

# How to Take a CCRA Skills Test

## CONTENTS

<b>1. Purchase</b>	<b>2</b>
<b>2. Prepare</b>	<b>2</b>
Log in to Realtime Coach™ (RTC)	2
CCRA Certification Practice Testing (Optional)	2
Get ready to test	2
Practice the Testing Process	3
Schedule a Proctored Practice	4
Remember!	4
Take a Proctored Practice Test	4
<b>3. Test</b>	<b>5</b>
Schedule Your Test	5
Get ready to test	5
Connect With a Proctor	6
Take the Test	7
After the Test	8
<b>Appendix A: Technical Requirements</b>	<b>8</b>
Computer, Web Browser, and Internet Connection	8
Webcam	8
Other Requirements	9
Hardware and Software <i>Not</i> Supported	8
ProctorU System Check	8
<b>Appendix B: Attaching Files</b>	<b>9</b>
<b>Appendix C: Detailed Test Process (with Screenshots)</b>	<b>11</b>
Schedule Your Test	11
Get Ready to Test	16
Connect to a Proctor	16
Take Your Test	20
After the Test	266

## 1. Purchase

- 1) Make sure your equipment meets the minimum technical requirements listed under Appendix A: Technical Requirements.
- 2) Purchase your online skills test at [cal-ccra.org](http://cal-ccra.org).

**NOTE:** If you already have a Realtime Coach™ account, be sure to use the e-mail address associated with that account when you purchase your skills test from CCRA. This will ensure that your existing account is enrolled in the skills test. Using a different e-mail address will cause a new RTC Account to be created. If you need to use a new e-mail address when purchasing your skills test, be sure to update it RTC first.

## 2. Prepare

### Log in to Realtime Coach™ (RTC)

Go to [myrealtimecoach.com](http://myrealtimecoach.com), and log in, following the instructions in your confirmation email. The email contains your login information for the CCRA tests. ***Please do not create a new account. If you create a new account, it will not have access to your CCRA tests.***

### CCRA Certification Practice Testing

CCRA offers practice tests that are available in the RTC platform. These can be taken as many times as you'd like until you're confident with the testing process.

Practice tests can also be proctored just like a real test. We strongly encourage you to do at least one proctored practice before taking the real test. This will help you become familiar with the proctored testing process and ensure your computer and webcam work properly with the proctoring software.

To purchase a CCRA practice test, follow the instructions in this document. There is a \$5 fee from ProctorU for each proctored practice exam. You will pay this fee at the time you schedule your proctored practice session.

For any other questions about practice tests, please [contact RTC](#) directly.

### Get ready to test

- 1) Connect your writer to your computer.
- 2) Turn on your writer.
- 3) Place your writer in Test Mode. If you are unsure how to do this, contact the manufacturer.
- 4) Make sure your external webcam is connected and functioning. (For webcam requirements, see Appendix A.)
- 5) Make sure your microphone is connected and functioning.
- 6) Plug your headphones in, and make sure they are functioning. Practice and test with the same wired headphones. (Bluetooth headphones are NOT permitted.)
- 7) Make sure you have tested your equipment through ProctorU.
  - Log into **myRealtimeCoach.com**.
  - Click **Test > CCRA Certification Test Center**.
  - Under **Step 2. Test**, click **Schedule/Take a Proctored Practice**. This will log you into

ProctorU in a new browser tab.

- Click **Test Your Equipment**.
- 8) Open your CAT software and start a new translation. Write a few strokes to confirm that the realtime feed from your writer is functioning.
  - 9) Back on the testing page in RTC (Test > CCRA Certification Test Center), click a practice test thumbnail to launch the practice test.

### Practice the Testing Process

- 1) First, check the right side of the screen for the Job Dictionary. These words will appear on your test. Enter the words into your job dictionary (If there are no words provided, you will see “No Dictionary Words”).
- 2) Once you have entered the word list into your Job Dictionary, click **Play** to start the one-minute warm-up and write the warm-up.
- 3) Toggle to your CAT file and write a few strokes to confirm that you still have a translation running.
- 4) Go to RTC. Click **Play** to start the test and write the test. **NOTE:** setting up a realtime feed to RTC is not needed and is therefore optional.
- 5) Go back to your CAT file, and close it (saving, if prompted).
- 6) Go to RTC. Click **Attach Notes** and select your steno notes file (If you are unsure what format to attach your files in, refer to Appendix B: Attaching Files). You will have **two minutes** to find and attach your notes.
- 7) Go to RTC. Click **Attach Transcript**, and select your transcript file. You will have **two minutes** to attach your transcript. You cannot make any edits before attaching your final transcript.
- 8) Go back to your CAT software. Re-open your CAT file. Highlight only the test portion of your final transcript (no warm-up text, headers, footers, page numbers, etc.), and press **CTRL+C** to copy your transcript.

### CaseCATalyst Users:

When copying and pasting, unconfirmed **EZ Choice** conflicts will appear in the original conflict form. Once you confirm an **EZ Choice** selected conflict, it will be pasted as normal text. To confirm all the **EZ Choice** selected conflicts at one time, use **Resolve All Chosen Conflicts** from the **Special Edit** menu before you copy and paste.

### StenoCAT® Users:

Before copy/pasting, be sure to:

- Accept conflicts by going to Tools > Accept Conflicts
  - Accept fields by going to Tools > Accept Defined Fields
- 9) Go to RTC. Click in the **My Transcript** box, and press **CTRL+V** to paste your final transcript.
  - 10) At the end of a *real* test, you will be able to click “**Get Estimated Score**” to receive your preliminary score. You will not receive a grade for any practice tests, only the *real* test.

## Schedule a Proctored Practice

- 1) Log in to **myRealtimeCoach.com**.
- 2) Click **Test > CCRA Certification Test Center**.
- 3) Click **Schedule/Take a Proctored Practice**.
- 4) A new browser tab will load **ProctorU.com**. Click **Schedule New Session** if not automatically prompted to do so.
- 5) Click on **New Exam** to schedule your practice test.
- 6) Select your desired skills test from the **Exam** dropdown menu. Make sure it says Practice Test, not one with – REAL TEST in its name.
- 7) Select your preferred **date**.
- 8) Select your preferred **time**.
- 9) After scheduling your test, you will see a **countdown** for your scheduled test time.

## Remember!

- Make sure you take your proctored practice test in the **same environment** and using the **same equipment** as you plan for your actual test in order to verify you meet the minimum technical requirements.
- Remember that while you may do practice tests as many times as you would like without a proctor, you will have no more than **two practice opportunities** with a proctor.
- We recommend you do not schedule your proctored practice and actual test back-to-back. Scheduling your proctored practice test and actual test on separate dates allows time to address any equipment issues you may have encountered during your practice test.
- You should successfully complete a proctored practice test before taking your actual test.

