

What is an Error?

Grading Guidelines for the RPR and RMR Skills Test

Revised January 2005 (style changed August 2007)



- The RPR skills tests consists of five minutes of professionally recorded audio dictation material at 180 wpm literary (RMR=200 wpm), 200 jury charge (RMR=240 wpm), and 225 testimony (RMR=260 wpm). Passing for all RPR and RMR skills tests is 95%.
- Allowable number of errors:

| | RPR | RMR |
|-------------|-----|-----|
| Literary | 45 | 50 |
| Jury Charge | 50 | 60 |
| Testimony | 57 | 65 |
- The RPR and RMR Skills Test is developed based on the rules of punctuation set forth in *The Gregg Reference Manual* and *Merriam Webster's Dictionary*.
- Automatic Fails:**
 - Handwritten transcripts
 - Use of all capitals, or all lowercase
 - Single-spaced transcripts
- The following list of errors will be used as a guideline for correcting tests. In all cases of dispute, the grader, guided by all the principles set forth herein, will render the final decision, subject to appeal to the 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)

- a) Each wrong word.**

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

NOTE: Each wrong and/or substituted word counts as only 1 error not 2.
- b) Each plural read as singular and vice versa.**

(D): Let me check the dates.
(T): Let me check the date². 1 Error
- c) Each present-tense verb read 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
- 2. 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.
- 3. Each added word.**

(D): Yes.
(T): Yes, sir⁹. 1 Error
- 4. Transposition.**

NOTE: If one or more words are transposed from one part of the sentence to another, each transposed word is an error.

(D): Then when he started
(T): When he then⁵ started 1 Error

(D): Before I went to Chicago, I went home.
(T): I⁵ went⁵ home⁵ before I went to Chicago. 3 Error
- 5. Each misspelled word (including typographical errors or strikeovers).**

(D): hospital
(T): hotpital⁸ 1 Error

(D): That doctor is not my doctor.
(T): That docter³ is not my docter⁸. 2 Error

(D): It would come in time.
(T): It would come in¹⁴ time. 1 Error

(D): It would come in time.
(T): It would come come in time. 0 Error
- 6. Each wrong name.**

(D): Mr. Smith followed me home.
(T): Mr. Jones² followed me home. 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 | 14. Typographical error |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |

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7. Each omitted period or comma that is required by the rules of punctuation.

(D): I couldn't, I was asleep.

(T): I couldn't⁶ I was asleep.

1 Error

(D): It results from a misinterpretation of several cases which Brown cites. In Grant v. United the point was made.

(T): It results from a misinterpretation of several cases which Brown cites⁶ in Grant v. United. The point was made.

1 Error

(D): September 20, 1993, will be the first day of classes.

(T): September 20_⁶1993, will be the first day of classes.

1 Error

(D): If you read the note, you will see he lied.

(T): If you read the note_⁶you will see he lied.

1 Error

8. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.

(D): Q. What is your name?

(T): Q. What is your name_⁶

1 Error

9. Each contraction transcribed as two words and vice versa.

(D): I don't know.

(T): I do not¹³ know.

1 Error

10. Each omission of Q and A.

(D): A. Do you mean now?

Q. Yes.

(T): A. Do you mean now?

_⁶Yes.

1 Error

(D): A. Do you mean now?

Q. Yes.

A. That is right.

(T): A. Do you mean now?

_⁶That is right.

3 Errors

NOTE: One error for the omitted Q. One error for the omitted Yes⁷, one error for the omitted A⁷.

11. Each incorrect number or money figure represented by a word.

(D): May one, nineteen fifty one.

(T): May 1, 18²15^{2,7}.

(T): May 2², 18²15^{2,7}.

3 Errors rather than

4 Error

(D): One hundred forty three dollars, sixty cents.

(T): ⁶143.60 (omitted \$ sign)

(T): \$142².40²

(T): \$143.06²

1 Err.

2 Error.

1 Err

12. Each omitted capital letter clearly needed.

(T): cleveland¹⁰, Ohio

1 Error

13. Corrections made with pen or pencil.

14. Words used in place of an acronym and vice versa.

(D): CIA

(T): Central² Intelligence² Agency²

3 Error

(D): I have worked for the FBI for three years.

(T): I have worked for the C²I²A² for three years.

3 Error

15. Each compound word written as two words and vice versa.

(D): The high school dropout rate has increased the last two years.

(T): The high school drop¹ out rate has increased the last two years.

1 Err

These Will Not Be Counted As Errors:

- A. Misplaced commas (except listed in Error No. 7)
- B. Optional capitalization of certain words (e.g. President State).
- C. X-ing out of errors if done by typewriter. (No pen or pencil.)
- D. In dates, ordinal numbers for cardinal numbers and vice versa: either May 1 or May 1st; May 22 or May 22nd.
- E. Spelling names that sound alike.
 - (D): Harley Schmidt
 - (T): Hardey Schmitt
- F. Punctuation which was part of a drop.
- G. Missing hyphens.
- H. Placing "The Court:" at the beginning of the Jury Charge exam.
- I. Dictated words or phrases not in the dictionary.

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