He used a key to <u>excess</u> the building.	1 error
(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
2. Each added word.	
(D) Please tell us about your work history.	
(W) Please tell us about your <u>past</u> work history.	1 error
3. 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
4. Misspelled word	
(D) I called my <u>doctor</u> yesterday.	
(W) I called my <u>docter</u> yesterday.	1 error
(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
(D) The <u>Johnsons</u> will hold their annual picnic.	
(W) The <u>Johnson's</u> will hold their annual picnic.	1 error
(D) I am <u>self-employed</u> .	
(W) I am <u>self employed</u> .	1 error
5. 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

6. Transposed words.

- (D) I since have been promoted to manager of sales.
(W) I have since been promoted to manager of sales. 1 error

NOTE: If words or phrases are transposed from one place in a sentence to another, each misplaced word is an error.

- (D) I checked my luggage and I went for coffee.
(W) I went for coffee and I checked my luggage. 4 errors

7. Each omitted, added, or misplaced Q and A.

- (D) Q. Where do you live, Mr. Smith?
(W) Where do you live, Mr. Smith? 1 error

- (D) A. Are you asking when I worked there?
Q. How long?
(W) A. Are you asking when I worked there? How long? 1 error

8. Wrong punctuation.

Improper end of sentence mark

- (D) I didn't see him prior to the collision.
(W) I didn't see him prior to the collision!
(W) I didn't see him prior to the collision ==
(W) I didn't see him prior to the collision ... 1 error
1 error
1 error

- (D) How old are you?
(W) How old are you. 1 error

Omission of period or question mark.

- (D) He didn't answer the phone. He didn't hear it ring.
(W) He didn't answer the phone he didn't hear it ring. 1 error

Each omitted comma in a date.

- (D) I was born on October 11, 1951, in North Carolina.
(W) I was born on October 11, 1951 in North Carolina. 1 error
(W) I was born on October 11 1951 in North Carolina. 2 errors

Each omitted comma for city and state.

- (D) I have lived in Atlanta, Georgia, since 1985.
(W) I have lived in Atlanta, Georgia since 1985. 1 error
(W) I have lived in Atlanta Georgia since 1985. 2 errors

Each omitted comma in a series.

(NOTE: The comma before a conjunction is optional.)

- (D) He owned a cat, a dog, three birds, and some fish.
(W) He owned a cat a dog three birds and some fish. 2 errors
(W) He owned a cat, a dog, three birds and some fish. 0 errors

Each omitted comma in a direct address.

- (D) Sir, please state your name and occupation.
(W) Sir please state your name and occupation. 1 error

- (D) Tell me, Bob, about your new job.
 (W) Tell me, Bob about your new job. 1 error
 (W) Tell me Bob about your new job. 2 errors

Each omitted or misused colon in a series or list.

- (D) I like three kinds of music: jazz, blues, and pop.
 (W) I like three kinds of music, jazz, blues, and pop. 1 error

- (D) Two factors cannot be ignored: the budget and the bottom line.
 (W) Two factors cannot be ignored, the budget and the bottom line. 1 error

- (D) We considered two things when making the decision. We looked at age, and we looked at location.
 (W) We considered two things when making the decision: We looked at age, and we looked at location. 1 error

Each inappropriate use of semicolon.

- (D) I don't like him, not at all.
 (W) I don't like him; not at all. 1 error

- (D) There are many books on chaos theory, no fewer than 12 since 1988.
 (W) There are many books on chaos theory; no fewer than 12 since 1988. 1 error

- (D) There are three movies in that series, and I have seen them all.
 (W) There are three movies in that series; and I have seen them all. 1 error

- (D) Did you go to his house because you wanted to get your backpack?
 (W) Did you go to his house; because you wanted to get your backpack? 1 error

NOTE: No error will be counted for use of a period between two closely-related sentences not separated by a conjunction.