## Take a Proctored Practice Test

- 1) To get ready, Follow steps 1-8 listed on Page 2 of this document.
- 2) Log in to **myRealtimeCoach.com**.
- 3) Click **Test > CCRA Certification Test Center**.
- 4) Click **Schedule/Take a Proctored Practice Test**.
- 5) A new browser tab will load ProctorU.com. Once the countdown reaches 0:00:00, click **Start Session**.
- 6) You will be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.
- 7) You will take a photo of yourself as well as your I.D. for identity verification purposes.
- 8) Next, you will be prompted to download and run the ProctorU applet file that will bring up a chat box allowing you to text with your proctor. \*
- 9) Once you have connected your screen to the proctor, the proctor will communicate with you via the chat box and may call you through the applet.
- 10) Your proctor will then walk you through the authorization and system check. If this is your first time testing, you will also be asked to leave a keystroke sample. If you have done this step before, the keystroke recognition will be administered. \*\*
- 11) As prompted by the proctor, pan your external camera to show your testing area.
- 12) After checking your photo ID and the security of your testing environment, your proctor will then direct you back to My Realtime Coach. Click **Test > CCRA Certification Test Center**.

- 13) Scroll past steps 1-3, down to the practice section. Click the icon to load your practice test and take the practice test with the proctor. Follow the steps outlined in the **Practice the Testing Process** section.

\* Do not re-download the applet file unless the chat box does not open as that will put you back at the end of the waiting queue to connect to a proctor. You will be connected to a proctor as soon as one becomes available. Please do not contact ProctorU support unless you have been waiting to connect for more than 15 minutes or are unable to open the chat box.

\*\* The keystroke biometric is a behavioral biometric that uses the manner and rhythm in which an individual types characters on a keyboard or keypad. The keystroke rhythms of a user are measured to develop a unique biometric template of the user's typing pattern for future authentication.

### 3. Test

#### Schedule Your Test

- 1) Log in to **myRealtimeCoach.com**.
- 2) Click **Test > CCRA Certification Test Center**.
- 3) Check the box under Step 1. Purchase and Step 2. Test.
- 4) Click **Schedule my Test**. A new browser tab will load **ProctorU.com**.
- 5) Click **New Exam** and schedule your *actual* test just as you did your practice test.

\* Make sure you are selecting the correct test from the drop-down menu. After scheduling, you will receive a reservation confirmation email from ProctorU. Double check that the confirmation email has the correct test and time that you selected.

\* Please allow sufficient time for your testing appointment. CCRA recommends allocating two hours for transcription test appointments and one hour for realtime test appointments. ***The authentication process and camera equipment check with a proctor will take approximately 30 minutes before you can start your test.***

#### Get ready to test

- 1) Connect your writer to your computer.
- 2) Turn on your writer.
- 3) Place your writer in **Test Mode** (if available). If you are unsure how to do this, contact the manufacturer.
- 4) Temporarily disable any automatic cloud backup or storage features within your CAT software. [Instructions for CaseCATalyst Users Disabling Cloud Backup](#)
- 5) Make sure your external webcam is connected and functioning.
- 6) Make sure your microphone is connected and functioning.
- 7) Plug your headphones in, and make sure they are functioning. Practice and test with the same wired headphones. (Bluetooth headphones are NOT permitted.)
- 8) Open your CAT software and start a new translation.

- 9) Test your equipment on ProctorU.
  - Log into **myRealtimeCoach.com**.
  - Click **Test > CCRA Certification Test Center**.
  - Under **Step 2. Test**, click **Take my Test**. A new tab will open to ProctorU.com.
  - Click **Test Your Equipment**.

Important note about the proctor process:

During each appointment, you may interact with multiple proctors. Your first proctor will launch your test session by verifying your identity and checking your equipment and may transfer you to a technician if there are any issues. The second proctor will watch the session while you take your test. Please do not be alarmed if you submit your test and the proctor is a different individual.

### Connect With a Proctor

- 1) Log in to [myRealtimeCoach.com](https://myRealtimeCoach.com).
- 2) Click **Test > CCRA Certification Test Center**.
- 3) **Check the box** under Step 1. Purchase and Step 2. Test.
- 4) Click **Take my Test**, and once the countdown reaches 0:00:00, click Start Session.
- 5) You will be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.
- 6) You will take a photo of yourself as well as your I.D. for identity verification purposes.
- 7) Next, you will be prompted to download and run the ProctorU applet file that will bring up a chat box allowing you to text with your proctor. \*
- 8) Once you have connected your screen to the proctor, the proctor will communicate with you via the chat box and may call you through the applet.
- 9) Your proctor will then walk you through the authorization and system check.
- 10) As prompted by the proctor, pan your external camera to show your testing area.
- 11) After checking your photo ID and the security of your testing environment, your proctor will then direct you back to My Realtime Coach. Click **Test > CCRA Certification Test Center**.
- 12) **Check the box** under Step 1. Purchase and Step 2. Test one more time.
- 13) Then scroll down and click on your test.
- 14) Your proctor will unlock your test with the password provided by CCRA. Then they will end control of your computer and you can begin the test when you are ready.

\* Do not re-download the applet file unless the chat box does not open as that will put you back at the end of the waiting queue to connect to a proctor. You will be connected to a proctor as soon as one becomes available. Please do not contact ProctorU support unless you have been waiting to connect for more than 15 minutes or are unable to open the chat box.

## Take the Test

- 1) First, check the right side of the screen for the Job Dictionary. These words will appear on your test. Enter the words into your job dictionary (If there are no words provided, you will see “No Dictionary Words”).
- 2) Once you have entered the word list into your Job Dictionary, click **Play** to start the one-minute warm-up and write the warm-up.
- 3) Toggle to your CAT file and write a few strokes to confirm that you still have a translation running.
- 4) Go to RTC. Click **Play** to start the test and write the test. **NOTE:** setting up a realtime feed to RTC is not needed and is therefore optional.
- 5) Go back to your CAT file, and close it (saving, if prompted).
- 6) Go to RTC. Click **Attach Notes** and select your steno notes file (If you are unsure what format to attach your files in, refer to Appendix B: Attaching Files). You will have **two minutes** to find and attach your notes.
- 7) Go to RTC. Click **Attach Transcript**, and select your transcript file. You will have **two minutes** to attach your transcript. You cannot make any edits before attaching your final transcript.
- 8) Go back to your CAT software. Re-open your CAT file. Highlight only the test portion of your final transcript (no warm-up text, headers, footers, page numbers, etc.), and press **CTRL+C** to copy your transcript.

### CaseCATalyst Users:

When copying and pasting, unconfirmed **EZ Choice** conflicts will appear in the original conflict form. Once you confirm an **EZ Choice** selected conflict, it will be pasted as normal text. To confirm all the **EZ Choice** selected conflicts at one time, use **Resolve All Chosen Conflicts** from the **Special Edit** menu before you copy and paste.

### StenoCAT® Users:

Before copy/pasting, be sure to:

- Accept conflicts by going to Tools > Accept Conflicts
- Accept fields by going to Tools > Accept Defined Fields

- 9) Go to RTC. Click in the **My Transcript** box, and press **CTRL+V** to paste your final transcript.
- 10) Click “**Get Estimated Score**” to receive your preliminary score.

