

GEORGIA LICENSING EXAMINATION

Rules, Policies and Procedures

October 17, 2019

NVRA ADMINISTERS A LICENSING EXAMINATION ON BEHALF OF THE STATE OF GEORGIA. COMPLETION OF THIS EXAMINATION IN NO WAY REPRESENTS CERTIFICATION BY THE NATIONAL VERBATIM REPORTERS ASSOCIATION. NO CREDIT IS GIVEN FOR PASSAGE OF ANY PORTION OF THE GEORGIA LICENSING EXAMINATION TOWARD ANY NVRA CERTIFICATION EXCEPT THE WRITTEN EXAM.



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GENERAL INFORMATION

The Georgia Licensing Examination (GLE) will be administered on the same dates and at the same locations as NVRA certification examinations. Please consult the NVRA Web site for dates and locations.

After reading this informational document, please direct additional questions or inquiries to NVRA Member Services at Membership@nvra.org.

The GLE is open to both voice writer and stenographic court reporters.

The GLE will be comprised of the following five-minute dictations:

- 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

One hour and fifteen minutes will be allowed for the transcription of each segment, with segments turned in after each transcription period.

All GLE candidates must take down and transcribe all three dictation segments using normal voice writing or stenographic means. In addition, GLE candidates may record and utilize a room track. Both voice track/steno notes and room track must be submitted for grading. Though GLE candidates may use the room track for proofing purposes, the voice track/steno notes must substantially support the transcript text.

Cell phones may not be utilized for recording any part of the licensing examination. All cell phones must be turned off and stored with other personal property away from candidates.

Candidates must be high school graduates and attest to high school graduation, GED, or passage of an independently administered test approved by the U.S. Secretary of Education. Completion of a higher education degree is also acceptable.

Candidates must be a Student, General, Military, or Honorary member of NVRA in good standing. Candidates not currently members may complete and submit the NVRA membership application contained in the test registration packet or join online at www.nvra.org. When a student member successfully passes all three segments, they must upgrade to General membership with the Association in order to have their scores reported to the Georgia licensing board.

Examination results will be reported to the Judicial Council's Administrative Office of the Courts of Georgia (AOC). For more information on Georgia's Administrative Office of the Courts, visit their Web site: <http://georgiacourts.gov/>

The fee for the GLE is \$150.00. The fee for the optional test readiness session is \$125.00. The fee for the written exam is \$125.00.

TEST REGISTRATION

Candidates must register for the GLE test online. The registration form for the GLE can be found on line 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 emailed to you the week of testing. This confirmation letter must be presented, along with photo identification, for admission to the licensing examination. Please call NVRA, 601.582.4345, or email Membership@nvra.org, after the registration deadline if you have not received your Registration Confirmation Letter, Test Checklist, Acknowledgment Form, Georgia Examination Acknowledgement and Examination Security Form.

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 a candidate need to cancel for any reason, NVRA must be notified in writing, either by U.S. mail or email.

- If cancellation notice is received five (5) calendar days or more prior to a test event, the registrant will receive one (1) non-transferable voucher that is valid for one (1) future test 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.
- If cancellation notice is received four (4) or fewer calendar days prior to a test event, the registrant will not receive a voucher or 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 a test event, all funds for the event will be forfeited by the registrant and a voucher will not be issued.

LICENSING EXAMINATION RULES

GENERAL

- By signing in on test day for any NVRA administered examination, candidates acknowledge that they understand and agree to abide by the rules, policies, and procedures contained in this document. Failure to follow these or any NVRA rule, policy, or procedure 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.
- Consult registration materials for test specifics, but under normal circumstances, the examination will be held on Sunday, beginning promptly at 9:30 a.m., with doors closing at 9:15 a.m.
- Candidates may attend as many licensing examinations as necessary to achieve passage. A passing grade on an individual segment will be retained provided a candidate's NVRA membership does not lapse.
- All transcription must be performed by the candidate unless prohibited by a medical condition. In that event, a Medical Release Form, completed and signed by a physician, must be submitted with the test registration form. A copy of the Medical Release form is appended to this document.
- Candidates must sign in with the test registrar, presenting photo identification and confirmation letter on NVRA letterhead. Admission to the test room will not be allowed without these documents.
- Each candidate will be given a randomly assigned test identification number. This number must appear as a header on each and every item submitted for consideration and grading. This number also must appear on the plastic packet used for submission of all test materials.
- Doors to the test room will open at 8:45 a.m. for equipment setup. Thirty minutes will be allowed for setup and practice. No one will be allowed to enter the test room prior to this time.
- Once a candidate enters the test room, unauthorized departure from the room shall be cause for disqualification.
- Upon entering the test room, candidates should set up dictation/stenotype equipment only. Transcription equipment and other personal property should be placed in the area designated by the test administrator. All cell phones and other electronics must be turned off and left in closed briefcases or handbags.