- (D) Call me tomorrow; I will give you my answer then.
 (W) Call me tomorrow. I will give you my answer then. 0 error

- (D) John is Canadian; however, he lives in the U.S.
 (W) John is Canadian. However, he lives in the U.S. 0 error

9. Each missing space.

- (D) I worked in the paper plant until I retired.
 (W) I worked in thepaper plant until I retired. 1 error

- 10. Each compound word written as two words and vice versa.**
 (D) Mary agreed to pick up the children.
 (W) Mary agreed to pickup the children. 1 error
- 11. Each omitted capital letter when clearly needed.**
 (W) I saw Dr. smith for the first time in October. 1 error
 (W) I moved to Miami, florida. 1 error
- 12. Each contraction written as two words and vice versa.**
 (D) He won't speed down that road again.
 (W) He will not speed down that road again. 1 error
- (D) I do not believe his story.
 (W) I don't believe his story. 1 error
- 13. Incorrect verb tense.**
 (D) Do you need additional credits for this CE cycle?
 (W) Do you needed additional credits for this CE cycle? 1 error
- 14. Each plural incorrectly written as singular and vice versa.**
 (D) I cashed five checks and then made one deposit.
 (W) I cashed five check and then made one deposit. 1 error
- 15. Each acronym which contains hyphens, or words.**
 (D) I missed last month's PTA meeting.
 (W) I missed last month's P-T-A meeting. 1 error
 (W) I missed last month's P tea A meeting. 1 error
- 16. Dates must be expressed as numerals.**
 (D) My daughter was born July 8, 1980.
 (W) My daughter was born July eight, 19 eighty. 2 errors
- 17. Each wrong or incorrectly rendered number.**
 (D) I've lived here since 1996.
 (W) I've lived here since 1966. 1 error
- (D) 720
 (W) 700 twenty 1 error

The following will NOT be counted as errors:

1. Large numbers containing six zeros or more may be written as a combination of words and numerals: 11 million *or* eleven million
2. Fractions written as words or numerals
3. Use of the word “dollars” instead of the \$ symbol: \$117 *or* 117 dollars
(NOTE: Omission of the word “dollars” or \$ symbol is 1 error for a dropped word.)
4. Use of the word “percent” instead of the % sign: 30 percent *or* 30%
(NOTE: Omission of the word “percent” or % symbol is 1 error for a dropped word.)
5. In dates, cardinal numbers for ordinal numbers and vice versa: December 5 *or* December 5th
6. Missing hyphens in compound adjectives: 15-page report *or* 15 page report
7. Hyphen used at the end of a line to divide a word
8. An extra space where only one space is required: I went to the store for eggs.
9. Misplaced commas except as listed in Guideline No. 8 above
10. Punctuation which is part of any other error
11. Spelling of proper names, except that the name must sound similar to the name dictated, must contain the same number of syllables, and must be used consistently throughout the transcript
12. Miss, Mrs., or Ms. used interchangeably, except that one form must be used consistently throughout the transcript
13. Q and A not dictated during two-voice question-and-answer segment, but must appear in the transcript
14. Paragraphing is not required, but is **strongly recommended**

PART 3: WRITTEN KNOWLEDGE TEST

The written portion of NVRA's CVR, CVR-S test will be offered during each scheduled testing. Consult the website for locations, dates and times.

GENERAL INFORMATION

- The Written Knowledge Test consists of 100 multiple choice items in the following areas: verbatim record (45%), transcript production (45%), and professional responsibilities (10%). It is created pursuant to a validation process that incorporates the Standards for Educational and Psychological Testing (1999).
- You will have up to two (2) hours to complete the Written Knowledge Test.
- You will select your answers on a bubble sheet. Please bring a No. 2 pencil with you to the test.
- A criterion-referenced passing score for each test is established using accepted procedures of the Standards for Educational and Psychological Testing (1999).
- Notification of your score on the Written Knowledge Test will be included in your results notification letter.

REGISTRATION

- A registration form is available at www.NVRA.org. You may register for the Written Knowledge Test when you register for the CVR, CVR-S test.
- If you choose to take the Written Knowledge Test, you must so indicate on the registration form. Those persons not indicating this choice in advance will not be permitted to test in person. Check with hotel desk for room assignment.

PART 4: INQUIRIES AND SCORES

INQUIRIES REGARDING YOUR SCORES AND YOUR RIGHT TO APPEAL

Once you have received your results notification letter from NVRA, all inquiries regarding your test results should be addressed to NVRA Member Services within 15 days of the date of your results letter.

If you wish to appeal the Test Administration Committee's decision in response to your inquiry, an appeal may be made in writing to the NVRA Credentialing Committee by e-mail to Membership@nvra.org, by fax, or by U.S. mail. Appeal must be made in writing within 15 days of the date of the initial response.

Participants may not directly contact the Test Administrator, Test Administration Committee, or any NVRA Board Member. Questions and appeals will be forwarded to the appropriate party by NVRA Member Services.