\* If you are unable to upload your files for any reason, email them to [testing@cal-ccra.org](mailto:testing@cal-ccra.org) during your allotted test time and while still connected to your proctor. CCRA will review your test session to determine if your test is eligible for manual grading. Once e-mailed, delete the e-mail message from your Sent folder.

**\*\***Please attach your notes file and unedited transcript as directed above. Instead of copying and pasting your transcript, please type “Non-Transcribe” in the **My Transcript** box in RTC.

## After the Test

- 1) Notify the proctor you are done via the chat box.
- 2) Allow the proctor to clear your computer clipboard.
- 3) Delete all test files from your writer.
- 4) Delete all test files from your CAT software and computer (including Recycle Bin and any Cloud backup).
- 5) Shred any test documents you printed, including paper notes.
- 6) Receive your certified final score from CCRA by email within three weeks (15 business days) of taking your test.

## Appendix A: Technical Requirements

### Computer, Web Browser, and Internet Connection

	Minimum	Recommended
Screen Resolution	1366x768 resolution	1920x1080 resolution (or more)
PC Operating System*	Windows 8	Windows 10
Mac Operating System*	Mac OS 10.13	Mac OS 10.15
CPU	2 core CPU, less than 85% Usage	4 core CPU (or more), less than 50% Usage
RAM	4GB, less than 90% Usage	16GB (or more), less than 70% Usage
Web Browser	Chrome (latest), Firefox (latest)	Chrome (latest)
Internet Connection	Wi-Fi Connection	Wired Connection
Internet Download Speed	3 Mbps	12 Mbps (or more)
Internet Upload Speed	1 Mbps	3 Mbps (or more)

**\*Note: The testing platform will only support OS versions that are currently being supported by Microsoft and Apple.**

### Webcam

Candidates will be required to present a **full view** of their face while testing. CCRA requires an **external** webcam for testing. Built-in webcams on laptops or monitors **will not** be allowed. Cameras with bendable necks or other external web cameras are recommended, so the proctor can ask the candidate to move the camera around at different angles. External web cameras are readily available for purchase online or in stores.



## Other Requirements

- 1) Clear your desk/testing area of everything not listed here as a permitted material
- 2) Stenographic writer
- 3) CAT software
- 4) Microphone (your computer and/or web camera might have a built-in microphone)Wired Headphones (to connect to your computer and listen to the test). Bluetooth headphones are NOT allowed under any circumstances.

## Hardware and Software *Not* Supported

- 1) Google Chromebooks
- 2) Tablets (Nexus, iPad, Tab, Note, etc.)
- 3) Smart phones
- 4) Linux operating systems
- 5) Windows 10 in S mode
- 6) Microsoft Surface RT

Note: It is best if you keep your CPU usage below 85%.

## ProctorU System Check

Once you feel your setup meets the minimum technical requirements detailed in this section, please perform the ProctorU System Check:

- Log into **myRealtimeCoach.com**.
- Click **Test > CCRA Certification Test Center**.
- Under **Step 2. Test**, click **Access my ProctorU Account**. A new tab will open with ProctorU.com.
- Click **Test Your Equipment**.

## Appendix B: Attaching Files

Attaching your notes and transcript files is similar to attaching a photo to an email. Do the following:

- 1) In RTC, click **Attach Notes** or **Attach Transcript**.
- 2) Navigate to the place on your computer where the file is saved and select your file.
- 3) Click **Open**.

**NOTE:** You will have **two minutes** to attach your notes file (watch the timer). This is plenty of time if you know where your file is. Make sure you are comfortable with finding your files before test day.

For CRG and CCG, you will have **two minutes** to upload your transcript file (you cannot make any edits on a realtime transcript).

Each CAT program has a default location where it saves your notes and transcript files, as follows:

- **CaseCATalyst**
  - Default location: **C: drive > CAT4 > USR > [your name]**.
  - Notes file: ends in **.sgstn**
  - Transcript file: ends in **.sgngl**
- **DigitalCAT:**
  - Default location: **C: drive > Documents > digitalCAT > Transcripts**.
  - Notes file: ends in **.trn**
  - Transcript file: ends in **.trn**

**NOTE:** Your transcript file must have a different name than your notes file.

- **Eclipse:**
  - Default location: **C: drive > Users > My Documents > Eclipse > [your name] > [your name]**.
  - Notes file: ends in **.not**
  - Transcript file: ends in **.ecl**
- **Winner (ProCAT):**
  - Default location: **C: drive > Winner > [your user]**
  - Notes file: ends in **.stn**
  - Transcript file: ends in **.trp**
- **StenoCAT®:**
  - Default location: **C: drive > My Documents > [USERNAME] > JOBS**
  - Notes file: ends in **.trn**
  - Transcript file: ends in **.trn**

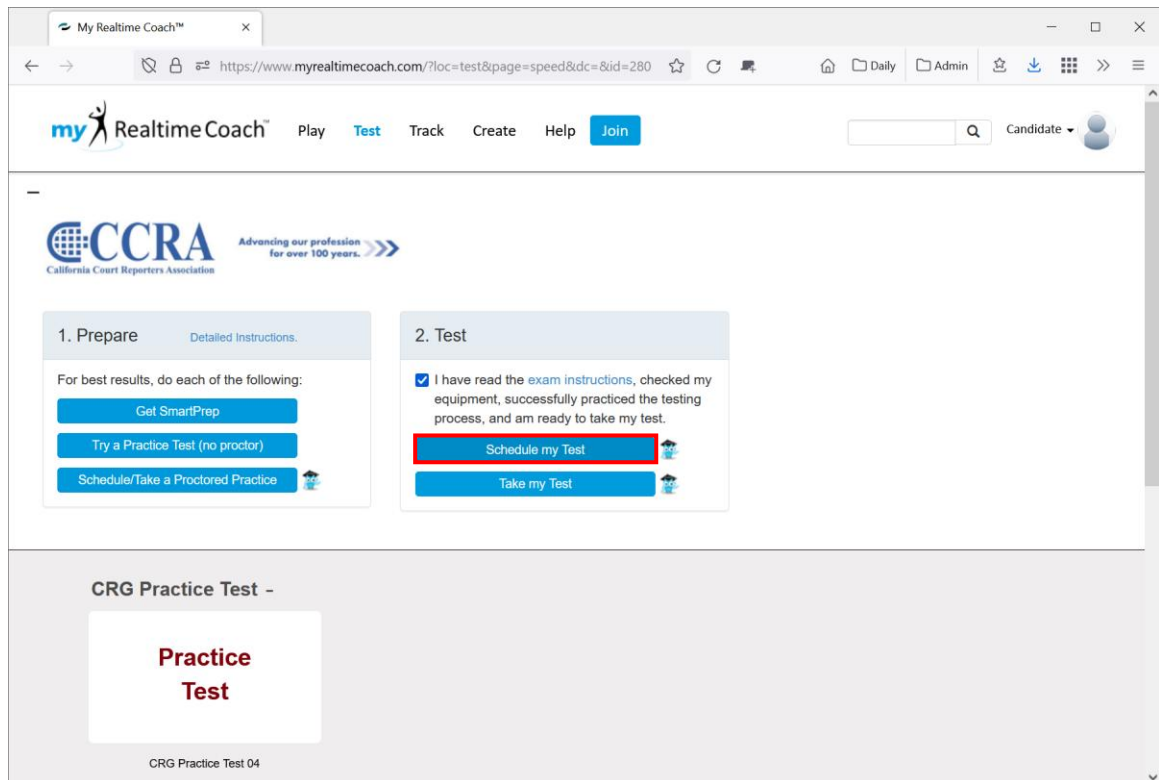
**NOTE:** Your transcript file must have a different name than your notes file.

