



**RVR, RVR-S, RVR-M AND RVR-M-S  
CERTIFICATION  
RULES, POLICIES, AND PROCEDURES**

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# NATIONAL VERBATIM REPORTERS ASSOCIATION®

## RVR, RVR-S, RVR-M AND RVR-M-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 Realtime Verbatim Reporter, Realtime Verbatim Reporter - Stenotype, Realtime Verbatim Reporter - Master and Realtime Verbatim Reporter - Master – Stenotype certification testing rules, policies, and procedures. Should you have additional questions, please direct your inquiries to NVRA Member Services at [NVRA@nvra.org](mailto:NVRA@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](http://www.NVRA.org).

## RVR, RVR-S, RVR-M AND RVR-M-S CERTIFICATION

### CRITERIA FOR RVR, RVR-S, RVR-M AND RVR-M-S CERTIFICATION

- The test for Realtime Verbatim Reporter (RVR®) and Realtime Verbatim Reporter - Stenotype (RVR-S) is comprised of three eight-minute sections including:
  - 180 wpm literary with 45 errors allowed
  - 180 wpm jury charge with 45 errors allowed
  - 180 wpm two-voice question-and-answer with 45 errors allowed
- The test for the Realtime Verbatim Reporter - Master (RVR-M) and Realtime Verbatim Reporter - Master - Stenotype (RVR-M-S) is comprised of one eight-minute dictation:
  - 200 wpm two-voice question-and-answer with 40 errors allowed
- Segment(s) will be graded in full minute increments comprising five minutes. That is, minutes one through five, two through six, three through seven, and four through eight will be scored. The lowest error total on a continuous five-minute segment will be considered the score. 95% accuracy must be achieved for passage of the RVR and RVR-S, and 96% accuracy must be achieved for passage of the RVR-M and RVR-M-S.
- Participants for the RVR and RVR-S may test for any or all segments. All submitted segments will be graded. **Any passing segment will result in certification.**

Members currently holding a Certified Realtime Reporter (CRR) NCRA designation shall be granted a Realtime Verbatim Reporter – Master - Stenotype (RVR-M-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 valid CVR, CVR-S, CVR®-M, or RPR to test for the RVR, RVR-S, RVR-M or RVR-M-S. Documentation of RPR certification must be provided with registration forms if not already on file with NVRA.
- You must be a General, Military, or Honorary member of NVRA in good standing.

## **TEST FEES**

RVR, RVR-S, RVR-M or RVR-M-S Skills Test - \$150

## **TEST REGISTRATION**

You must register for the RVR, RVR-S, RVR-M or RVR-M-S test online. The registration forms for the RVR, RVR-S, RVR-M or RVR-M-S examination may be completed online at [www.NVRA.org](http://www.NVRA.org).

### **Additional registration information:**

- Please refer to the testing section at [www.NVRA.org](http://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 [NVRA@nvra.org](mailto:NVRA@nvra.org) after the registration deadline if you have not received your Registration Confirmation Letter, Test Checklist, Acknowledgment Form, and Examination Security Form.
- The RVR or RVR-M examination must be taken utilizing a closed microphone system.
- The RVR-S or RVR-M-S examination must be taken utilizing a stenotype machine.

## **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 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 event, all funds for the event will be forfeited by the individual and a voucher will not be issued.

## **PART 1: 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 following test administration and submitted following download)
  - Skills test voicewriter/stenotype equipment
  - Power strip and heavy-duty extension cord

### **GENERAL INFORMATION – ONSITE TESTING**

- 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 RVR, RVR-S, RVR-M, RVR-M-S test will be shown on the online registration form. Except at convention, the skills test will normally be held on a Saturday beginning at 3:30 p.m. Depending upon the number of registrants, the time is subject to change. The exact schedule of events will be furnished prior to the test date.
- You may attend as many certification tests as necessary to achieve certification, provided your NVRA RVR, RVR-S, RVR-M, RVR-M-S certification or NCRA RPR certification does not lapse.
- You are not required to bring a copy of this manual to the test, but you may do so 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.
- Prior to the test day, a word list, including proper names, will be provided via e-mail to registered participants.
- 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 tester'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** be used when naming files and when communicating with NVRA Member Services.
- The doors to the test room will open at 3:15 p.m. for equipment setup. Doors will close at 3:30 p.m. and participants must be seated and ready to test at that time.
- When you enter the test room, choose a seat and begin setup of your equipment only. All other belongings, including cell phones and other electronic equipment, must be turned off, left in closed briefcases or handbags, and placed in the area designated by the test administrator for storage of personal belongings.
- During setup, minimal talking is allowed. However, under no circumstances are participants to assist one another with equipment issues, equipment setup, or testing matters of any kind.
- 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.
- 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 proctor. Unauthorized departure from the test room shall be cause for disqualification.
- After the doors close at 3:30 p.m., no talking will be permitted among participants. A verbal warning will be given to any participant who violates the no-talking rule. No further warning will be given. If the talking continues, those participant(s) will be asked to leave the test room and will not be permitted to test.
- Anyone not completely set up and ready to test at 3:30 p.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 at the conclusion of the administration of the test.
- Internet access is not permitted at any time in the test room and may be grounds for disqualification.
- Text, audio files and machine notes will be downloaded onto an NVRA flash drive by the participant. This will be followed by supervised deletion of all test-related files.
- All materials, including any paper or scratch paper, must be submitted to the test administrator before leaving the test area.