- Candidates not completely set up and ready to test at 9:15 a.m. will be required to leave the test room. No refund of test fees will be given. Candidates will be allowed to return to remove equipment and personal property when administration of the audio portion of the examination has concluded.
- Once the doors close at 9:15 a.m., no further talking will be permitted among candidates at any time throughout the test event. One verbal warning will be given for violations of the no-talking rule. If talking continues, candidates will be asked to leave the test room and will be disqualified from the examination. This no-talking rule applies outside of the test room during breaks and continues until all participants have completed the turn-in and deletion process 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 licensing examination. Should a candidate need to signal a test administrator once the audio portion of the test is complete and transcription has begun, an administrator will respond to a raised hand. Candidates may not seek the attention of the test administrator during the audio portion of the test, and 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 licensing examination. 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 determination shall be based on *Meriam-Webster's Collegiate Dictionary, 11th Edition*. All punctuation determinations shall be based on *The Gregg Reference Manual*.
- Candidates 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.
- Candidate's name, or any portion thereof, shall not appear on any of the candidate's materials. Failure to follow this rule will result in disqualification.
- Candidates 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 the 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 or during breaks and may cause for disqualification. Internet-based dictionaries are not permitted.
- During the audio portion, should a common disturbance occur, such as a book falling, a door slamming, et cetera, candidates should continue their 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 room.

AUDIBILITY FOR VOICEWriters

- Monitors will move throughout the test room, checking for audibility. Candidates may not be audible within two feet.
- If a monitor can hear a candidate 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 or disturb other testers. You may resume reporting on the next segment. However, a subsequent tap on the shoulder will signify disqualification from the entire examination. Creation of a disturbance following disqualification may suspend 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 allowed per segment. Following transcription, ten minutes will be allowed for downloading the segment to flash drive and submitting it to the registrar.
- All candidates must cease transcribing a segment at the 1-1/4 hour mark. Only one segment may be transcribed per time period and candidates may not begin transcribing another segment until the announcement to begin is made.
- No one may pack and leave during a transcription period. 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 time period.
- 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.

FORMATTING

- A separate flash drive is required for the transcript of each test segment.
- Complete audio/steno notes/room recordings are required and may be submitted as one file or as individual files attached to each segment. Those files may be saved on any one of the flash drives. Please indicate which flash drive contains audio/steno notes/room recordings. Flash drives will not be returned to candidates.
- Candidates' six-digit test identification number **MUST** appear on all materials submitted to the registrar.
- Candidate's name, or any portion thereof, **MUST NOT** appear on any test materials placed in the test packet. A name on any item placed in the test packet will result in disqualification and the test will not be graded.
- Label each flash drive with test identification number, either on the body of the drive or on an attached hang tag.
- Format and produce the test transcript(s) as follows:
 - Top, bottom, right, and left margins must be set at one inch
 - Font must be either Courier New (preferred) or Times New Roman, point size 12
 - Text must be double-spaced and must not be typed in all caps; documents that are single-spaced or typed in all caps will not be graded
 - Failure to adhere to these specifications may result in disqualification
- A one-line header is required on every page. The header must contain the test location, six-digit test identification number, the name of the test, the words per minute, and the type of test. For example: GA 05-1234 GLE 180 LIT
- Page numbers must be inserted in a footer at the bottom right-hand corner of each page.
- Name each of the test transcript files before downloading with the same information as contained in the header. Improperly naming of files may be cause for disqualification.
- It is absolutely essential that candidates verify that the media contain the required files and that the files open correctly. Audio files/room recordings must be formatted such that they will open in Windows Media Player. Machine shorthand notes must be provided as a PDF. Text files must be formatted such 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.

SUBMISSION OF TEST MATERIALS AND EXITING THE TEST AREA

- NVRA does not accept transcripts submitted on paper. Transcripts, audio files, and steno notes must be submitted on flash drives in one of the formats listed above. SD cards and compact flash cards are not allowable media. Any test materials submitted on in other formats or on other media will be disqualified.
- Upon completion of all test segments, any and all materials used during testing must be submitted to the registrar. These include, but are not limited to, media containing transcripts, media containing audio/steno note files, the Test Checklist, and all 3x5 cards, scratch paper and/or notes created during the test.
- Candidates should notify the registrar when they turn in their final segment. The registrar will provide a colored card bearing the candidate's test identification number. Hold up the card until a monitor comes to observe deletion of all test materials from candidate's computer, after which the monitor will sign the card. Return the card to the registrar for inclusion in the plastic test packet. Upon registrar's approval, the candidate may pack all belongings and exit the test room.

