

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



**SENIOR COURT REPORTER
EXAMINATION GUIDE**

INTRODUCTION

The New York State Office of Court Administration has developed this test guide to familiarize you with the Senior 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 Senior Court Reporter is both open competitive and promotional 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 test 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 Senior 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 Senior 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 Senior Court Reporter exam consists of two parts:

1. **TRANSCRIPTION** - Applicants are required to take dictation and transcribe an Opening of Counsel (averaging 185 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 200 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.