## **AUDIBILITY TEST FOR VOICE WRITERS**

- Monitors may be moving through the test room checking for audibility for voice writers. 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 skills test. 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.

## **GENERAL INFORMATION - REMOTE TESTING**

- The RVR and RVR-M Skills Test may be given remotely utilizing web conferencing.
- The date and time of the RVR and RVR-M test will be scheduled upon registration and contact with the test administrator.
- You may attempt as many certification tests as necessary to achieve RVR and RVR-M certification, provided your membership in NVRA does not lapse.
- Information contained in this manual will not be repeated after the Dictation Skills Test has begun.
- Prior to the test day, a word list and subject matter, including proper names, will be provided via e-mail to registered participants.
- For purposes of the Dictation 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 tester'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** be used when naming files and when communicating with NVRA Member Services.
- Text files are emailed to the test administrator within the test setting. This process constitutes part of the examination. The test administrator will then supervise the deletion of all test-related files and declare the examination concluded.
- For purposes of the Dictation Skills Tests, you must have a stable Internet connection, preferably hardwired. NVRA is not responsible for the quality of your Internet connection.
- Audiability Test rules will apply.
- RVR-S and RVR-M-S skills tests may be taken at a testing site or scheduled remotely.

## FORMATTING REQUIREMENTS

- Your name must not appear anywhere in or on testing materials. **Including your name on any testing material will result in disqualification.**
- You must format your test transcript(s) according to the following specifications:
  - The font must be either Courier New (preferred) or Times New Roman, point size 12.
  - All text must be double-spaced and must appear in lower case with appropriate capitalization.

**Single-spaced documents or documents produced 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 and the designation RVR, RVR-S, RVR-M, RVR-M-S.

For example, if you are taking the RVR test in Raleigh, North Carolina, and your test identification number is 04-1234, the header would be written as follows: " NC 04-1234 RVR."

- 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.

## 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 all equipment on your own.
- Technical difficulties experienced during the test are the sole responsibility of the participant. 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 are encouraged to create a single file for all test segments.
- Participants may, but are not required to, participate in any and all practice material. You need not open a new file following such practice.
- Anyone experiencing physical problems with carrying, bending, stooping, et cetera, may have assistance with delivery and placement, provided a completed medical release form has been submitted at the time of registration for the test event. Assistance with operation of any equipment WILL NOT be permitted.



## ADDITIONAL IMPORTANT INFORMATION

- NVRA is not responsible for power interruptions, operator error, or other mishaps resulting in loss of computer data. Reliability of equipment is the sole responsibility of participants. NVRA assumes no responsibility for failure or malfunction of equipment.
- No assistance or advice will be given by test personnel or by other participants.
- Interruptions WILL result in automatic failure. Should a participant encounter equipment failure during the test, he/she must sit quietly while the remainder of the test is administered. Once the test 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 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 skills test.
- Cell phones and other electronic devices must be turned off in the testing room. Placing in airplane or vibrate mode is not sufficient. They must be powered down. Failure to comply will result in disqualification.
- During the test, should a common disturbance occur such as a book falling, a door slamming, et cetera, you should continue your dictation/steno writing. 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.
- Room recordings of any kind will not be tolerated and are grounds for immediate disqualification and grounds for dismissal from NVRA membership and further testing.
- When the test ends, participants may not edit the text produced during the test.
- A monitor will supervise each participant individually while they upload the test onto an NVRA flash drive. Participants who do not wish to have their test graded must still upload their files. The monitor will then supervise the deletion of all test material from the participant's computer.

## DISQUALIFICATION

Possible 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

- Transcripts not supported by participant's voice audio/steno notes will be disqualified
- An interruption during the test will result in disqualification of entire test
- Failure to pass the audibility test for voice writers will result in disqualification of the segment
- Violation of the "no-talking" rule will result in the disqualification of the segment and may result in further disqualification
- Test transcripts or other items that contain your name will result in disqualification of entire test
- Conduct not conforming to NVRA Code of Ethics will result in disqualification of entire test
- Cell phones or other electronic devices left on in the test room will result in disqualification of entire test
- Two drops of 10 or more words will result in disqualification of the segment
- Improperly named test transcript files or absence of required header on test transcripts may result in disqualification of the segment
- Transcripts not comporting with the format guidelines as set out in this policy manual and on the Test Checklist, including spacing, font, and headers may result in disqualification of the segment

## TEST GRADING

- The RVR and RVR-S Skills Test consists of eight minutes of professionally recorded literary dictation material at 180 words per minute, eight minutes of professionally recorded jury charge material at 180 words per minute, and eight minutes of professionally recorded two-voice question-and-answer material at 180 words per minute. The number of allowable errors is 45.
- The RVR-M and RVR-M-S Skills Test consists of eight minutes of professionally recorded two-voice question-and-answer material at 200 words per minute. The number of allowable errors is 40.
- The test is developed using the spelling and rules of punctuation found in *Merriam-Webster's Collegiate Dictionary, 11th Edition*, and *The Gregg Reference Manual*.
- Unless two drops of ten words or more occur, the Test Grading Committee will grade each segment in its entirety and calculate the best possible score for five consecutive whole minutes.
- Paragraphing is recommended but not required on the literary and jury charge.