Testing inquiries, comments, complaints, or appeals should not be made on social media sites. NVRA Test Administrator, Test Administration Committee, Credentialing Committee, and Board Members will not respond to such postings. Any response to such postings shall have no official weight and will not be considered in any appropriately submitted contacts.

NVRA contact information:
National Verbatim Reporters Association®
629 N. Main Street
Hattiesburg, MS 39401
Phone: 601.582.4345
Fax: 601.582.3354
Membership@nvra.org
www.NVRA.org

EXPIRATION OF SCORES

- You may attend as many certification tests as necessary to achieve CVR, CVR-S, CM and CM-S certification; however, you must maintain continuous membership in NVRA in order to carry forward test scores. If your NVRA membership lapses, your test scores are not maintained. Once you have passed any segment of the CVR, CVR-S, CM and CM-S Skills test, the passing grade on that segment does not expire but will be maintained by NVRA, provided that your NVRA membership does not lapse.

- A passing score of at least 70 on the Written Knowledge Test is valid for a period of three years provided continuous NVRA membership is maintained. For example, if you held a passing score on the Written Knowledge Test as of August 15, 2018, that score expires on August 14, 2021. If testing subsequent to the expiration date, you must retake the Written Knowledge Test in order to achieve the CVR/CVR-S.

Passing scores on any segment of the Skills Test will not expire provided continuous NVRA membership is maintained.

STUDY MATERIALS

Study materials, downloadable files and practice CDs containing retired tests can be ordered from NVRA to help you prepare for testing. Order online at www.NVRA.org.

NVRA Study Guide - Assists with the written portion of NVRA's certification test. This booklet provides examples of the type of material covered in the test. It does not contain all of the information a successful candidate must know. Be sure to refer to the other reference material cited in the Study Guide.

Additional material available through NVRA includes the books listed below. These can be ordered online at www.NVRA.org

The Gregg Reference Manual

Morson's English Guide for Court Reporters.

Nancy L. Tuten's *Get It Write: The First Fifty Tips*

APPENDIX A

SCHEDULE OF EVENTS

The following is a synopsis of what you will experience on test day:

- Upon arrival at the testing room, take a numbered card at the door to the test room. This number is used only for registration and admission into the room. It does not relate to your testing Identification number. Numbers will be available approximately 30 minutes before doors open.
- Sign in with the registrar when called in numbered card order
- Doors open at 8:45 a.m. and participants are admitted in numbered card order.
- Set up dictation/stenotype equipment. To avoid disqualification, you must be set up and ready to begin at 9:15 a.m.
 - (All transcription equipment, equipment cases, purses, tote bags, et cetera, must be closed and placed in the area designated for storage of personal belongings. No items may be left around or under the tables. All aisles must be kept clear.)*
- When the test administrator determines that an adequate number of participants are set up and ready, practice material from a retired test will be played for warm-up. Participants may practice if they wish.
- Announcements and introduction
- Skills Test begins
 - A very brief dictation will be played for volume adjustment.
 - A two-minute segment is played for warm-up. The warm-up will be followed, without interruption, by the actual dictation portion of the CVR, CVR-S, CM and CM-S Skills Test. You are not required to participate in the warm-up. You need not create a new file following the warm-up. It is not graded and is simply ignored by the grading committee.
- Upon completion of CVR/CVR-S test, the CM/CM-S test begins
 - (If you are not eligible to test for the CM/CM-S, remain quiet and still. Do not further interact with your computer or equipment in any way. The “no-talking” rule is still in effect.*
- Bathroom break *(The “no-talking” rule is still in effect.)*
- Set up transcription equipment
- Begin transcription
- Turn in one segment at the end of each allotted time block. Breaks will be taken between segments.
- All materials must be turned in to the registrar. Do not throw away any papers: scratch paper, notes or draft printouts. If you print your test for proofing purposes, that paper must be turned in.
- Fold the Testing Checklist in quarters such that the checked off segments show on the outside. Give this checklist to the registrar with your final segment.
- Following submission of all materials, you will be given a colored card bearing your test identification number. When ready, raise your hand for a test monitor who will supervise deletion of all test material from your equipment and initial the card. Return the card to the registrar.
- Quietly pack up equipment and exit the test room

National Verbatim Reporters Association Medical Release Form:

To be completed only if testing candidate is medically unable to perform the task of transcription.

All transcription must be performed by the individual participant, EXCEPT in a situation where a medical doctor has diagnosed a condition or conditions that would prohibit the participant from personally performing the task of transcription. In this situation, the original and properly executed Medical Release Form must be returned to NVRA Member Services prior to the specific test for which the participant is registered. Medical Release Forms are valid only for the specific test. A new Medical Release Form must be executed and returned to NVRA Member Services for each registered test.

