

COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230

Sacramento, CA 95833

Phone (916) 263-3660 / Toll Free: 1-877-327-5272

Fax (916) 263-3664 / www.courtreportersboard.ca.gov

**EXAMINATION GRADING POLICIES FOR SKILLS PORTION**

Contraction or two words (same tense) is acceptable	<u>Dictated</u> I didn't think so.	<u>Transcribed</u> I did not think so.
Gender	Credit will be granted for either Miss, Mrs., or Ms. regardless of what form was dictated.	
Inserted Word (1 error)	Words which were not dictated as opposed to dictated words which are incorrectly transcribed. Indicated by a check mark <u>above</u> the word with the designation of "in".	
Misspelling (1 error)	Each misspelled word is counted as one error. Indicated with a check mark <u>above</u> the word with the designation of "sp". If a word is misspelled the same way throughout the entire transcript, it will be counted as one error only, regardless of the number of times it is misspelled.	
Numbers	<p><u>Numbers</u> may be transcribed using either digits or words. If numerals (digits) are used, each digit of the number will be counted as one word, and each misplaced or incorrect digit will be counted as one error. If spelled out, hyphenated words will be counted as two words, one for each side of the hyphen, and one error charged for any side which is incorrect.</p> <p>Example: written in numerals, 1,234 contains four digits, but six errors would be possible. Likewise, spelled out as one thousand two hundred forty-three, six errors would be possible.</p> <p><u>Dates.</u> When the day follows the month, it may be transcribed as September 1, 1998, or September 1st, 1998, or September first, 1998. There will be no error charged if the examinee uses any of the three forms. However, should the day precede the month, such as first of September, it will be an error to write September first, or September 1st, or September 1. It will be acceptable to write the 1st of September, or the first of September. If the date is dictated "September the 1st", it shall be an error to omit the word "the".</p>	
Omitted Word (1 error)	Each dictated word not transcribed. Indicated by a caret where the omission occurs and writing above it the number of omitted words with the designation for omitted of "om".	

Speaker Errors
(5 error)

Wrong (WS), inserted (INS), or omitted (OMS) speaker. Indicated as such:
(-5 WS), (-5 INS), (-5 OMS)
This category includes the omission or insertion of Q or A.

Following an exchange of colloquy, questioning attorney must be reidentified.
Each occurrence is a five-point error.

EXAMPLE:

MS. SMITH: Q. You saw the picture being shown to Mr. Flores?

A. Yes. I believe I was present.

Q. Now, the person that was in the picture - - is that person here in court today?

MR. JONES: I object. There is no personal knowledge.

THE COURT: Sustained. No foundation.

*MS. SMITH: Q. You saw the picture that was shown to Mr. Flores?

(*Omission or wrong speaker ID following colloquy will result in 5 errors.)

Transposition
of adjacent
words
(1 error)

This error is counted as one error. Indicated as such:

Dictated

A stormy, dark night.

Transcribed

A dark, stormy night.

Wrong Word
(1 error)

Incorrectly transcribed words will be counted as one error. Indicated by a check mark above the word.

Errors in tense
(1 error)

Each plural or singular of a word when the opposite was dictated.

Dictated

She sustained injury to her back.

Transcribed

She sustained injuries to her back.

Punctuation

The first word of each sentence, and all proper nouns, must be capitalized. Additionally, there must be terminal punctuation at the end of each sentence.

Usage

When it is uncertain whether one word, two words, or a hyphenated word is correct, Merriam Webster's Eleventh New Collegiate Dictionary or the most current edition will be consulted to determine the correct usage.