DEMYSTIFYING THE RCR TEST-TAKING PROCESS

4 Weeks Before Testing

Begin by setting aside an hour each day to practice Q&A dictations at 160 WPM for perfect Q&A symbols, accuracy, and required punctuation.

- After each dictation, review your realtime translation, practice mistranslated outlines 25 times each, and repeat until transcription is near perfect.
- Enter consistent misstrokes that do not conflict with other dictionary entries.
  - Practice dates, money, years, and alphabets as a warm-up each day for the next four weeks.

3 Weeks Before Testing

Using the same dictation material practiced at 160 WPM, now push the speed to 180 WPM for 90 minutes each day.

- After each dictation, review your realtime translation, practice mistranslated outlines 25 times each, and repeat until transcription is near perfect.
- Use a new 180 Q&A dictation to review your accuracy on something not practiced previously, then follow the same process for near perfect translation.
- Create a word list of mistranslated outlines and phrases to use as part of your warm-up routine each day, whether in practice or on the job.

1-3 Weeks Before Testing

Increase practice time to two hours or more each day.

- Use new 180 WPM Q&A material.
- Once you achieve less than 15 errors, push to 200 WPM; review your realtime translation, and write the outlines you misstroked 20 times.   Keep repeating these steps.
- Ensure proper punctuation is inserted throughout.
- At the end of each dictation, write any 160 for five minutes for near perfect translation and punctuation.

Learn how scientific breathing techniques can quell test anxiety. Read how NYSCRA's relaxation expert, Jeffrey Migdow, M.D., explains the science behind stress and anxiety and how mental tension is fueled by the "flight-or-fight" response. Learn how the breath can control the nervous system here. Dr. Migdow's relaxation recordings created for test-taking anxiety are available here.