

CERTIFIED SHORTHAND REPORTERS LICENSURE EXAMINATION INFORMATION

The following information is intended to help you prepare to pass the Certified Shorthand Reporters (CSR) licensing examination. Part I contains general information about the profession and testing procedures. Part II describes the content of the examination and recommends study materials. Part III describes criteria for scoring the dictation portions of this examination. Part IV includes written knowledge sample questions to help you prepare for this test.

Part I General Information

PURPOSE OF THE EXAMINATION

The CSR examination is required for professional licensing by the Illinois Certified Shorthand Reporters Act. Copies of the Act and the rules for its administration are available from the Illinois Department of Financial and Professional Regulation (IDFPR).

TEST VALIDITY

The examination has been developed under the jurisdiction of the IDFPR. Dictation materials and test items have been subjected to the strictest psychometric controls and reflect standards and practices as described by licensed Certified Shorthand Reporters in Illinois.

APPLICATION FOR CANDIDACY

Obtain the proper application packet from IDFPR. Complete the packet as instructed. Return the packet and the registration fee to the examination agency. You will be notified of your candidacy status. If accepted, you will be informed of the date, time and place of the next test.

TERM OF APPLICATION

Any person who fails to pass all parts of the examination within three years from the date of an approved application must reapply under a new application. All passing scores within the three years the application is active expire and must be passed again within a new three-year term following approval of a new application.

MISSING AN EXAMINATION

There are no "make-up" examinations. You may re-register for the next scheduled examination date. **THERE ARE NO REFUNDS.**

SCORING THE EXAMINATION

Candidates who pass each part of the test will receive a PASS notice and information for licensing. Candidates who fail any part of the test will receive a FAILURE notice and an application for re-examination.

RE-EXAMINATION

There is no limit to the number of times you can retake the exam. Re-qualification may be necessary in some cases (see Part II for details.) Candidates are encouraged to retake the examination; many candidates who initially fail the exam pass on subsequent attempts.

Part II Content of the Test

The Illinois Certified Shorthand Reporters Act and IDFPR rules specify that each applicant must demonstrate competence in two areas. Dictation sections of the test are scored based on the frequency of errors as defined in this study guide.

1. **Written Knowledge Test**

Each candidate must score at least 75 on a Written Knowledge Test designed to measure the applicant's:

- a. Understanding of the English language, including reading, spelling and day-to-day vocabulary, as well as medical, legal and technical vocabulary, without the use of a dictionary or other reference materials.
- b. Ability to report accurately any of the matters comprising the practice of shorthand reporting as defined in the Illinois Certified Shorthand Reporters Act.
- c. Understanding of the obligations between a shorthand reporter and the parties to any proceedings reported.
- d. Understanding of the provisions of the Illinois Certified Shorthand Reporters Act.

2. **Dictation Examinations**

Each candidate must demonstrate the ability to record and transcribe both parts of the dictation examination. Candidates are permitted a maximum of 90 minutes to prepare one transcript and 3 hours to prepare two transcripts. The two parts of this section include:

- a. General Dictation at 200 words per minute for 5 minutes at 95% accuracy. General Dictation includes spoken words presented in court proceedings, depositions, arbitrations, speeches and hearings.
- b. Testimony in two voices at 225 words per minute for 5 minutes at 95% accuracy.

BIBLIOGRAPHY

This examination is based on information from the following references. You may use any reference sources like these, including commonly used dictionaries for general vocabulary, legal and medical terms. **The only sources for which no substitutions can be made are the Illinois Certified Shorthand Reporters Act and the rules governing CSR licensure in Illinois.**

Basics of Legal Procedure for Court Reporters. NSRA, 1980.

Black's Law Dictionary. St. Paul, MN: West Publishing Co. Current edition.

Dorland's Illustrated Medical Dictionary. Philadelphia: W. B. Saunders Co. Current edition.

Glossaries, NSRA, 1983.

Glossaries II, NSRA, 1987.

Grammar for Shorthand Reporters. NSRA, 1978.

Illinois Certified Shorthand Reporters Act, 1984.

Preparing for the RPR CM Written Knowledge Test, NSRA, 1990.

Professional Education Series, Law. NSRA, 1974.

Professional Education Series, Medical. NSRA, 1966.

Punctuation for Shorthand Reporters. NSRA, 1971.

Rules, Certified Shorthand Reporters Act. Illinois Department of Professional Regulation.

Sabin, William A. *The Gregg Reference Manual*, Sixth Edition. New York: McGraw-Hill, 1985.

6000 Sound-Alikes and Look-Alikes. NSRA, 1989.

Webster's New Twentieth Century Dictionary of the English Language, Unabridged. Current edition.

Webster's New World/Stedman's Concise Medical Dictionary. New York: Webster's New World. Current edition.

NSRA refers to the National Shorthand Reporters Association, which has changed its name to National Court Reporters Association (NCRA) since publication of most of these references. NCRA is located at 118 Park Street, S.E., Vienna, Virginia 22180. NCRA can be reached by telephone at (703) 281-4677

NOTE: One of the best ways to prepare for this examination is to read daily newspapers, weekly news magazines, medical and legal news sources, and other resources that are likely to expand a candidate's general, legal and medical knowledge and vocabulary.

