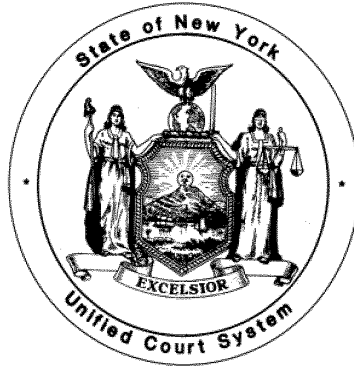


**NEW YORK STATE UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION**



**COURT REPORTER
EXAMINATION GUIDE**

INTRODUCTION

The New York State Office of Court Administration has developed this test guide to familiarize you with the Court Reporter examination. This test guide describes the format and content of the written and performance components of the examination. This test guide provides at least one sample question with its correct answer for each subject area listed. You should study these in order to understand how the correct answers were determined. The examination for Court Reporter is open competitive and consists of two components: a written multiple-choice test with 65 questions and a dictated performance test presented in an audio-visual format.

SUBJECT OF EXAMINATION

Written Component

The written component consists of multiple-choice questions which are designed to assess applicants in the following areas:

1. **Knowledge of English Grammar and Usage, Punctuation, and Sentence Structure**
These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. Applicants are presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation, and sentence structure.
2. **Spelling and General Vocabulary**
These questions assess applicants' knowledge of the spelling and meaning of words and phrases that Court Reporters may encounter in their daily work.
3. **Knowledge of Medical, Legal, and Technical Terminology**
These questions assess applicants' knowledge of the medical, legal, and technical terminology that Court Reporters may encounter in their daily work. These questions include, but may not be limited to, terms from fields such as law, forensic science, anatomy, physiology and medicine.

TIMING - Applicants are given one (1) hour to complete the written test.

Performance Component

The performance component of the Court Reporter exam consists of two parts:

1. **TRANSCRIPTION** - Applicants are required to take dictation and transcribe an Opening of Counsel (averaging 175 words per minute for three minutes) and a Direct Testimony involving four voices, including the examination of a witness, objections by opposing counsel, and rulings by the Court (averaging 190 words per minute for five minutes).

NOTE: Prior to the beginning of the actual dictated portion of the test, applicants are provided with a practice dictation involving four voices for 2 minutes at a rate averaging 190 words per minute. This section does not have to be transcribed and will not be rated.

2. **READ-BACK** - Applicants are also required to take dictation and later read back a Judge's Charge (averaging 185 words per minute for three minutes). Applicants are given 5 minutes to study their notes from the dictation and 10 minutes to read back the Charge. Applicants must be able to produce a paper record of: 1) their raw stenographic notes and 2) their translated, unedited notes, and read back from these notes for this portion of the examination.

TIMING - Applicants are given a total of 2½ hours to complete the transcription and read-back parts of the performance test.

WRITTEN COMPONENT SAMPLE QUESTIONS

The questions shown below are for illustrative purposes only. They are examples of the different question types and formats that candidates may encounter on the multiple-choice examination. Questions that appear on the actual examination vary in difficulty and may be easier or more difficult than the questions illustrated below.

Knowledge of English Grammar, Usage, Punctuation, and Sentence Structure – These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. To answer these questions, you must select the alternative which is **most correct**.

SAMPLE QUESTION:

_____ only concern was for the child's safe return.

- A. Therr
- B. They're
- C. There
- D. Their

The correct answer to the Sample Question is D.

Choice A is not correct. *Therr is a mutated version of "thurr", a slang term used as a mispronounced version of "there."*

Choice B is not correct. *There is a contraction that means "they are."*

Choice C is not correct. *There is used to indicate location.*

Choice D is the correct answer. *Their is the possessive form of "they" – it has to do with what belongs to.*

Spelling - These questions assess applicants' knowledge of the spelling of words that Court Reporters may encounter in their daily work. These questions should be answered by selecting the word that is spelled **correctly**.

SAMPLE QUESTION:

Which one of the following options is spelled correctly?

- A. commitment
- B. comitment
- C. comitnment
- D. comitmant

*The correct answer to the Sample Question is A. Commitment comes from the verb *commit* which stems from the latin word *committere* = to join, to entrust (*com* = with and *mittere* = put or send)*

Vocabulary – These questions assess applicants' knowledge of the meaning of words and phrases that Court Reporters may encounter in their daily work. These questions should be answered by selecting the alternative which **best expresses** the meaning of the given word.

