

What is an Error?



Grading Guidelines for the CRR/CBC/CCP Skills Test

Revised January 2007, updated information is in bold italics

- The CRR/CBC/CCP Skills Test consists of five minutes of professionally recorded audio dictation material (straight matter) at 180 words per minute. Passing is 96%. Allowable number of errors is 36.
- The CRR/CBC/CCP Skills Test is developed based on the rules of punctuation set forth in *The Gregg Reference Manual*. and *Merriam Webster's Dictionary*. Paragraphing is recommended but not required.
- **Automatic Fails:**
 - Two drops of 10 or more words.
 - A submitted ASCII diskette that does not contain printable data.
 - At the conclusion of the dictation, you will be instructed to move away from your equipment. To touch either keyboard before being instructed to do so by the Chief Examiner will result in an automatic fail.
 - *Single-spaced transcripts*.
- The following list of errors will be used as a guideline for correcting tests. In all cases of dispute, the Qualified Grader, guided by all the principles set forth herein, will render the final decision, subject to appeal to the Chair of the Realtime Certification Committee and/or Chair of the Council of the Academy of Professional Reporters. Please see the bottom of the page for an explanation of errors.

ERROR GUIDELINES

(D=dictated, T=translated)

- 1. Each plural dictated as singular and vice versa.**
(D): Let me check the dates.
(T): Let me check the date². *1 Error*
- 2. Each present-tense verb dictated as past tense and vice versa.**
(D): In other words, you acted as a clerk.
(T): In other words, you act² as a clerk. *1 Error*
- 3. Each misspelled word, each time it occurs.**
(D): baked
(T): bakeed⁸ *1 Error*
- 4. Each wrong word, common name, or mistranslated stroke.**
(D): Mr. Smith followed me home.
(T): Mr. Johnson² followed me home. *1 Error*
(T): Mr. John² son⁹ followed me home. *2 Errors*
(T): Mr. John² son⁹ in⁹ law⁹ followed me home. *4 Errors*

(D): I didn't see the car until we hit.
(T): I didn't notice² any² vehicle² until we hit. *3 Errors*

(D): I went down the street.
(T): I went do² you⁹ know⁹ the street? *3 Errors*

(D): humanity
(T): hugh² man⁹ it⁹ tie⁹ *4 Errors*
(T): human² {teu}¹¹ *2 Errors*

(D): firsthand
(T): first² hasn't⁹ *2 Errors*
(T): firsthasn't² *1 Error*
- 5a. Each obvious omitted comma that is required by the rules of punctuation and/or grammar.**
Dates:
(D): September 20, 1993, is the date.
- (T): September 20⁶ 1993⁶ is the date. *2 Errors*
- 5a. (cont.)**
Items in a series:
(D): The library has books, magazines, newspapers and tapes.
(T): The library has books⁶ magazines, newspapers and tapes. *1 Error*
- Direct address:**
(D): Yes, sir.
(T): Yes⁶ sir. *1 Error*
- City and state:**
(D): I moved to Vienna, Virginia, last year.
(T): I moved to Vienna⁶ Virginia last year. *2 Errors*
- 5b. Each obvious omitted period that is required by the rules of punctuation and/or grammar.**
(D): I couldn't. He was asleep.
(T): I couldn't⁶ he¹⁰ was asleep. *2 Errors*
(T): I couldn't {FPL}¹¹ he¹⁰ was asleep. *2 Errors*
- 6. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.**
(D): Who wants to go?
(T): Who wants to go⁶. *1 Error*
- 7a. Each incorrect number or money figure represented by a word.**
(D): May one, nineteen fifty one.
(T): May 1, 1815. (18²15^{2,7}) *3 Errors*
(T): May 2², 18 15 (18^{2,1} 15^{2,7}) *5 Errors*

(D): One hundred forty three dollars.
(T): \$143.00 or \$143 or 143 dollars. *0 Errors*
(T): 143.00 (omitted \$ or "dollars") *1 Error*

To assist with grading, the errors listed in this document have been coded as follows:

- | | | | | |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word | 5. Transposed word | 8. Misspelling | 11. Untranslate | |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |

