

## CART Exam Guidelines:

The CART exam consists of a five minute skills exam, dictated at the following speeds:

Minute 1, 170 wpm (Level I)

Minute 2, 180 wpm (Level II)

Minute 3, 190 wpm (Level III)

Minute 4, 200 wpm (Level IV)

Minute 5, 210 wpm (Level V)

Each minute is graded on its own, but the exam candidate must pass the preceding minute in order to qualify for the succeeding minute. For example, if one passes Minutes/Levels I and III but not Level II, that candidate receives a Level I certificate.

The exam will be graded two times; once following the CRR/NCRA grading standards and once by a CART consumer. The grades are weighted 1/3 percent CRR and 2/3 percent consumer grade. You can access the CRR grading standards by visiting the NCRA website. The consumer will grade the exam for "readability". Readability is subjective and based upon the consumer's opinion. Consumers chosen to grade exams are very familiar with CART.

Once you have achieved a certain level of certification, you may continue to re-take the CART exam to achieve a higher level. If your re-exam grade results in a lower certification level, your certification level will not be lowered.

The text of the exam will be taken from an actual CART job and only minimal prep material (such as the subject of the exam and proper names) *may be* given to the candidates.

There are five elements that will be tested at some point throughout the exam:

- Ø Ability to fingerspell
- Ø Conflict resolution
- Ø Accuracy in writing numbers
- Ø Ability to write email addresses or websites

The exam may be taken in mixed case (upper case or lower case) or all-capital text. It is your responsibility to know how to do this using your specific software.

Saving or verifying that a file is on your removable media, having the proper equipment and knowledge of your software are all integral parts of the examination. Anyone found asking for or receiving assistance from another candidate is subject to automatic failure.

### ***What are the training and certification requirements for a CART provider?***

The Texas Court Reporters Association CART Foundation administers a CART certification exam annually. To sit for the CART exam, one must be a member of TCRA in good standing and a Texas CSR, Certified Shorthand Reporter (tested by the Texas Court Reporters Certification Board under the auspices of the Supreme Court of Texas), or an RPR, Registered Professional Reporter (tested by the National Court Reporters Association).

In addition to the CSR or RPR requirement, attendance is required at a minimum of one annual CART training conducted by the TCRA CART Foundation. This training includes sensitivity, ethics and technical skills related to the communication needs of the different populations of persons with hearing loss.

## Pre Exam Instructions

- Be sure cell phones, pagers and other electronic devices are turned off.
- Be sure your software has all beeping signals turned off, i.e., signaling untranslate or conflict.
- Please write your exam ID number on your CD or backup drive, whichever medium you plan to use to turn in your exam paper.
- Check your exam ID number in the upper left-hand corner of the envelope you were provided.
- Name your file with your exam ID number.
- Write your exam ID number on your steno machine when you open your exam file so that it appears at the beginning of the text file when you turn it in for grading.
- There should be no identifiers on your exam except your exam ID number.
- You may write in all caps or mixed case. Be aware if you choose to write in mixed case, you could suffer some unnecessary capitalization errors.
- Be sure you know how to create a .tif, .rtf, ASCII or other readable format file from your software. We cannot accept exam files in a proprietary editing software format.
- Be sure you have a removable media on which to provide your exam file. If you choose to put your exam file on a flash or thumb drive, understand that it will not be returned to you.

## Post Exam Instructions:

Please move away from your equipment. Touching either your steno or computer keyboard before instructed by a proctor will result in an automatic fail.

A proctor will observe each of you individually create an ASCII or other readable format file and put it on a removable media of your choice. You will be given no more than 10 minutes to complete this task.

Exam candidates may not ask anyone for assistance in closing, creating, saving, or verifying that a file is on a removable media. Any exam candidate asking for assistance or providing assistance to another exam candidate will be given an automatic fail.

Please make an ASCII or other readable format file of the exam when a proctor instructs you to do so. Make sure your four-digit exam ID is listed on your backup media.

After you have created an ASCII or other readable format file, please verify it is on your backup media.

Place the backup media containing your ASCII or other readable format file in the envelope you were provided. Write your four-digit exam ID on the outside of the envelope, seal it and hand it to the proctor monitoring your actions.

If you do not want your exam to be graded, please stay quietly seated until a proctor comes to your table to collect your envelope. Be sure you have written your four-digit exam ID number on the envelope and mark it appropriately to show you do not want your exam to be graded.

When you signed in at the registration desk today, you acknowledged that you understand and agree to abide by these exam procedures. Failure to do so will result in an automatic failure of this examination.

In addition, violators may be barred from taking another CART exam for a period of two (2) testing cycles or permanently, depending upon the nature of the violation.

Your exam files will be graded and results will be mailed to you within six (6) weeks.

*Next exam will be given at the 2010 TCRA Annual Convention June 9<sup>th</sup>-13<sup>th</sup>, 2010 in The Woodlands, TX*