- **AristoCAT:** Please upload your files in PDF format. If unsure how to do so, please reach out to AristoCAT support.
- **Plover:** Before scheduling your test, please contact [testing@cal-ccra.org](mailto:testing@cal-ccra.org) for special accommodations. Must be used with stenographic writer.

## Appendix C: Detailed Test Process (with Screenshots)

### Schedule Your Test

- 1) Log in to **myRealtimeCoach.com**.
- 2) Click **Test > CCRA Certification Test Center**.
- 3) **Check the box** under Step 1: Purchase, and Step 2: Test.
- 4) Click **Schedule my Test**. (Or click **Schedule/Take a Proctored Practice** for a practice test. Both will go to the same scheduling page, so make sure you select the correct test/practice test.)



My Realtime Coach™

https://www.myrealtimecoach.com/?loc=test&page=speed&dc=&id=280

my Realtime Coach™ Play Test Track Create Help Join

CCRA Advancing our profession for over 100 years. >>>

1. Prepare Detailed Instructions.

For best results, do each of the following:

Get SmartPrep

Try a Practice Test (no proctor)

Schedule/Take a Proctored Practice

2. Test

☒ I have read the exam instructions, checked my equipment, successfully practiced the testing process, and am ready to take my test.

Schedule my Test

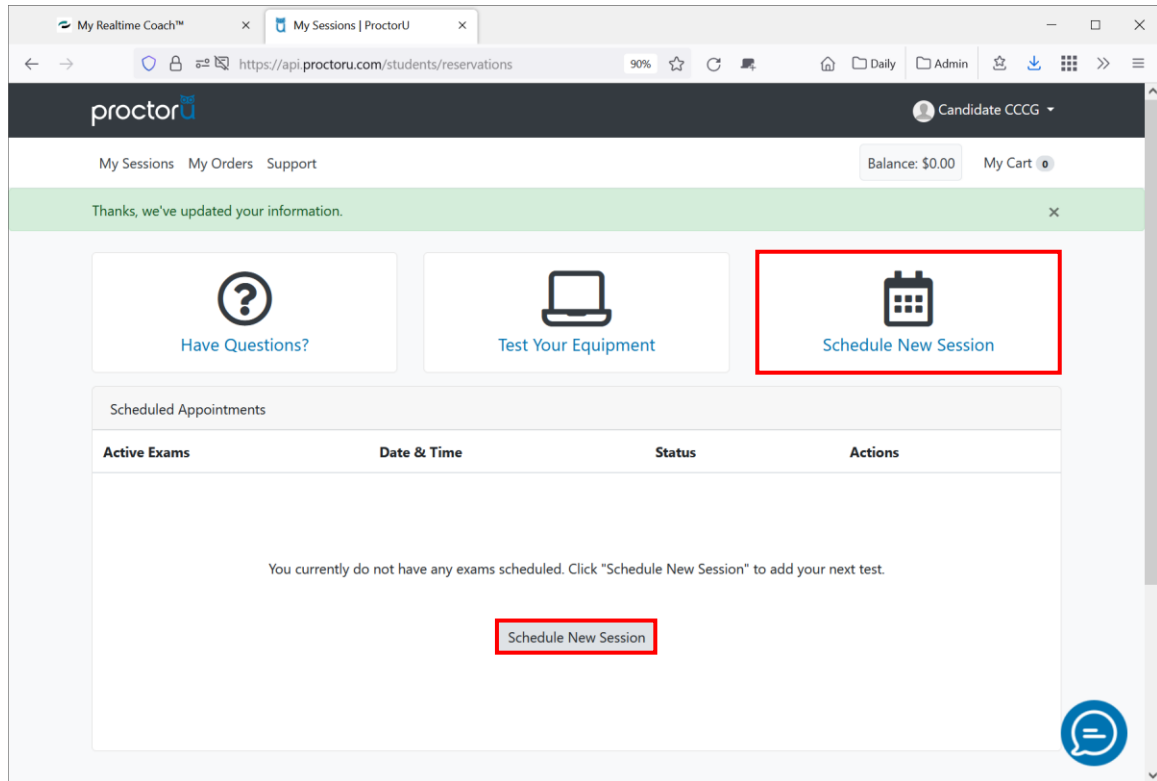
Take my Test

CRG Practice Test -

Practice Test

CRG Practice Test 04

- 5) A new browser tab will load **ProctorU.com**. If you have no other tests scheduled, you will select ***Schedule New Session***.



**Important Note:** During each appointment, you may interact with multiple proctors. Your first proctor will launch your test session by verifying your identity and checking your equipment and may transfer you to a technician if there are any issues. The second proctor will watch the session while you take your test. Please do not be alarmed if you submit your test and the proctor is a different individual.

- 6) Confirm the institution (CCRA), select **Online Testing**, select the test you wish to take (make sure to select the correct test/practice test), and click the **Find Session** button.

The screenshot shows a web browser window with the URL <https://api.proctoru.com/students/exams/select>. The page title is "Select Exam for Candidate CCG". The ProctorU logo is in the top left, and the user is logged in as "Candidate CCGG". Navigation links include "My Sessions", "My Orders", and "Support". The "Balance: \$0.00" and "My Cart" are shown in the top right.

The main content area contains three dropdown menus:

- Confirm your institution: **\*\*CCRA - California Court Reporters Association\*\***
- Select a term: **Online Testing**
- Select your exam: **2. CCG REAL Test**

A red box highlights the **Find Sessions** button.

The footer contains links for ProctorU (About, Privacy Policy, Terms of Service), My Account (Account Settings, Password Settings, Notification Settings), and Support (Support, URL Redirection Service, Test Your Equipment, Resource Center). It also includes the text "ProctorU, Inc. All rights reserved. © Copyright 2022" and a chat icon.

7) Select a **date and time** on the left first.

My Realtime Coach™ x Schedule Session | ProctorU x

https://api.proctoru.com/students/reservations/new?date=2022-90%

My Sessions My Orders Support Balance: \$0.00 My Cart

Select a Date

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Select a Time

04 : 45 PM

Submit

Please select a date and time on the left. Once you have selected a date and time, please click Submit.

8) Select from the list of available days/times closest to your preference.

