Louisiana Board of Examiners of
Certified Shorthand Reporters

RULES FOR CERTIFICATION TESTING

General Rules

- No Food, drinks, or smoking allowed.
- The testing facility may be cool. Bring a sweater or light jacket.
- All cell phones must be turned **OFF** (not silenced) during the test.
- One person at a time in the restroom once the test has started. Check with the monitor regarding availability.
- You must have all necessary equipment with you in the testing room. You will not be allowed to leave during any portion of the test. The CSR Board **WILL NOT** furnish any equipment or peripherals, i.e., foot pedals, headphones, cables, tapes, disks, CDs, extension cords, etc.
- No reference material will be allowed during the testing, with the exception of a dictionary.
- Test applicants are responsible for understanding all rules prior to testing.

Test Location and Setup

- Please arrive at the test site no later than 7:30 a.m. to begin setting up your equipment. You will not be allowed inside the testing facility after 8:00 a.m.
- Sign in with the monitor and receive your test ID# and envelope.
- Be as quiet and as courteous as possible when setting up your equipment for testing.
- After you have set up your equipment, please clear all aisles of bags, purses, electrical cords, etc.

Skills Test

The skills portion of the CSR Examination is comprised of three segments:

1) Five minutes of literary dictation at 180 wpm.
2) Five minutes of jury charge dictation at 200 wpm.
3) Five minutes of two-voice testimony (Q&A) at 225 wpm.

Dictation

- The skills test will begin promptly at 8:00 a.m.
- No talking is allowed between participants for any reason until the entire test time has elapsed and all tests have been turned in.
- If you are using the **voice reporting method:**
  - No double-deck recorders are allowed.
  - It is suggested that you use a mask and recording equipment recommended by the National Verbatim Reporters Association (NVRA). You must be able to operate your equipment properly. No assistance will be given.
  - You will be monitored for voice audibility throughout the dictation portion of the test. For very mild or muffed audibility, a one-time warning may be given at the monitor's discretion. If this should occur, the monitor will tap you on the shoulder.
- Any voice noise (voice reporting method) or any excessive noise due to machine malfunction, etc., (all methods) during testing will result in disqualification. If this should occur, the monitor will tap you on the shoulder. You are to **immediately** stop taking down the dictation and sit quietly until the dictation portion of the test has been completed.

- There will be a one-minute warm up before each segment of the test, followed by a short pause before dictation of the actual test begins.
- Remain seated and quiet after the skills dictation has ended until you receive further instructions from the monitor.

Transcription

- Computers
  - You should be familiar with your software. No assistance will be given in the use of the software program.
  - You must be thoroughly familiar with your own computer and printer and its use and operation. No assistance will be given.
- If you have chosen not to transcribe any portion of the skills test, place all test materials inside the envelope provided and write "NOT TRANSCRIBED" on the outside of your envelope. Raise your hand, and a monitor will confirm that you have deleted your notes/dictation from your equipment and/or computer. Place **all** materials used during the test – paper notes, disks, CD containing voice file, scratch paper, etc. – in your envelope. Turn the envelope into the monitor and leave quietly.
- If you are transcribing, wait for the monitor to tell you to begin. You will be notified of the beginning time for transcribing.
- You are allowed one hour, twenty minutes transcription time per leg of the test to be turned in:

Number of Segments	Total Transcription Time
Three legs	Four hours
Two legs	Two hours, forty minutes
One leg	One hour, twenty minutes

- A monitor will notify you when your time is up. It is your responsibility to keep track of your remaining time during transcription. Do not continue transcribing or proofing once you've been notified by the monitor to stop.

Transcript Format

- **Do not put your name on your transcript or on any other materials to be turned in.**
- Place your ID#, transcript content (Literary, Jury Charge, or Q&A), and the test date on **each** page of the transcript.
- Place page numbers on your transcripts.
- Fonts: Use either Courier New or Times New Roman in 12-point or larger.
- All transcripts must be double-spaced and contain paragraphing.
- Each segment (Literary, Jury Charge, or Q&A) should begin on a new page.
- Save to the hard drive frequently. The CSR Board will not be responsible for lost material during transcription.

Printing and Submission of Test

- You are allowed to print **only** once. Raise your hand when you are ready to print.
- Please print on 8½ x 11 paper.
- Burn all digital files to CD (including dictation voice file, if applicable) and write your ID# and test date on the CD with a permanent marker. Make sure you know how to burn your own CD. No assistance will be given.
- Place the transcript in your envelope along with any and all materials used during the test, i.e., paper notes, disks, CD, scratch paper, etc., and turn the envelope into the monitor. Your ID# and test date should be on

everything you turn in.

- **IMPORTANT:** Once tests have been printed and envelopes turned in, all files must be erased from the memory of **all** equipment in the presence of a monitor. **Failure to do so will result in disqualification.**

Written Knowledge Test (WKT)

- The WKT is comprised of 100 multiple choice questions in the following categories:
    1) Legal terminology - 25 questions
    2) Medical terminology - 25 questions
    3) Grammar and punctuation - 50 questions
- The WKT will begin promptly at 1:00 p.m.
- You will be given 60 minutes to complete the WKT.

Last updated July 16, 2014