Part III Scoring Criteria for Dictation Examinations

WHAT IS AN ERROR?

The following list of errors is intended to serve as a guide to candidates by defining errors in transcripts of dictations in the CSR licensure examination.

Types of Errors & Examples			How Errors Are Scored
1.	EACH WRONG WORD		
a.	Incorrect pronoun Dictated: I saw <u>him</u> hit the child. Transcribed: I saw <u>them</u> hit the child.		1 ERROR
b.	Incorrect plural or singular noun Dictated: The <u>defendants</u> ran away. Transcribed: The <u>defendant</u> ran away.		1 ERROR
c.	Incorrect verb tense Dictated: You <u>directed</u> the choir? Transcribed: You <u>direct</u> the choir?		1 ERROR
d.	Use of the wrong word Dictated: The car <u>finally</u> stopped. Transcribed: The car <u>finely</u> stopped.		1 ERROR
2.	EACH OMITTED WORD Dictated: I <u>sang and he</u> danced. Transcribed: I <u>sang.</u> <u>He</u> danced.		1 ERROR
3.	EACH ADDED WORD Dictated: Yes. Transcribed: Yes, <u>sir</u> .		1 ERROR
4.	TRANSPOSITION If one or more words are transposed from one part of a sentence to another, each transposed word is scored as an error.		
	Dictated: <u>Then</u> when he started... Transcribed: When he <u>then</u> started...		1 ERROR
	Dictated: How far is it <u>from</u> your office <u>to</u> your home? Transcribed: How far is it <u>to</u> your office <u>from</u> your home?		2 ERRORS
	Dictated: Before I went to the party, <u>I went home</u> . Transcribed: <u>I went home</u> before I went to the party.		3 ERRORS

	Types of Errors & Examples	How Errors Are Scored
5.	EACH MISPELLED WORD The same misspelled word is an error each time it occurs in a transcript.	
	Transcribed: attorney for attorney	1 ERROR
	Dictated: That <u>nurse</u> is not my <u>nurse</u> .	
	Transcribed: That <u>nerse</u> is not my <u>nerse</u> .	2 ERRORS
6.	EACH OMISSION OF Q AND A	
	Dictated: Q. Do you mean now? A: Yes	
	Transcribed: Q. Do you mean now? Yes. (One error for omitted A)	1 ERROR
	Dictated: Q. Do you mean now? A. Yes. That is right.	
	Transcribed: Do you mean now? That is right. (One error for omitted Q, one error for omitted Yes, and one error for omitted A)	3 ERRORS
7.	EACH WRONG OR MISSING NUMBER	
	Dictated: 2753 West Sheridan Road	
	Transcribed: 753 West Sheridan Road	1 ERROR
	Transcribed: 5723 West Sheridan Road	2 ERRORS
	Transcribed: 7352 West Sheridan Road	3 ERRORS
	Transcribed: 5327 West Sheridan Road	4 ERRORS
	Dictated: May 1, 1951	
	Transcribed: May 1, 1952	1 ERROR
	Transcribed: May 1, 1591	2 ERRORS
	Transcribed: May 1, 1815	3 ERRORS
	Transcribed: May 2, 1815	4 ERRORS
	Dictated: \$173.47	
	Transcribed: \$173.57	1 ERROR
	Transcribed: \$163.77	2 ERRORS
	Transcribed: \$137.37	3 ERRORS
	Transcribed: \$147.73	4 ERRORS
8.	EACH OMITTED CAPITAL LETTER CLEARLY NEEDED	
	Transcribed: chicago, Illinois	1 ERROR
	Transcribed: detroit, michigan	2 ERRORS

WHAT IS NOT AN ERROR?

The following are **NOT** scored as errors in this examination.

1. Misplaced commas and periods
2. Optional capitalization
3. Paragraphing
4. Crossing out or X-ing out one or more complete words if done by typewriter, with correction fluid, or with blue or black ink. However, all corrections written in pencil or red ink will be scored as errors.
5. In dates, substituting ordinal numbers for cardinal numbers:
 - * Either May 1 or May 1st is correct.
 - * Either 9 1/2 or nine-and-one-half is correct.
6. Spacing errors

Dictated:	When did you go?	Dictated:	Yes, I did.
Transcribed:	Whendid you go?	Transcribed:	Yes, I did.
7. End-of-line word division

Transcribed:	in-car-cer-a-tion or in-carc-e-ra-tion
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8. Compound words with incorrect or omitted hyphenation

Transcribed:	brother-in-law or brother in law
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9. Compound words transcribed as separate words

Transcribed:	checkbook or check book
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Part IV

Sample Written Knowledge Test

All questions on the CSR Written Knowledge Test are multiple choice, with one correct answer and three incorrect answers. For the purposes of this sample test only, explanatory notes are provided at the end of this practice test. These are provided for information purposes only to illustrate the types of questions that will appear on each test.

In questions 1-5, select the one sentence that contains no errors in punctuation, word usage, structure or spelling.