My Realtime Coach™ x Schedule Session | ProctorU x

https://api.proctoru.com/students/reservations/new?date=2022-90%

My Sessions My Orders Support Balance: \$0.00 My Cart

Select a Date

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Select a Time

04 : 55 PM

Submit

4:30PM MST  
Thursday, March 10, 2022  
about 1 month from now

2. CCCG REAL Test

SELECT

4:40PM MST  
Thursday, March 10, 2022  
about 1 month from now

2. CCCG REAL Test

SELECT

4:50PM MST  
Thursday, March 10, 2022  
about 1 month from now

2. CCCG REAL Test

SELECT

5:00PM MST  
Thursday, March 10, 2022  
about 1 month from now

2. CCCG REAL Test

SELECT

5:20PM MST  
Thursday, March 10, 2022  
about 1 month from now

2. CCCG REAL Test

SELECT

5:50PM MST  
Thursday, March 10, 2022

2. CCCG REAL Test

SELECT

9) Click the **Schedule** button to confirm the date/time:

The screenshot shows the ProctorU scheduling interface. On the left, there is a calendar for March 2022 with the 10th highlighted. Below the calendar is a time selection interface showing 04:55 PM. On the right, there is a list of available test times for Thursday, March 10, 2022, all at 2. CCCG REAL Test. The times listed are 4:30PM MST, 4:40PM MST, 4:50PM MST (highlighted with a blue box), 5:00PM MST, 5:20PM MST, and 5:50PM MST. Each time has a 'SELECT' button. A blue prompt box is overlaid on the 4:50PM MST option, stating 'Please click "Schedule" to confirm your time: 4:50PM MST' with a red box around the 'SCHEDULE' button and a 'Cancel' link. The top of the page shows the user's balance as \$0.00 and a 'My Cart' link.

Select a Date						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Select a Time	
04	55
PM	

Submit

Time	Test	Action
4:30PM MST Thursday, March 10, 2022 about 1 month from now	2. CCCG REAL Test	SELECT
4:40PM MST Thursday, March 10, 2022 about 1 month from now	2. CCCG REAL Test	SELECT
4:50PM MST Thursday, March 10, 2022 about 1 month from now	2. CCCG REAL Test	SELECT
5:00PM MST Thursday, March 10, 2022 about 1 month from now	2. CCCG REAL Test	SELECT
5:20PM MST Thursday, March 10, 2022 about 1 month from now	2. CCCG REAL Test	SELECT
5:50PM MST Thursday, March 10, 2022	2. CCCG REAL Test	SELECT

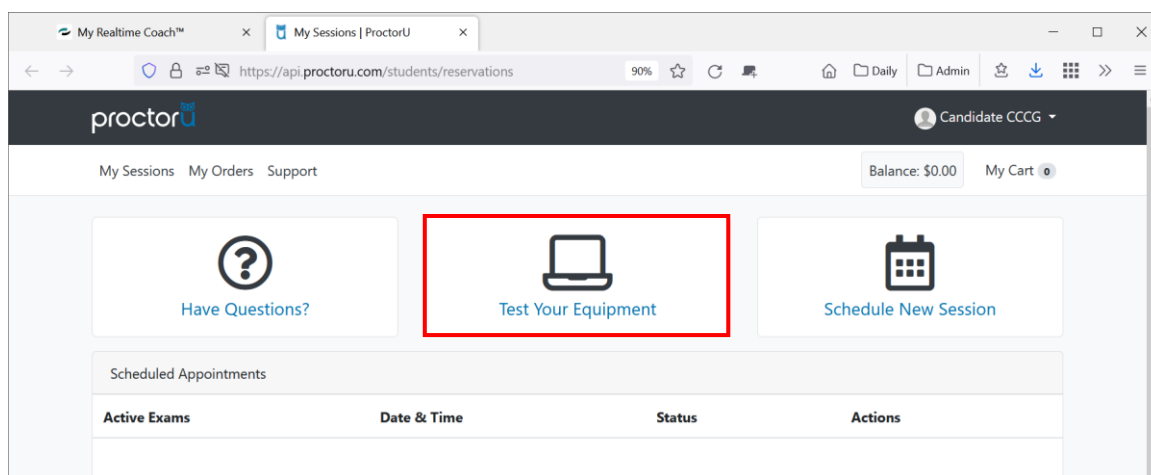
10) Follow the prompts to complete payment.

### Receive confirmation of date/time.

After scheduling, you will also receive a reservation confirmation email from ProctorU. Double-check that the confirmation email has the correct test and time that you selected. Remember that while you may do practice tests as many times as you would like without a proctor, you will have no more than two practice opportunities with a proctor.

## Test Your Equipment

You may wish to take this opportunity to Test Your Equipment prior to your proctored session.



## Take a Proctored Test

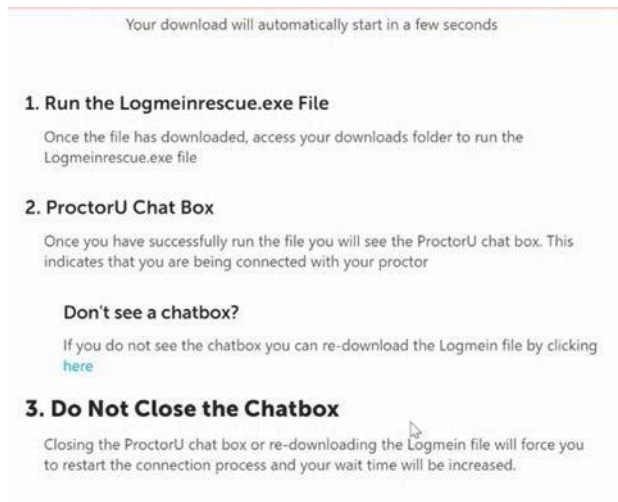
- 1) Connect your writer to your computer.
- 2) Turn on your writer.
- 3) Place your writer in **Test Mode** (if available). If you are unsure how to do this, contact the manufacturer.
- 4) Temporarily disable any automatic cloud backup or storage features within your CAT software. [Instructions for CaseCATalyst Users Disabling Cloud Backup](#)
- 5) Make sure your external web cam is connected and functioning.
- 6) Make sure your microphone is connected and functioning.
- 7) Plug your headphones in, and make sure they are functioning. Practice and test with the same wired headphones. (Bluetooth headphones are NOT permitted.)
- 8) Open your CAT software and start a new translation.

## Connect to a Proctor

- 1) On the day of your test, **check the box** under Step 1. Purchase and Step 2. Test.
- 2) Click **Take my Test**. (For a practice test, click **Schedule/Take a Proctored Practice**.)
- 3) Once the countdown reaches 0:00:00, click **Start Session**.
- 4) You will be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.
- 5) You will take a photo of yourself as well as your I.D. for identity verification purposes.



- 6) Next, you will be prompted to download and run the ProctorU applet file that will bring up a chat box allowing you to text with your proctor. \*



- 7) Here is the downloaded applet, which connects your screen to the proctor.



