

**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**GUIDELINES FOR USING COMPUTER-AIDED TECHNOLOGY (CAT) AND WORD PROCESSING TECHNOLOGY FOR TRANSCRIPTION OF THE SKILLS PORTION OF THE CRBC EXAMINATION****Computer Setup**

Candidates shall set up their computers and printers during computer setup. Candidates shall be responsible for ALL of their equipment and its performance (as per Instructions to the Applicant found on the next page.) The Court Reporters Board shall supply space and seating and two electrical outlets to each exam applicant. Computers may be set up and tested during the "computer setup" period and then shall be shut off until time of transcription. This information is stated on the Final Notice of Examination which is mailed to each applicant approximately two weeks prior to the exam.

Dictation Room

Candidates may use manual or computerized writers for writing the exam. The candidate assumes full responsibility for operating their writer. The dictation room may NOT have electrical outlets, so computerized writers need to have sufficient battery power in the dictation room to last at least 20 minutes.

In the event of mechanical failure, or disk error, candidates will also be permitted to transcribe from their paper notes.

Transcription Room

Examinees shall turn on their computers and read the notes of the dictation into the computer via direct connection from their writer, disk or other specific means for that purpose. The writers then will be put away but will not be erased until completion of transcription.

After the data is transferred to the computer, NO FLOPPY DISKS shall be used in the transcription room. After the dictation is transcribed by CAT, only a printed transcript will be produced. The printed transcript and the paper notes will be collected, just as from all other examinees. CAT users will be permitted to print a rough draft, which must be torn in half in front of a proctor upon the completion of the final draft and placed in the manila envelope provided by the Board. (Candidates will be instructed to type "ROUGH DRAFT" as well as their ID # on page one and each succeeding page of the rough draft to avoid confusion.)

Upon completion of the examination, the candidate MUST clear all forms of backup memory on their writer and computer. This must be done with the supervision of a proctor.

**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**GUIDELINES FOR USING COMPUTER-AIDED TECHNOLOGY (CAT) AND WORD PROCESSING TECHNOLOGY FOR TRANSCRIPTION OF THE SKILLS PORTION OF THE CRBC EXAMINATION*****INSTRUCTIONS TO THE APPLICANT *****RULES FOR USING CAT FOR THE CRBC EXAMINATION**

1. All applicants using CAT technology or word processing technology to transcribe the skills portion will be required to read these rules and sign their agreement to the terms as prescribed. Return one original, signed copy to the Board office.
 - **EQUIPMENT:** Each candidate must provide their own equipment which shall be used strictly at the candidate's own risk. The Board will not provide any equipment on site.
 - Candidates will not be provided any instruction on how to operate their own equipment.
 - The Court Reporters Board of California and Department of Consumer Affairs assumes no responsibility should any equipment not perform properly or be dropped, stolen, knocked off a desk, etc.
 - All candidates' equipment must be clearly and visibly labeled with candidate's assigned identification at the time of setup prior to the exam.
 - If a candidate uses CAT and their writer does not use a disk, e.g., RAM memory or flash card memory, they must eliminate any jobs that may be in their writer's memory as the candidate will be asked to reformat their writer's memory after the exam. Failure to reformat a writer's memory will cause the candidate's writer to be impounded.
 - Candidates using CAT are responsible for providing ALL necessary equipment, including CAT writers, software, and hardware including computers, security keys, printers, cables, extension cords (minimum 10-foot recommended), adapters and surge protector power strips. Two electrical outlets will be provided to each candidate.
 - Candidates are responsible for providing all of their own equipment. Equipment includes monitors, hard drives, software, printers, keyboards, extension cords, surge protector power strips and adapters.
 - Candidates are responsible for producing their own transcripts without assistance.
 - In every sense, the machine skills test transcripts must be the work product of the individual candidate.
 - Candidates **MUST** perform their own translating, editing and printing functions. **PROCTORS ARE STRICTLY PROHIBITED FROM HELPING.**

- Final transcripts must comply with the minimum transcript format standards, include line numbers on the left side of the page, include page numbers, be double-spaced, and be typed in upper and lower case, including all corrections.
YOUR TRANSCRIPT WILL NOT BE GRADED IF YOU DO NOT COMPLY.
- Candidates may bring a backup printer for their own use. In the event of printer failure, the transcript may be submitted to the Board in PDF FORMAT ONLY on a CD or flash drive that is provided by the Board.
PLEASE NOTE: The Board is not responsible if the CD or flash drive cannot be read.
- Candidates MUST provide steno notes with their printed transcript. If you do not provide your steno notes, your transcript will NOT be graded. If you pass the dictation exam, your notes will be compared to your transcript. The notes can either be on paper, CD or flash drive ONLY. The notes saved on the CD or flash drive MUST be in PDF FORMAT ONLY. We recommend you print your notes; the Board is not responsible if the CD or flash drive cannot be read. If the CD or flash drive cannot be read, your transcript cannot be graded.
- Upon completion of the exam, candidates are responsible for clearing all forms of backup memory on their writer and computer. This must be done with the supervision of a proctor.

ROUGH DRAFTS: The printing of a rough draft is permitted for this exam administration; however, the following rules apply:

- All rough draft pages must have the candidate's exam ID number and the words "rough draft" typed on the top of each page.
- All rough draft copies must be torn in half before a proctor at the time the candidate turns in their final skills test transcript. The torn rough draft transcript must be placed inside the manila envelope along with the final transcript.

At this exam, there will be no shared printers.

Agreement of Understanding:

I, _____, have read the rules for using CAT technology or word processing technology at the CRBC Examination, and I agree to comply with all rules and regulations as specified therein and hold the Board harmless from any results therefrom.

Signed this ____ day of _____

Print your name here

Signature

Please indicate the type of equipment you will bring: (check all that apply)

- Laptop
- Personal Computer
- Word Processor
- Printer
- Backup Printer
- Other (please explain) _____

Applicant: Sign, date and return one original to the Board.