CERTIFY*Now* testing cannot take place without executing the NYSCRA Honor Pledge.

FREQUENTLY ASKED QUESTIONS

Why take the 2022 Realtime Certified Reporter (RCR) exam online?

- RCR exams are more convenient to earn valuable certifications when reporters are ready to test.
  - proctors are NYSCRA members
  - tests are appointment-based
  - tests are scheduled on weekends
  - two tests are administered – pass one to attain certification
- NYSCRA credentials are *evergreen* and remain valid with membership in good standing.
  - no CEU credits required
- Testing is available to non-members.
- Fees are lower for repeat test-takers.
- No prerequisites are required to take the RCR.
  - non-members must become members to use RCR credentials
  - members must remain in good standing to retain RCR credentials
- Material is professionally dictated and pre-recorded.
- Tests are given at 200 WPM with two voices.

What is the registration process?

- Log on: https://www.nyscra.org/upcoming-tests; complete the registration form.
- Follow the email confirmation instructions.
  - download, sign, and upload NYSCRA's Honor Pledge Acknowledgement
  - select a date and time to test using the calendar link provided

How does the fee structure work?

- Testing is $150 for members and $250 for non-members.
- The first retest fee is $120 for members and $220 for non-members.
- The second and subsequent retest fee is $95 for members and $195 for non-members.
- Members can retest for an unlimited number of times at $95 subject to availability.
- Non-members can retest for an unlimited number of times at $195 subject to availability.

What are the test specifications?

- Two (five-minute) exams are administered at 200 WPM preceded by one (two-minute) warm-up.
  - The 2022 format is question and answer format with two voices

Will proctors provide technical instruction on any platform or CAT software on test day?

- Proctors cannot provide any technical instruction.
- Reliable internet connection is required.
  - internal or external web cam required
- The ability to format a CAT file to PDF is required.

- Test-takers must upload test files to NYSCRA's secure Box repository immediately following dictation.
- Knowledge of the Zoom platform - how to join a meeting and screen-share - is required.

It is the responsibility of the test-taker to become familiar with testing protocol.

How does the cancellation policy work?

- Rescheduling is possible.   There will be a $50 administrative fee charged for every rescheduled test.
- No refunds once registration is complete. This is due to the on-demand nature of scheduling test.

What are the translation file requirements?

- Writing in all caps is optional; double-spacing is mandatory.
- Test-takers create **one** job dictionary and submit **one** test file.
  - **no splitting of files after warm-up or the first test**
- Prep (including word list) sheets are provided after registration.
- Both tests are graded; one passing grade is required to become certified.
- 40 errors are allowed for a passing grade.

What if a failing grade is received?

- A failing grade includes instructions for *Retake My Test* and how to order a review of a test paper.

If the NYRCR test was passed (at a lower speed), how can a test-taker attain the new 2022 RCR credential?

- All test-takers are eligible to retake exams at discounted rates.
- contact NYSCRA@bowermanagementservices.com for information

What benchmarks should a prospective test-taker achieve to feel ready to test?

- The ability to write Q&A dictation at 200 words per minute with clean translation (98-99%) that includes punctuation.
- Go to NYSCRA.org/Exams to find a 4-week speed-building and accuracy program called *Demystifying the Test-Taking Process*.

CERTIFY*Now* policy requires all test-takers upload a PDF translation file (as practice) before test day.