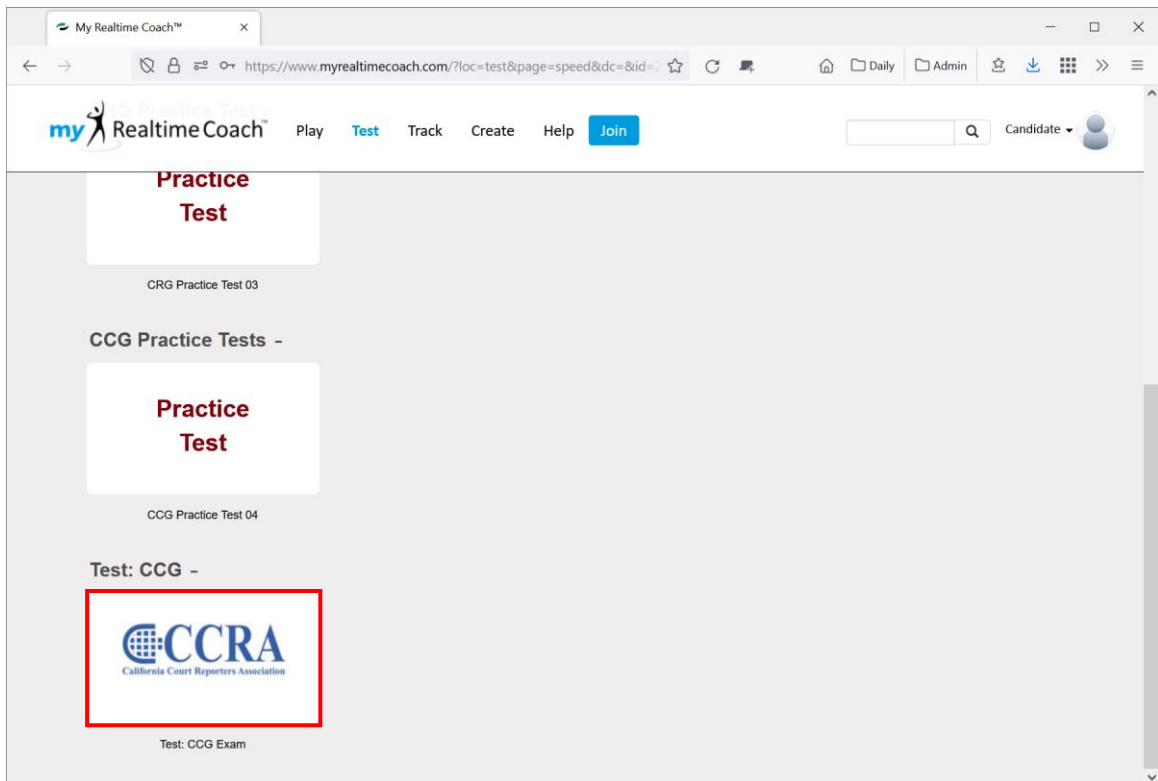
- 8) Once connected to a proctor, they will complete the authorization and system check with you. As prompted by the proctor, show your photo ID. A photo of your face is kept on file to help authenticate your identity.



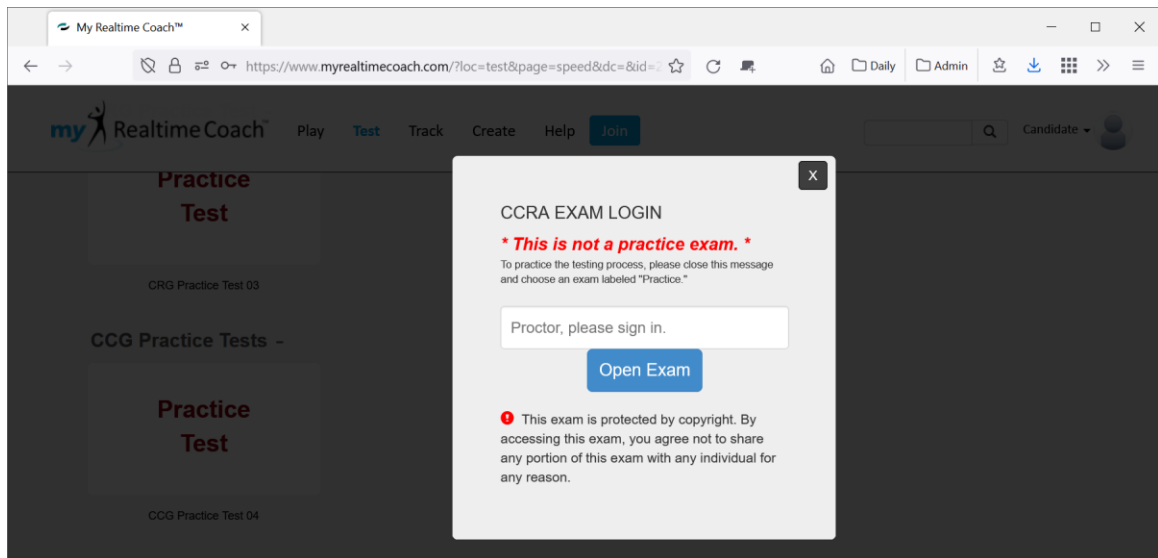
As prompted by the proctor, pan your camera to show your testing area.



- 9) Your proctor will then direct you back to Realtime Coach. Click **Test > CCRA Certification Test Center**.
- 10) **Check the box** under Step 1. Purchase and Step 2. Test one more time.
- 11) Then scroll down and click on your test.



Your proctor will unlock your test with the password provided by CCRA. Then they will end control of your computer and you can begin the test when you are ready.



\*Do not re-download the applet file unless the chat box does not open as that will put you back at the end of the waiting queue to connect to a proctor. You will be connected to a proctor as soon as one becomes available. Please do not contact ProctorU support unless you have been waiting to connect for more than 15 minutes or are unable to open the chat box.

## Take Your Test

- 1) Check the right side of the screen for your Job dictionary. These words will appear on your test. Enter the words into your job dictionary. (If there are no words provided, you will see "No Dictionary Words.")

The screenshot shows a web browser window with the URL <https://www.myrealtimecoach.com/?loc=test&page=speed&dc=&id=:>. The interface is divided into two main sections. On the left, there is a video player with the CCRA logo (California Court Reporters Association) and a play button. Below the video player, there is a section titled "REAL TEST Dictionary Words; Warm-up:" with instructions: "Take a moment to add these words to your job dictionary; **they will appear on your REAL TEST.** (If there are no words provided, you will see "No Dictionary Words.") They will no longer show once you click play to start the Warm-up, so make sure you add them to your job dictionary NOW. Once you are ready for your one-minute Warm-up, click Play (above)." On the right, there is a "REAL TEST Job Dictionary" section with the instruction "Add them to your job dictionary now." Below this, a red box highlights the text: "Dr. Janet Smith", "Montgomery Hospital", and "pericardial". At the bottom right of the dictionary section, there is a blue button labeled "Skip Warmup".

My Realtime Coach™

https://www.myrealtimecoach.com/?loc=test&page=speed&dc=&id=:

Back to List

CCRA  
California Court Reporters Association

CCRA Certification Test Center > Test: CCG

**REAL TEST Dictionary Words; Warm-up:**  
Take a moment to add these words to your job dictionary; **they will appear on your REAL TEST.** (If there are no words provided, you will see "No Dictionary Words.") They will no longer show once you click play to start the Warm-up, so make sure you add them to your job dictionary NOW. Once you are ready for your one-minute Warm-up, click Play (above).

