

**Louisiana Board of Examiners of  
Certified Shorthand Reporters**

**RULES FOR CERTIFICATION TESTING  
FOR CERTIFIED DIGITAL REPORTER**

**General Rules**

- No food, drinks, or smoking allowed.
- All cell phones must be turned **OFF** (not silenced) during the test.
- One person at a time in the restroom once the test has started. Check with the monitor regarding availability.
- You must have all necessary equipment with you in the testing room. You will not be allowed to leave during any portion of the test. The CSR Board **WILL NOT** furnish any equipment or peripherals, i.e., foot pedals, headphones, cables, laptops, desktops, USB memory stick, extension cords, etc.
- Laptop must be equipped with software of equipment in court and Windows operating system only. No Apple laptops or Apple products.
- No reference material will be allowed during the testing, with the exception of a dictionary.
- Test applicants are responsible for understanding all rules prior to testing.

**Test Location and Setup**

- Please arrive at the test site 30 minutes prior to scheduled time.
- Sign in with the CSR Board representative and receive your test ID# and envelope.

**Skills Test**

The skills portion of the CDR Examination is comprised of three segments:

- 1) Five minutes of literary dictation at 180 wpm.
- 2) Five minutes of jury charge dictation at 200 wpm.
- 3) Five minutes of two-voice testimony (Q&A) at 225 wpm.

**Dictation**

- The skills test will begin promptly at the scheduled time.
- No talking is allowed between participants for any reason until the entire test time has elapsed and all tests have been turned in.

**Transcription**

- Computers
  - You should be familiar with your software. No assistance will be given in the use of the software program.
  - You must be thoroughly familiar with your own computer/laptop and its use and operation. No assistance will be given.
- If you have chosen not to transcribe any portion of the skills test, place all test materials inside the envelope provided and write “NOT TRANSCRIBED” on the outside of your envelope. Raise your hand, and a monitor will confirm that you have deleted your notes/dictation from your equipment and/or computer. Place **all** materials used during the test – paper notes, cassette tape, disks, CD containing voice file, USB memory stick, scratch paper, etc. – in your envelope. Turn the envelope into the monitor and leave quietly.
- If you are transcribing, wait for the monitor to tell you to begin. You will be notified of the beginning time for transcribing.

- You are allowed four hours to complete transcription. One hour and twenty minutes per segment.
- A CSR Board representative will notify you when your time is up. It is your responsibility to keep track of your remaining time during transcription. Do not continue transcribing or proofing once you've been notified by the monitor to stop.

### **Transcript Format**

- **Do not put your name on your transcript or on any other materials to be turned in.**
- Place your ID#, transcript content (Literary, Jury Charge, or Q&A), and the test date on **each** page of the transcript.
- Place page numbers on your transcripts.
- Fonts: Use either Courier New or Times New Roman in 12-point or larger.
- All transcripts must be double-spaced and contain paragraphing.
- Each segment (Literary, Jury Charge, or Q&A) should begin on a new page.
- Save to the hard drive frequently. The CSR Board will not be responsible for lost material during transcription.
- Save in **Word** or **PDF** format.

### **Printing and Submission of Test**

- You are allowed to print **only** once. Raise your hand when you are ready to print.
- Please print on 8½ x 11 paper.
- Burn all digital files to CD/USB memory stick (including dictation voice file, if applicable) and write your ID# and test date on the CD/USB memory stick with a permanent marker. Make sure you know how to burn your own CD. No assistance will be given.
- Place the transcript in your envelope along with any and **all** materials used during the test, i.e., paper notes, cassette tapes, disks, CD, USB memory stick, scratch paper, etc., and turn the envelope into the CSR Board representative. Your ID# and test date should be on **everything** you turn in.
- **IMPORTANT:** Once tests have been printed and envelopes turned in, all files must be erased from the memory of **all** equipment in the presence of a monitor. **Failure to do so will result in disqualification.**

### **Written Knowledge Test (WKT)**

- The WKT is comprised of 100 multiple choice questions in the following categories:
  - 1) Legal terminology - 25 questions
  - 2) Medical terminology - 25 questions
  - 3) Grammar and punctuation - 50 questions
- The WKT will begin promptly after the completion of the skills exam.
- You will be given 60 minutes to complete the WKT.

**\*\*\*Must bring own USB memory stick to turn in with Exam\*\*\***

Last updated September 2022