SAMPLE QUESTION:

Which one of the following options reflects the correct meaning of the word truncated?

- A. Under duress
- B. Cut short
- C. Misrepresented
- D. Long-winded

The correct answer to the Sample Question is B.

Choice A is not correct. *Under duress means under pressure.*

Choice B is the correct answer. *Truncated means cut short or curtailed.*

Choice C is not correct. *Misrepresented means being represented in an incorrect or misleading manner.*

Choice D is not correct. *Long-winded means being verbose or wordy.*

Medical, Technical and Legal Terminology – These questions assess applicants' knowledge of the medical, legal, and technical terminology that Court Reporters may encounter in their daily work. These questions include, but may not be limited to, terms from fields such as law, forensic science, anatomy, physiology and medicine. These questions should be answered by selecting the alternative which **best answers** the given question.

SAMPLE QUESTION:

A physician who specializes in the study of the digestive system is known as a(n):

- A. gastroenterologist
- B. urologist
- C. cardiologist
- D. neurologist

The correct answer to the Sample Question is A.

Choice A is the correct answer. *A gastroenterologist is a physician who specializes in dealing with disorders of the stomach, intestines, and associated organs.*

Choice B is not correct. *A urologist is a physician who specializes in the urinary or urogenital tract.*

Choice C is not correct. *A cardiologist is a physician who specializes in the study of the heart and its action and diseases.*

Choice D is not correct. *A neurologist is a physician who specializes in the diagnosis and treatment of disease of the nervous system.*

SAMPLE QUESTION:

ASCII refers to the type of:

- A. a word index
- B. software that court reporters use
- C. a stenographic machine
- D.* a file format

The correct answer to the Sample Question is D.

Choice A is not correct. *A word index is a list of words usually arranged in alphabetical order.*

Choice B is not correct. *There are different software that court reporters use in their daily work, but none of them so far are called ASCII.*

Choice C is not correct. *There are many different types of stenographic machines out there but none of them so far are called ASCII.*

Choice D is the correct answer. *ASCII is the acronym for American Standard Code for Information Interchange and is used to represent plain text files. Therefore, ASCII refers to the format of a file.*

SAMPLE QUESTION:

The term subornation means:

- A. substituting an old contract with a new one.
- B. procuring another person to commit perjury
- C. an accusation in response to one from someone else.
- D. an allegation that contradicts what a person has previously said or agreed to.

The correct answer to the Sample Question is B.

Choice A is not correct. *Choice A best defines the term discharge of contract by novation.*

Choice B is the correct answer. *This description best defines the term subornation.*

Choice C is not correct. *Choice C best defines the term counterclaim.*

Choice D is not correct. *Choice D best describes the term estoppel.*

PERFORMANCE COMPONENT PRACTICE EXAM

To access the video for the practice exam, click here:

To access the transcript associated with the practice exam, click here:

GRADING THE EXAM

In general, for written multiple-choice exams, final scores are converted from raw scores (*number of questions answered correctly*) and placed on a scale that ranges from 0 to 100. The passing raw score (*number of questions answered correctly*) is determined after the exam is given and all the test results have been analyzed. A test taker must receive a scaled score of 70 in order to pass an examination. A scaled score of 70 may or may not be equivalent to 70% of the questions answered correctly on any exam. For example, if an exam contains 100 questions and it's determined that a test taker needs to have gotten at least 65 questions correct in order to pass the exam, then 65 (the raw score), is converted to a scaled score of 70, and the test taker will receive a 70 on the exam. Similarly, if an exam contains 100 questions and it's determined that a test taker needs to have gotten at least 80 questions correct in order to pass the exam, then 80 (the raw score), is converted to a scaled score of 70, and the test taker will receive a 70 on the exam.

The written component is weighted 25% of the final ranked score.

For the performance component of the exam, which includes the Opening of Counsel, Q&A and Readback, the maximum number of errors permitted to pass the exam, is 102 errors. This is equivalent to a 5% error rate or a scaled score of 70. Fewer errors will result in a higher scaled score. For example, 75 errors will result in a scaled score of 78, 10 errors will result in a scaled score of 97.1 and zero errors will result in a scaled score of 100.

The performance component is weighted 75% of the final ranked score.

To be eligible for appointment, applicants **must** pass **BOTH** the written and performance components of the examination.