**REAL TEST Job Dictionary**  
Add them to your job dictionary now.

Dr. Janet Smith  
Montgomery Hospital  
pericardial

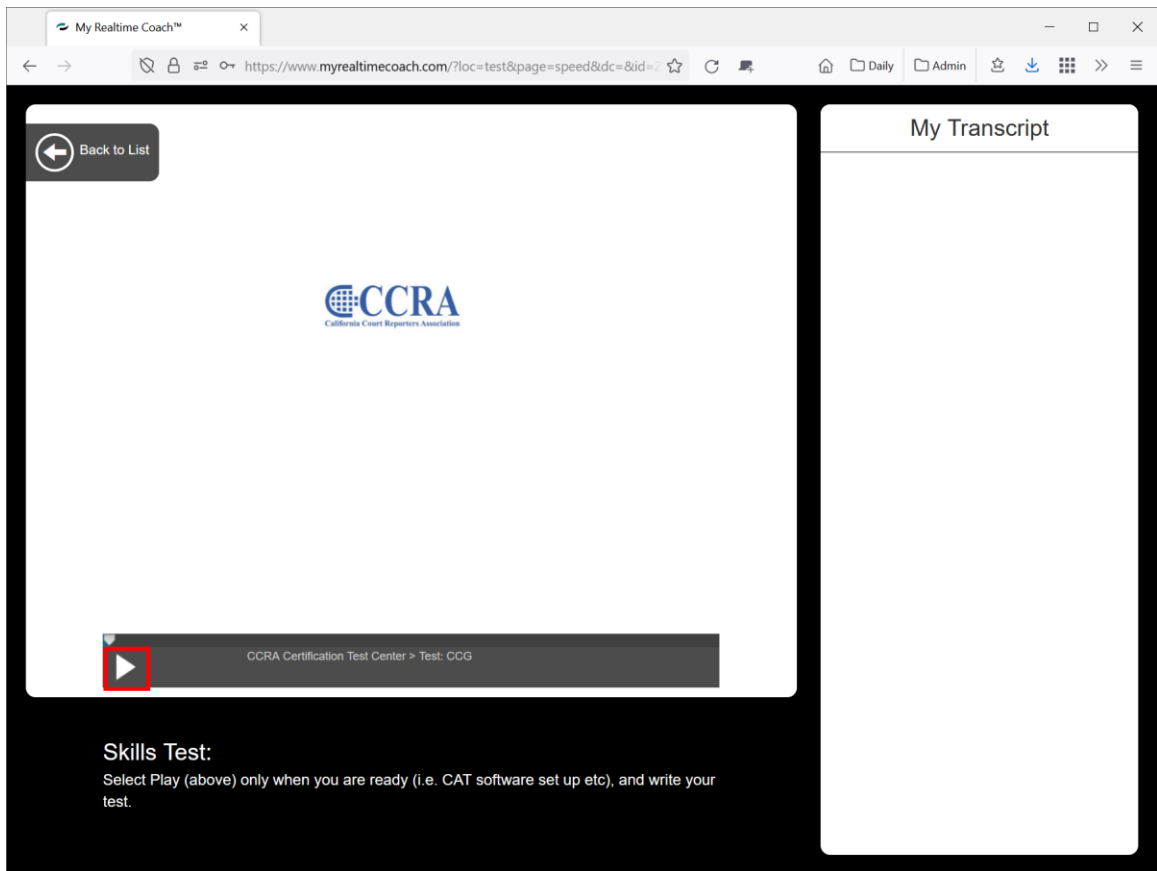
Skip Warmup

- 2) Once you have entered the word list into your dictionary, click **Play** to start the one-minute warm-up audio and write the warm-up.

The screenshot shows a web browser window with the URL <https://www.myrealtimecoach.com/?loc=test&page=speed&dc=&id=>. The page features a large video player in the center with the CCRA logo (California Court Reporters Association) and a play button icon highlighted with a red square. Below the video player, the text reads: "REAL TEST Dictionary Words; Warm-up: Take a moment to add these words to your job dictionary; **they will appear on your REAL TEST.** (If there are no words provided, you will see "No Dictionary Words.") They will no longer show once you click play to start the Warm-up, so make sure you add them to your job dictionary NOW. Once you are ready for your one-minute Warm-up, click Play (above)." To the right of the video player is a sidebar titled "REAL TEST Job Dictionary" with the text "Add them to your job dictionary now." and a list of words: "Dr. Janet Smith", "Montgomery Hospital", and "pericardial". At the bottom of the sidebar is a blue button labeled "Skip Warmup".

- 3) Toggle to your CAT file and write a few strokes to confirm that you still have a realtime feed from your writer.

- 4) Go to RTC. When you are ready, click **Play** to start the test, and write the test. (**NOTE:** setting up a realtime feed to RTC is not needed and is therefore optional.)



- 5) Go back to your CAT file, and close it (saving, if prompted).

6) Go to RTC and click **Attach Notes**.

The screenshot shows the My Realtime Coach™ web application. The browser address bar displays the URL: <https://www.myrealtimecoach.com/?loc=test&page=speed&dc=8&id=->. The main content area has a dark background with a central white box containing transcription instructions. A 'Back to List' button is in the top left. On the right, a 'My Transcript' panel is visible, featuring a red-bordered button labeled 'Attach Notes' with a timer showing '00:01:55'. A blue progress bar at the bottom indicates the current test: 'CCRA Certification Test Center > Test: CCG'.

Back to List

You will only transcribe the last eight minutes of dictation. Please **BEGIN** your transcription at the following point in dictation, and be sure to actually include this line in your transcript:

**Unfortunately, study after study has been...**

The line quoted above is the first line of transcription on your test, including the speaker identification.

**Please be sure to include it on your test.** You will end your transcription at the end of the dictation.

You may use your steno machine to stroke this quoted line for reference, but do not include it at the end of your finished transcript.

CCRA Certification Test Center > Test: CCG

When you have finished writing your test:

1. Close your CAT file, and save, if prompted.
2. In Realtime Coach, click Attach Notes, and select your steno notes file. Please wait while your file attaches.

My Transcript

Attach Notes 00:01:55

**NOTE:** You must attach your notes before your **two-minute** timer finishes counting down.

- 7) Navigate to the place on your computer where you've just saved your CAT file. Select your steno notes file, then select **Open**.

You'll see a message in RTC indicating that your notes file has been successfully attached. If you accidentally selected the wrong file, click the **Re-Attach** link, and attach the *correct* file.

The screenshot displays the My Realtime Coach™ web application interface. The browser address bar shows the URL: <https://www.myrealtimecoach.com/?loc=test&page=speed&dc=8&id=...>. The main content area features a large gray box with the following text:

You will only transcribe the last eight minutes of dictation. Please **BEGIN** your transcription at the following point in dictation, and be sure to actually include this line in your transcript:

**Unfortunately, study after study has been...**

The line quoted above is the first line of transcription on your test, including the speaker identification.

**Please be sure to include it on your test.** You will end your transcription at the end of the dictation.

You may use your steno machine to stroke this quoted line for reference, but do not include it at the end of your finished transcript.