Return this form to NVRA Member Services with registration packet. No Medical Release Forms will be accepted unless submitted in advance of the test and no late registrations are accepted if accompanied by a Medical Release Form.

Certification Test Date: _____

Location: _____

As a medical doctor licensed to practice in the State of _____,
license number _____, I have diagnosed _____
with a condition known as _____, which would
prohibit her or him from personally performing the task of transcription. I understand
“transcription” to mean the act of typing words via typewriter or computer.

Signature: _____

Date: _____

Please print name: _____

Telephone Number, Including Area Code _____

NATIONAL VERBATIM REPORTERS ASSOCIATION TEST CHECKLIST

TO BE TURNED IN ON TEST DAY

**YOU MUST BRING THIS PAGE TO THE TEST AND SUBMIT IT TO
THE REGISTRAR AT THE CONCLUSION OF THE SKILLS TEST.**

As you prepare your test transcript(s), please use this checklist to ensure you have followed the required transcript format specifications:

Note: Deviation from these requirements may result in disqualification. *Transcripts and files not in required format will not be graded and will be disqualified.*

Final Checklist

- My transcripts are formatted correctly, including: 1-inch margins, double spaced, lower case with appropriate capitalization, Courier New (preferred) or Times New Roman, point size 12.
- My transcripts contain the proper header showing the test location, my test identification number, the name of the test, the words per minute, and the type of test.
- My transcripts contain the proper footer with the page number at the bottom right-hand corner of each page. Each segment begins with page 1.
- My transcripts are contained on flash drives, saved as .doc, .wpd, .pdf, or .rtf and they open correctly in Word, WordPerfect, or Adobe.
- My audio file(s) are present on one or more of my flash drives and open in Windows Media Player or my steno notes are present on one or more of my flash drives and open in Adobe.
- I named all of my text and audio/steno note files properly when I saved them.
- I have turned in all scratch paper, notes, and draft copies to the registrar.

Please check off each test segment submitted for grading or mark DNG (Do Not Grade).

_____ CVR/CVR-S 180 LIT	_____ GLE 180 LIT	_____ CM/CM-S 200 LIT
_____ CVR/CVR-S 200 JC	_____ GLE 200 JC	_____ CM/CM-S 240 JC
_____ CVR/CVR-S 225 QA	_____ GLE 225 QA	_____ CM/CM-S 260 QA

My test Identification Number: _____ Date/Location of Test: _____

Sample: Standard Results Notification Letter

Date:

ID No:

Name and address of tester

Dear (Name of tester):

Re: NVRA Certification Test Results
CVR/CVR-S/CM/CM-S Testing: (Date/Test Location)

This is your official notification of grades from the recent test noted above.

You submitted tests for grading. Your current standing is:

Test:	Errors Allowed	Your Errors	Score/Previous Standing
CVR/CVR-S 180 wpm literary	45 errors allowed		
CVR/CVR-S 200 wpm jury charge	50 errors allowed		
CVR/CVR-S 225 wpm Q/A	56 errors allowed		

Written Knowledge Test:

Test:	Errors Allowed	Your Errors	Score/Previous Standing
CM/CM-S 200 wpm literary	50 errors allowed		
CM/CM-S 240 wpm jury charge	60 errors allowed		
CM/CM-S 260 wpm Q/A	65 errors allowed		

*Indicates test segment turned in for grading at this testing location.

In an effort to assist you in being successful on future tests, the Test Administration Committee is listing the number of errors for each test segment. The Test Administration Committee is also willing to critique your errors and advise you of the specific types of errors you made for a \$25.00 fee per segment. If you choose to take advantage of this assistance, please return the attached form with valid payment to Member Services. You MUST include your test ID number when making the request.

If you wish to make inquiry regarding test results, it may be made in writing to the Test Administration Committee within 15 days of this results notification letter. If you wish to appeal the Test Administration Committee's decision, an appeal must be made, in writing, to the NVRA Credentialing Committee by e-mail to Membership@nvra.org, by fax, or by letter. Appeal must be made in writing within 15 days of the date on your results notification letter or any inquiry response.

NVRA will retain on file all testing materials relative to the test for a 3-year period, after which time the transcripts, voice files/steno notes and written material will be destroyed.

Good luck as you continue your work toward attaining NVRA certification.

Sincerely,

Kelly Evans
Member Services