

COURT REPORTING COMMITTEE EXAMS RULES AND GUIDELINES

In the context of the Court Reporting Committee exams, participants must:

1. Arrive at least 15 minutes before the scheduled time.
2. Bring all necessary material and equipment required for the exams, including an extension cord.
3. Sign an attendance sheet for each test.
4. Turn off any cell phone or similar device.
5. Imperatively turn in a copy of their exam, even if they leave early, convinced that they have failed.
6. Upon leaving, return the workstation to its original state.

During the exams, it is forbidden to:

1. Use a device to record the court reporting test.
2. Communicate with other participants.
3. Use a common dictionary, whether hard copy or digital (e.g., Merriam-Webster, Oxford, Collins, etc.).

At the end of the court reporting test, participants must:

1. Save their transcript in PDF format on a USB drive provided by the examiner, to allow the transcript to be printed from the examiner's workstation.
2. Turn in a copy that is compliant with legal parameters for transcripts.
3. Write their name at the back of their exams or on a blank sheet of paper. The examiner will hide the name so that the copy is unidentifiable by the examiner at the time of marking.

Guidelines particular to the stenomask method:

1. Stenomask voice writers must not be audible more than a very slight whisper for an examiner situated beyond a one to two-metre radius. Participants considered too noisy may be given a first warning to lower their voice. If the situation remains, the participant will be disqualified. The participant must then cease taking notes, remain silent until the end of the test, and abstain from disturbing other candidates.
2. Participants must provide the stenomask sound file by copying it on the USB drive given by the examiner. Passing exams will be cross-checked and confirmed with the stenographic notes.

Exam Results

Results will be communicated by e-mail within one week following the exam. Please note that examiners cannot provide any test results.