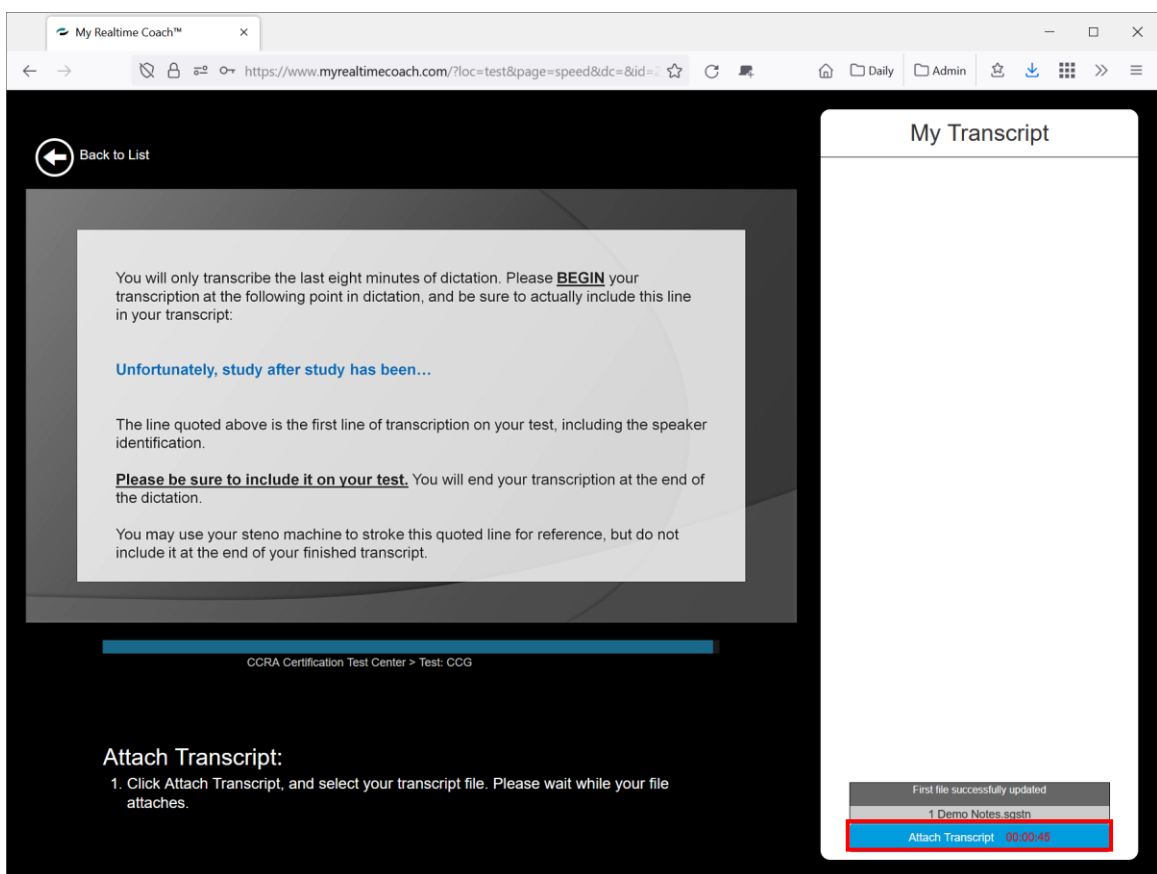
Below this box, a blue progress bar is visible, and the text "CCRA Certification Test Center > Test: CCG" is displayed.

At the bottom left, the section "Attach Transcript:" is followed by the instruction: "1. Click Attach Transcript, and select your transcript file. Please wait while your file attaches."

On the right side, a panel titled "My Transcript" is shown. At the bottom of this panel, a status bar indicates "First file successfully updated" and lists "1 Demo Notes.ascx". A red box highlights the "Re-Attach 00:00:19" link. Below this, the "Attach Transcript" button is visible with a timer of "00:02:00".



8) Go to RTC. Click **Attach Transcript** and select your transcript file.



If you are taking a realtime test (**CRG, CCG**), you will have **two** minutes to attach your transcript. You cannot make any edits before attaching your final transcript.

9) Go back to your CAT software. Re-open your CAT file. Highlight only the test portion of your final transcript (no warm-up text, headers, footers, page numbers, etc.), and press **CTRL+C** to copy your transcript.

#### **CaseCATalyst Users:**

When copying and pasting, unconfirmed **EZ Choice** conflicts will appear in the original conflict form. Once you confirm an **EZ Choice** selected conflict, it will be pasted as normal text. To confirm all the **EZ Choice** selected conflicts at one time, use **Resolve All Chosen Conflicts** from the **Special Edit** menu.

#### **StenoCAT® Users:**

Before copy/pasting, be sure and:

- Accept conflicts by going to Tools > Accept Conflicts
- Accept fields by going to Tools > Accept Defined Fields

10) Go to RTC. Click in the RTC **My Transcript** box, and press **CTRL+V** to paste your final transcript.

The screenshot shows the My Realtime Coach™ web application. The browser address bar displays the URL: <https://www.myrealtimecoach.com/?loc=test&page=speed&dc=&id=2>. The interface includes a 'Back to List' button with a circular arrow icon. A central instruction box states: 'You will only transcribe the last eight minutes of dictation. Please **BEGIN** your transcription at the following point in dictation, and be sure to actually include this line in your transcript: **Unfortunately, study after study has been...** The line quoted above is the first line of transcription on your test, including the speaker identification. **Please be sure to include it on your test.** You will end your transcription at the end of the dictation. You may use your steno machine to stroke this quoted line for reference, but do not include it at the end of your finished transcript.'

Below the instructions, a blue progress bar indicates 'CCRA Certification Test Center > Test: CCG'. The 'Estimated Score:' section lists three steps: 1. Re-open your CAT file. Highlight and copy only the text of your exam transcript-no warm-up text, headers, footers, page numbers, etc. 2. In Realtime Coach, click in the My Transcript area and right-click, and select Paste to paste your final transcript. 3. Click Submit Exam.

On the right, the 'My Transcript' box contains the text: 'This is an example transcript that has been copied and pasted into this field from the final transcript in my CAT software. This will be the text that is graded to produce my Estimated Score. A qualified grader will review my test and issue a final grade...|'. Below this, a file upload section shows 'First file successfully updated' with two files: '1 Demo Notes.sgtn' and '2 Demo Transcript.sgngl'. A 'Submit Exam' button with a timer '00:00:01' is at the bottom right.

11) Click [Submit Exam].

\* If you are unable to upload your files for any reason, email them to [testing@cal-ccra.org](mailto:testing@cal-ccra.org) during your allotted test time and while still connected to your proctor. CCRA will review your test session to determine if your test is eligible for manual grading.

## After the Test

- 1) Notify the proctor you are done via the chat box.
- 2) Allow proctor to clear your computer clipboard.
- 3) Delete all test files from your writer.
- 4) Delete all test files from your CAT software and computer (including Recycle Bin and any Cloud backup).
- 5) Shred any test documents you printed, including paper notes.
- 6) Receive your certified final score from CCRA by email within three weeks (15 business days) of taking your test.