EQUIPMENT CONCERNS AND REMINDERS

- Candidates must be completely familiar with all of the equipment used during the licensing examination. No technical assistance of any sort, whether by test administrators or other participants, will be allowed. Candidates are required to set up, operate, and put away individual equipment on their own.
- Technical difficulties experienced during the GLE are the sole responsibility of candidates. Technical difficulties are not the responsibility of NVRA or Georgia, and no refund will be given to candidates unable to test or properly submit test materials due to technical problems.
- Candidates must turn in a separate flash drive containing each segment's transcript. In addition, the room recording file and the tester's voice file or steno note file for each segment must be submitted. The room recording file and the voice file/steno file must be turned in as two separate files. No dual track recordings may be submitted. Candidates must know how to transfer the audio/steno note/room recording file to a flash drive as two separate files. No assistance will be provided. All audio files must play in Windows Media Player. All steno notes must open in Adobe.
- Audio/steno note/room recording file(s) may be submitted with any segment. Please indicate which flash drive contains the file.

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

DISQUALIFICATION

Reasons for disqualification include, but are not limited to, the following:

- Unauthorized departure from the test room will result in disqualification of entire test.
- Candidates not set up and ready to test when the 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 packet that contain the candidate's name will result in disqualification of the entire test.
- Transcripts not substantially supported by the candidate's voice audio/steno notes will be disqualified.
- Accessing the Internet during any portion of the examination (including breaks) will result in disqualification of the entire test.
- Cell phones or other electronic equipment not completely turned off will result in disqualification of the entire test.
- Signaling or talking to the test administrator during the audio portion of the examination may result in disqualification of the entire test.
- Transcripts not comporting with the format guidelines as set out in the 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 entire test.
- Conduct not conforming to the NVRA Code of Ethics will result in disqualification of the entire test.

TEST-GRADING POLICY

Georgia Licensing Examination 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: WHAT IS AN ERROR?

Grading Guidelines for the GLE Dictation Tests

The following list of errors will be used when grading the GLE Dictation 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. Johnson borrowed my car last week.
(W) Mr. Jones 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

- (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

GRADING GUIDELINES: WHAT IS NOT AN ERROR?

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 under "Errors"
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**

OPTIONAL TEST READINESS SESSION

All candidates may attend an optional Test Readiness Session prior to testing. The fee for the session is \$125. Should a candidate wish to attend additional sessions, the fees are as follows: second session \$75; third and subsequent sessions \$125.

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.

Bring the following to the Test Readiness Session:

- Voicewriter/stenotype equipment that will be used in the examination
- 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, 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.

The Test Readiness Session is NOT required for passage, nor designed to guarantee passage of the Georgia Licensing Examination.

WRITTEN KNOWLEDGE TEST

The written portion of the Georgia Licensing Examination will be offered during each scheduled test event. Consult the website for location, date, and time.

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%). The test is created pursuant to a validation process that incorporates the Standards for Educational and Psychological Testing (1999).

Candidates have up to two (2) hours to complete the Written Knowledge 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 Written Knowledge Test scores will be included in the results letter and will be reported to the Judicial Council's Administrative Office of the Courts of Georgia.

INQUIRIES AND SCORES

INQUIRIES AND APPEALS

Following receipt of the Results Notification Letter, all inquiries regarding test results should be addressed to NVRA Member Services within 15 days of the date of the results letter.

If a candidate wishes to appeal the Test Verification Committee's decision in response to an inquiry, an appeal may be made, in writing, to the NVRA Credentialing Committee via email to Membership@nvra.org, by fax, or by U.S. mail. Appeals must be made, in writing, within 15 days of the date of the initial response.

Candidates 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 at Member Services.

Test inquiries, 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:

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Hattiesburg, MS 39401

Phone: 601.582.4345

Fax: 601.582.3354

Membership@nvra.org

www.NVRA.org

EXPIRATION OF SCORES

Candidates may attend as many Georgia Licensing Examinations as necessary to achieve passing scores. However, continuous membership in NVRA must be maintained in order to carry forward test segment scores. If NVRA membership lapses, no test segment scores will be maintained.

A passing score of at least 70 on the Written Knowledge Test is valid for a period of three (3) years, provided continuous NVRA membership is maintained. Passing scores on dictation segments 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 for the Written Knowledge Test - 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
- Dictation 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 GLE Dictation 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.
- 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

ID No. xxxx

Name

Re: Georgia Licensing Examination Results
Testing: Date of Test

Dear First Name,

The following results have been posted for the above referenced testing.

180 wpm literary	95.11 Pass
200 wpm jury charge	96.27 Pass
225 wpm Q/A	95.82 Pass
Written test	74 Pass

Passing examination results will be reported to the Georgia Board of Court Reporting for action regarding licensing.

Please note that NVRA has administered this licensing examination on behalf of the State of Georgia. Completion of this examination in no way represents certification by the National Verbatim Reporters Association.

If you have passed any portion of the NVRA CVR exam in previous testings, you may maintain those scores by maintaining your membership in NVRA. No credit is given for passage of any portion of the Georgia Licensing Examination dictation testing toward any NVRA certification. Achievement of a passing score on the written portion of NVRA's test will be credited toward a future testing for the CVR examination for up to three years if you have maintained membership in NVRA.

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.

Sincerely,

Membership Services