## Grading Guidelines for the RVR, RVR-S, RVR-M and RVR-M-S Skills Tests

The following list of errors will be used when grading the skills test.  
(D=professional dictation, W=written in transcript)

	<b># of Errors</b>
<b>1. Each wrong word</b>	
(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
(D) She dropped her <u>ice cream cone</u> .	
(W) She dropped her <u>I scream code</u> .	3 errors
<b>2. Each added word.</b>	
(D) Please tell us about your work history.	
(W) Please tell us about your <u>past</u> work history.	1 error
<b>3. Each dropped word.</b>	
(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
<b>4. Misspelled word</b>	
(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
<b>5. Each wrong name.</b>	
(D) Mr. <u>Johnson</u> borrowed my car last week.	
(W) Mr. <u>Jones</u> borrowed my car last week.	1 error
<b>6. Transposed words.</b>	
(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
<b>NOTE:</b> 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 <u>went for coffee</u> .	
(W) <u>I went for coffee</u> 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. Missing or wrong punctuation.**

**Omission of period or question mark in the literary.**

- (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 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

**9. Each missing space.**

- (D) I worked for the bomb plant until I retired.  
(W) I worked for thebomb plant until I retired. 1 error

**10. Words compounded or not compounded which change the meaning.**

- (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.**

- (D) I saw Dr. Smith for the first time in October.  
(W) I saw Dr. smith for the first time in October. 1 error  
(D) I moved to Miami, Florida.  
(W) I moved to Miami, florida. 1 error

**12. 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

- 13. 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
- 14. 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
- 15. Each appearance of an unresolved conflict.**  
 (D) I can take only one pair of shoes.  
 (W) I can take only one {pair, pear, pare} of shoes. 1 error
- (D) It was mine as opposed to hers.  
 (W) It was mine {as opposed to; is supposed to} hers. 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 irregularly rendered number.**  
 (D) I've lived here since 1996. 1 error  
 (W) I've lived here since 1966.
- (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. 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.
9. An extra space where only one space is required: I went to the store for eggs.
10. Misplaced commas except as listed in Guideline No. 8 on Page 12, under “Errors”
11. Punctuation which is part of any other error
12. 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
13. Miss, Mrs., or Ms. used interchangeably, except that one form must be used consistently throughout the transcript

## **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, an appeal may be made in writing to the NVRA Credentialing Committee by e-mail to [NVRA@nvra.org](mailto:NVRA@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  
[nvra@nvra.org](mailto:nvra@nvra.org)  
[www.NVRA.org](http://www.NVRA.org)

# APPENDIX A

## SCHEDULE OF EVENTS – ONSITE TESTING

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

- Participants may enter the room at 3:15 p.m. and set up. Practice material will be played if desired.
- Doors close at 3:30 p.m. and the no-talking rule goes into effect  
*(All 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.)*
- Announcements and introduction
- Skills Test begins
- When the skills test ends, participants must not interact further with their equipment until supervised by a monitor.
- Participants begin supervised download of transcripts and deletion of all test material
- When the test administrator announces that the test is concluded, pack up equipment and exit the test room. The no-talking rule is suspended.



# National Verbatim Reporters Association Medical Release Form:

**To be completed only if testing candidate is medically unable to perform the task of setting up or breaking down equipment.**

All set up and break down of equipment 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 these tasks. 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 him/her from personally performing the task of setting up and breaking down  
equipment. I understand the "equipment" in question to mean a laptop or other 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.**

Please use this checklist to ensure you have followed the requirements of the RVR, RVR-S, RVR-M or RVR-M-S certification examination:

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

### 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 and the name of the test.
- My transcripts are contained on the NVRA flash drives, saved as .doc, .wpd, .pdf, or .rtf and they open correctly in Word, WordPerfect, or Adobe.
- My audio/steno note file is present on the flash drive and opens in Windows Media Player/Adobe.
- I named all of my text and audio/steno note files properly when I saved them.

**Check off each test segment submitted for grading or mark as DNG (Do Not Grade).**

\_\_\_\_\_ RVR/RVR-S 180 LIT  
\_\_\_\_\_ RVR/RVR-S 180 JC  
\_\_\_\_\_ RVR/RVR-S 180 QA  
\_\_\_\_\_ RVR-M/RVR-M-S 200 QA

Test ID Number: \_\_\_\_\_ Date/Location of Test: \_\_\_\_\_