

Online Testing

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REALTIME LEARNING SYSTEMS
PCRA CONVENTION
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Necessary Equipment

- WRITER
- CAT SOFTWARE
- COMPUTER
- EXTERNAL WEB CAM
- HEADPHONES
- SHREDDER (TRANSCRIPT TESTS)

Register online:

<http://www.ncra.org/testing>

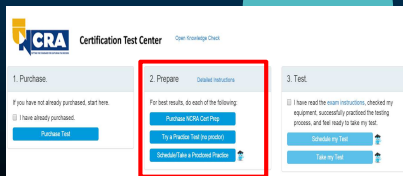
Receive email confirmation

INCLUDES:

- LINK: WWW.MYREALTIMECOACH.COM
- USER NAME
- PASSWORD
- INSTRUCTIONS TO PRACTICE THE TESTING PROCEDURE, THEN SCHEDULE A PROCTORED PRACTICE & YOUR TESTING SESSION WITH PROCTORU

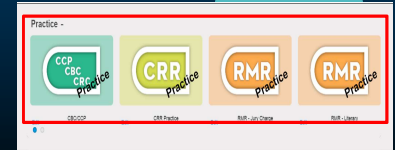
Practice: Cert Prep

Purchase access to Cert Prep, including prior NCRCA tests.



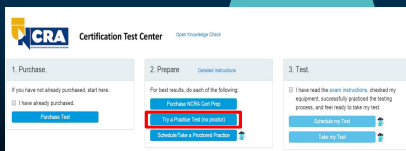
Practicing: No Proctor

Practice the testing **process** as many times as you want.



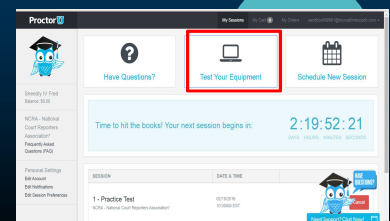
Practice with a Proctor

Practice testing with a proctor **before** scheduling your test.



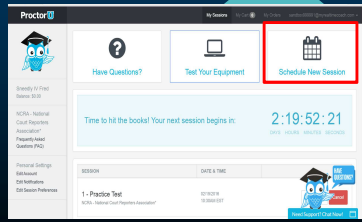
Test Your Equipment

Take the opportunity to test your equipment.



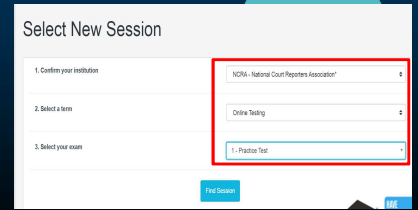
Proctored Practice

Schedule your practice session.



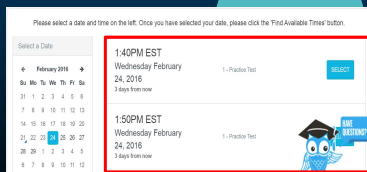
Proctored Practice

Select the test you wish to take.



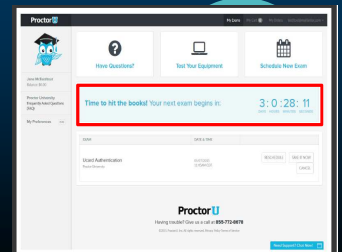
Proctored Practice

Choose from the available sessions.



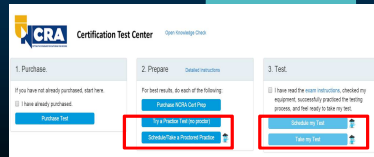
Proctored Practice

Countdown to your practice/ test appears.



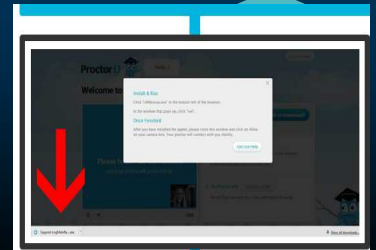
Proctored Practice: Connecting

At the scheduled time, connect to ProctorU through RTC

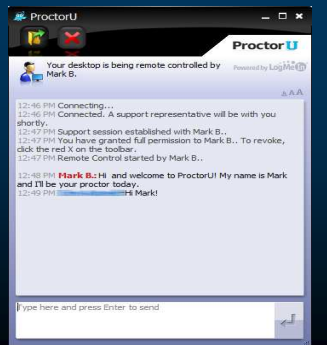


Download

You will be prompted to download and run an applet, which will then connect you to your proctor



This is what the downloaded applet looks like. The proctor will then connect the 2-way video & audio connection.



Once connected, this is what you will see. The proctor's view of you is much larger.



Authentication & Security

After you have connected to the proctor via webcam and screen-sharing software, the proctor asks to see your ID.



Review & agree to the NCRA disclaimer.

By agreeing to the terms of this disclaimer, I am aware of and accept the policies of the National Court Reporters Association (NCRA) concerning testing honesty and integrity. This policy is available online on the NCRA Testing Resource Center. I further attest that the skills exam I am submitting is solely my own and developed during the exam. I have used no materials or aids to take this exam other than those provided by NCRA. I further attest that, to the best of my knowledge, I have not retained a copy (either audio, text, or stenographic) of the skills exam.

Further, if I discover at any time that I have accidentally retained any copy, I will immediately delete it (any and all formats), and notify NCRA promptly of the discovery. If I have printed notes from the exam session, I will destroy the notes upon completion of my testing session in front of the proctor.

I further attest that I will not share any copies of this test with others, nor will I share its content (terminology or topic), either privately or on a public forum. I understand that violation of this policy will result in penalties up to and including loss of existing certifications, loss of NCRA membership, and/or loss of current or future testing opportunities.

Authentication & Security

Security Quiz:

- Questions similar to those asked when applying for a loan or pulling a credit report.
- Typically related to previous addresses, phone numbers, roommates and relatives.

Sample questions:

What was the apartment number of 2445 64TH AVE?

880
 276
 345
 265
 None of the above

Which area code is associated with your relative ROLLAND?

335
 919
 704
 620
 None of the above

Based on your driver license information, are you required to wear corrective lenses?

Yes
 No

Which person is associated with address 5140 NORTH POEL RD?

ABUEGAB ANNA A

Next, you'll be asked to pan the room with your camera. The proctor is viewing your surroundings.



Housekeeping

The Proctor will then review with you what applications you can have open during the testing process:

- CAT software
- Realtime Coach site
- Note pad (scratch pad)
- Dictionary (hard copy, not online!)

Taking the Test

- When ready, return to the RTC site.
- Click on the test you are registered to take.
- The Proctor will enter the password to open the test.
- When ready, click the Play button.

Taking the Test

- Play or skip the warm-up, your choice!
- When ready, click Play for your test.
- Attach a steno **note file**.
- If realtime test, immediately attach your **transcript file**. If transcription test, go to CAT software and begin editing.

Taking the Test

Receive your estimated score:

- Copy the text **only** from your CAT software. No headers, footers, etc.
- Pasted text into My Transcript window in RTC.

For More Info:

testing@ncra.org

Updates & announcements:

www.ncra.org/testing