



FREQUENTLY ASKED QUESTIONS

CERTIFYNOW 2021

What is NYSCRA's new online testing program?

1. *CertifyNow* is NYSCRA's newly designed (appointment-based) testing program for the **Realtime Certified Reporter (RCR)** exam. Beginning Spring 2021, testing will be available to prospective test-takers on weekends throughout the calendar year. Holidays and other certain dates are excluded.
2. Assigned proctors administer pre-recorded video dictation via Zoom by screen-sharing.

How do I register and schedule a test?

1. When the program is launched, prospective test-takers can log on to <https://www.nyscra.org/upcoming-tests> to register and provide date preferences.
2. An automatic confirmation will be sent. Your preference dates will be shared with available proctors. Once matched, your proctor will connect with you directly by email or phone.

What are the costs and cancellation policy?

1. New tiered (discounted) fee structure is designed to encourage successive testing opportunities in one calendar (base) year: first test \$150; \$120 for second; \$95 for third and beyond.
2. Due to the frequent scheduling of the *CertifyNow* program, refunds will only be considered in the event of unforeseen circumstances and then less \$35 administrative fee. Prospective testers are encouraged not to book appointments unless confident the date and time is feasible.

What are the technical requirements for testing online?

1. Strong internet connection.
2. Web cam to communicate with your proctor via Zoom, reliable internet, knowing how to create a PDF and upload to [nyscra.org/certifynow](https://www.nyscra.org/certifynow) website.
3. Headphones are optional.
4. It is the test-taker's responsibility to be prepared on test day. Proctors will not provide Zoom or CAT procedural instructions.
5. Review how to join a meeting: <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->
6. Check video and audio quality in a test meeting: <https://support.zoom.us/hc/en-us/articles/115002262083>



What are the RCR test specifications?

1. A two-minute warm-up is played, followed by five minutes each of deposition and court testimony at 200 WPM.
2. The format is three voices: questioning attorney and witness. The third voice in the deposition dictation is the objecting attorney in colloquy. The third voice in the court dictation is the court in colloquy.
3. Translation files are submitted in PDF format by uploading to nyscra.org/certifynow. Review how to submit a test file using the screen-sharing feature by clicking [here](#).
4. Writing in all caps is optional.
5. Only double-spaced tests will be graded.
6. Only one translation file is created and submitted that will contain the warm-up and two tests. Files are not closed and reopened after warm-up or deposition or court testimony.
7. Files are named using your identification number provided by the assigned proctor followed by the name of the test and date. Detailed instructions are provided after registration.
8. Both tests are automatically graded unless declared by test-taker as *not transcribed*.
9. Only one passing grade is required to become certified.
10. 40 errors maximum are allowed for passing grade.
11. Grade notifications are emailed usually within two weeks from your test date.
12. You will not lose points with or without the "BY" line following colloquy.
13. Word lists and speaker name designations will be provided by assigned proctors.

What are the prerequisites to testing?

1. Members and non-members may take NYSCRA exam but membership in good standing is required to use credentials.
2. Maintaining credentials requires being a member in good standing.
3. Credentials are *evergreen*, i.e., remain valid with membership in good standing.

NYSCRA's *Quick Guide to Taking Tests/Program Overview* details will be available after the registration process is complete.