1.
 - A. The metalurgist assayed the value of the gold coins.
 - B. Painting is an avocation for the stockbroker.
 - C. A large bow from the tree injured her shoulder.
 - D. The woman showed callus disregard for her son's safety.
2.
 - A. We used a dingy to reach our sailboat in the harbor.
 - B. Did you visit the site recently?
 - C. They formed a click which excluded me.
 - D. I looked at her, incredulus that she spoke that way.
3.
 - A. The noise from the party piqued my interest.
 - B. His injury came after the peddle fell off the bicycle.
 - C. Did you do this favor at the defendant's bequest?
 - D. The burley man stepped out of the shadows.
4.
 - A. I say now -- and I have said before, that he is guilty of all charges presented to you in this case.
 - B. Tell us please, where the defendant stood.
 - C. JoAnn Dewar, being duly sworn, testified for one hour.
 - D. That's just his own idiosyncracy.
5.
 - A. HP indicates a commonly prescribed dosage of medicine.
 - B. The abbreviation "No." usually means notice.
 - C. The legal citation for anonymous is "ann."
 - D. A ml is a measurement of volume.

In questions 6-9, select the one sentence that uses or defines the italicized word or expression correctly.

6.
 - A. An *APPEAL* is the first step in trying a civil case.
 - B. *COMMON LAW* is defined by specific legislative action.
 - C. A *FIDUCIARY* relationship is one that involves trust and confidence, such as between a broker and a customer.
 - D. A *STATUTE OF LIMITATIONS* sets the age at which a child may be tried as an adult.
7.
 - A. *CORROBORATING* testimony presents contradictory evidence.
 - B. *MATURITY* defines when a bank may foreclose on a loan.
 - C. A *BILL OF PARTICULARS* must be paid within 60 days.
 - D. *EJECTMENT* is an action to repossess land.
8.
 - A. *ANGINA* is a symptom of heart disease.
 - B. *FLEXION* is a form of paralysis.
 - C. *CARPAL BONES* are located in the ankle.
 - D. The *SACRUM* is a part of the neck.
9.
 - A. The *SCAPULA* is located in the pelvic region.
 - B. The *ATRIUM* is a part of the respiratory system.
 - C. The *PANCREAS* is part of the digestive system.
 - D. *ENCEPHALITIS* is an inflammation of the lungs.

In questions 10-12, select the most accurate answer.

10.
 - A. Double-space every page.
 - B. Single-space within paragraphs and double-space between paragraphs or sections of a transcript.
 - C. Single-space every page.
 - D. Double-space within paragraphs and triple-space between paragraphs or sections of a transcript.
11.
 - A witness whose religious beliefs do not allow taking an oath
 - A. must post bond before testifying.
 - B. cannot later be accused of perjury.
 - C. will not be allowed to testify.
 - D. may solemnly affirm to tell the truth.
12.
 - Which of the following is a requirement for licensure as a Certified Shorthand Reporter in Illinois?
 - A. Be of good moral character.
 - B. Be qualified in the Gregg method of shorthand.
 - C. Have a college diploma.
 - D. Be a resident of Illinois for at least 60 days.

ANSWER KEY TO SAMPLE ITEMS

1. **B is the correct answer.**
In A, METALLURGIST is misspelled.
In C, BOUGH is the correct word, not BOW.
In D, CALLOUS is the correct word, not CALLUS.
2. **B is the correct answer.**
In A, DINGHY is the correct word, not DINGY.
In C, CLIQUE is the correct word, not CLICK.
In D, INCREDULOUS is misspelled.
3. **A is the correct answer.**
In B, PEDAL is the correct word, not PEDDLE.
In C, BEHEST is the correct word, not BEQUEST.
In D, BURLY is the correct word, not BURLEY.
4. **C is the correct answer.**
In A, use either 2 dashes or 2 commas to offset the clause.
In B, commas should appear before and after "please."
In D, IDIOSYNCRASY is misspelled.
5. **D is the correct answer.**
In A, HP typically means horsepower.
In B, the abbreviation No. typically means number.
In C, ann. is the abbreviation for annotated.
6. **C is the correct answer.**
In A, an APPEAL occurs after a case has been tried.
In B, COMMON LAW is defined by common practice, not by specific legislative action.
In D, a STATUTE OF LIMITATIONS defines the period by which court action must begin after an offense occurs.
7. **D is the correct answer.**
In A, CORROBORATING testimony supports other evidence.
In B, MATURITY refers to when payment on a bond or negotiable security becomes due.
In C, a BILL OF PARTICULARS gives details of the charges made in a criminal action.
8. **A is the correct answer.**
In B, FLEXION refers to bending, as in a joint.
In C, CARPAL BONES are located in the wrist.
In D, the SACRUM is part of the lower back.
9. **C is the correct answer.**
In A, the SCAPULA are the shoulder blades.
In B, the ATRIUM is a chamber of the heart.
In D, ENCEPHALITIS is an inflammation of the brain.
10. **A is the correct answer.**
11. **D is the correct answer.**
12. **A is the correct answer.**