

## CONFIDENTIALITY AGREEMENT and USE OF COMPUTER STATEMENT

This 2-page form is to be completed only by those examinees who wish to use a computer for the CSR oral examination.

If you wish to be eligible to bring a computer to the CSR oral examination, TCRA must receive this completed form no later than the registration deadline date.

You must mail the form to:

TCRA P.O. Box 2379 Athens, Texas 75751

If we do not receive your form by the deadline date, you will be required to bring an acceptable typewriter for transcription.

Faxes will not be accepted, there will be no exceptions.

\*I agree to furnish, in good working order, my own computer, printer, extension cord and any necessary cables or cords to operate same. I understand that I cannot use any wireless equipment, such as Bluetooth, etc. I understand that neither the Court Reporters Certification Board (Board) nor the Texas Court Reporters Association (TCRA) are responsible for supplying any equipment that I might need nor is the Board and/or TCRA responsible for any equipment failure.

\*I understand and agree that I will only be allowed to print my exam one time and that the first copy of the exam that I print will be the only copy of my exam printed and will be considered my original exam for grading purposes. There will be no exceptions.

\*I agree that I will not save the exam on my computer and I will not leave the exam site with a copy of the exam in any form, electronic or otherwise. I further agree it is solely my responsibility to understand exactly how my equipment works. The Board and/or TCRA is not responsible for erasing the exam from my equipment. I acknowledge that a representative of either the Board or TCRA will watch me erase the exam myself.

\*I understand that if I am not able to delete the exam from my equipment (including my steno machine or computer used for oral stenography), I will be subject to the rule on cheating for leaving with a copy of the exam and will not be able to retest for two (2) years.

\*I agree that, if I am an oral stenographer, I will set my equipment to record in "mono" mode and will not record in "stereo" mode.

\*I agree to save all three sections of the exam together in one file and NOT separately; i.e., a file each for Lit., JC and Q&A. I further agree to save my exam using and my 3-digit candidate number provided to me on my exam packet envelope. (Example EXAM123.)

\*I understand that I must raise my hand to have one of the exam proctors come monitor the printing of my transcript and the deletion of the exam from all of my equipment immediately after I have printed my transcript.

\*I understand I will be given a combined total of three (3) hours for transcription and printing time for all of the skills portions of the exam. Additional transcription time will not be allowed for printing my transcript, any equipment failure, an accidental erasure of computer files, or for any forgotten items (i.e. cables, power cords, etc.) Note: It is suggested that you print your exam 30 minutes before time is called in order to allow yourself time necessary to proofread and manually correct your transcript. The proctor will give you a 30-minute warning and a 10-minute warning. You must make sure you allow yourself plenty of time to print, especially if you know you have a slow printer, as extra time will not be permitted. You will still be allowed to make corrections in ink on your exam as long as there is enough transcription/printing exam time available.

\*I understand that while editing, it is recommended that I periodically back up my exam. I further understand that neither the board, TCRA nor the exam facility are responsible for any loss of material on my computer or other equipment.

\*I understand that failure to adhere to the above agreement is considered cheating on the Certified Shorthand Reporter's examination and that any applicant who cheats on the exam is disqualified and may not take the exam again until two (2) years have elapsed thereafter.

<b>Applicant's Signature:</b>	
<b>Printed Name:</b>	
<b>File Number:</b>	
<b>Date:</b>	

Please list any and all equipment to be used for the skills exam in the fields below.

<b>Type of Steno Machine:</b>	
<b>Type of Voice Translation Software:</b>	
<b>CAT Software:</b>	
<b>Will you be writing to:</b>	<b>Circle One:</b> Paper Notes Paperless Does Not Apply (Oral Stenographer)
<b>Printer:</b>	
<b>Computer/Laptop:</b>	
<b>Type of Stenomask Equipment:</b>	
<b>Other:</b>	