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- (T): \$134².00 or \$134² 2 Errors
- 7b. Numbers zero through nine (0-9) should be written out. Eleven (11) and above, the numbers should be written as numerals. Ten (10) can be written either way.**
- (D): one hundred fifty
(T): one hundred 50¹² 1 Error
(T): one hundred fifty¹² 1 Error
(T): 150 0 Errors
- (D): one two nine Main Street
(T): one twenty² nine Main Street 1 Error
(T): 129 Main Street 0 Errors
(T): 192⁵ Main Street 1 Error
- (D): I have five boys.
(T): I have 5¹² boys. 1 Error
- *NOTE: Ages from 1-10 can be expressed in words or numerals.
- 7c. Numbers containing six or more consecutive zeros should have the zeros expressed in words. Numbers ten and below can be written out or expressed as a numeral. Numbers 11 and above should be expressed as a numeral.**
- (D): six million
(T): 6 million or six million 0 Errors
- (D): Two hundred forty thousand
(T): 240,000 0 Errors
(T): 200,40,000¹² 1 Error
(T): 200¹ 40,000¹² 2 Errors
(T): 200¹ 40 thousand¹² 2 Errors
(T): 240 thousand¹² 1 Error
- 8. Misspelled or noncapitalized names.**
- (D): Harley Schmidt
(T): Hardey² Schmitt² 2 Errors
- (D): Bill Frank
(T): bill¹⁰ frank¹⁰ 2 Errors
- 9. Each contraction written as two words and vice versa.**
- (D) I don't know.
(T): I do not¹³ know. 1 Error
- (D): they are
(T): they're¹³ 1 Error
- 10. Each untranslate.**
- (D): Did you stay at the Marriott?
(T): Did you stay at the MAR¹¹ YOT¹¹? 2 Errors
- 11. Each omitted apostrophe that designates possession.**
- (D): The dog ate the cat's food.
(T): The dog ate the cats⁶ food. 1 Error
- 12. Each conflict and/or any extra words contained in the conflict translation.**
- (D): I can take only one pair of shoes.
(T): I can take only one pear² of shoes. 1 Error
- (D): If you remember, please give us the time.
(T): {fur⁹; if⁹ you⁹ are⁹; if you remember}, please give us the time. 4 Errors
- 12. (cont.)**
- (D): This drug will alleviate your pain.
(T): This drug will a² {leave⁹; leaf⁹} ate⁹ your pain. 4 Errors
(T): This drug will Aleve² ate⁹ your pain. 2 Errors
- 13a. Compound words with a space, changing meaning.**
- (D): I walked away from the ballpark.
(T): I walked a¹ way from the ball park. 1 Error
- 13b. Two words connected that should not be connected.**
- (D): He is over the hill.
(T): He is overthe¹ hill. 1 Error
- 14. Acronyms or initialisms should not contain spaces, Hyphens, or words.**
- (D): IRS
(T): I.R.S. 0 Errors
(T): I-R-S (I³R³S) 2 Errors
(T): I R S (I¹R¹S) 2 Errors
(T): I H S (I¹H²S) 3 Errors
(T): I are S (I¹ are² S¹) 3 Errors
(T): Iare S (Iare² S) 2 Errors
- 15. Stacking errors.**
- (D): I went home. The victim was there.
(T): I went home⁶ T² victim was there. 2 Errors
- (D): He asked for you. I said you went out.
(T): He asked for U^{2,6} I said you went out. 2 Errors
(T): He asked for₂ You¹⁰ I said you went out. 2 “
- 16. Transposition.**
- (D): She was once a CEO.
(T): She once⁵ was a CEO. 1 Error
- 17. Each omitted word.**
- (D): I drove and he slept.
(T): I drove⁷. He slept. 1 Error
- *NOTE: The essential error is the omission of the word “and.” No error for the period, no error for the capital H.
- 18. Each added word.**
- (D): Yes.
(T): Yes, sir⁹. 1 Error
- These Will Not Be Counted As Errors:**
- A. Use of the word “dollars” instead of the \$ symbol.
B. Use of the word “percent” instead of the % sign.
C. Omitted sets of quotation marks or parentheses. (If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.)
D. A word that does not translate but forms the correct English word (NOTE: Translation may be in brackets):
(D): Hub
(T): {HUB}
E. Tests in all uppercase.

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