

VCRA will hold their first ever REALTIME and SPEED contests for STENOGRAPHERS AND VOICE WRITERS at the Convention on Friday, March 25, 2022, at 3:00 and 3:30 p.m. The Realtime Contest will be a Q&A at 225 wpm. The Speed Contest will be given at 280 wpm, with 90 minutes to transcribe. You must indicate your desire to compete in one or both contests on your conference registration form.

Fee: \$45 per contest.

If you elect to take one or both contests, the conference room doors will be open from 2:00 - 3:00 for practice. Bring your own practice material.

The Realtime Contest will begin promptly at 3:00 p.m. Those participants only taking the Speed Contest will be asked to leave the room while the Realtime Contest is being conducted.

The Speed Contest will begin promptly at 3:30 p.m. Only those participants taking the Speed Contest will be allowed in the room.

Rules for grading will follow NCRA's guidelines attached hereto. Contest Rules are attached as well.



## **SPEED TEST**

One five-minute test will be dictated as follows:

Testimony: 280 words per minute

Audio recording will not be permitted during warmup or dictation of the test.

Total transcription time allowed: 90 minutes

The testimony will be two-voice dictation. Neither the Q or A will be counted nor read.

❖ **ELIGIBILITY:**

Any machine shorthand or voice writer who is a member of VCRA, NCRA, or NVRA in good standing.

❖ NUMBER OF TRANSCRIPTIONS PERMITTED/ALLOTTED TIME ALLOWED:

One transcription, 90 minutes maximum duration for transcribing.

❖ FINANCIAL INCENTIVES BARRED:

Contestants must give to the committee satisfactory assurance that they have not received, directly or indirectly, any remuneration or promise of remuneration of whatever character for entering or winning any part of this contest.

❖ ENTRY FEE:

Please register on the Convention registration form. The fee is \$45 if paid by registration deadline. Fee to be paid prior to contest.

❖ AWARDS:

Medals will be awarded to the writers who place second and third, and an appropriate certificate to those who attain 95 percent or higher on any of the three tests. No transcript will be eligible for consideration with less than 95 percent accuracy.

Winners and qualifiers will be announced during the Convention. A trophy will be awarded for first place, medals will be awarded for second and third place, and an appropriate certificate to those who attain 95 percent or higher. The contest committee will publish/announce only names of qualifying contestants.

The Speed Contest Committee will publish no names or information concerning any contestant or transcript except such as qualify under the rules.

All transcripts and notes of such transcripts are to become the property of VCRA.

Determination of what is an error shall be determined by the current rules and guidelines of NCRA.



## REALTIME TEST

Five-minute test will be dictated as follows:

Audio recording will not be permitted during warmup or dictation of the test.

Q&A: 225 words per minute

❖ ELIGIBILITY:

Any writer of shorthand or voice who is a member of NCRA, VCRA, or NVRA in good standing.

❖ FINANCIAL INCENTIVES BARRED:

Contestants must give to the committee satisfactory assurance that they have not received, directly or indirectly, any remuneration or promise of remuneration of whatever character for entering or winning any part of this contest.

❖ ENTRY FEE:

Please register on the Convention registration form. The fee is \$45 if paid by registration deadline. Fee to be paid prior to contest.

❖ QUALIFYING:

Only one transcription will be permitted. 96% and higher qualifies. In order to qualify, contestant must write realtime into a computer and, without editing, at the direction of a testing monitor, create an ASCII/text file and/or a PDF onto a diskette, CD/DVD, or a USB flash drive. Those unable to produce such a file within five minutes of such request may be disqualified at the discretion of the contest chair. After verification of the file, the contestant will be required to delete all components of the file, including any audio, from hard drive and recycle bin.

Realtime may be in either ALL CAPS or mixed case. Two-voice testimony can be transcribed in either Q&A format, colloquy, or by using chevrons or some other new speaker designation as long as the change of speaker is clearly obvious. Neither the Q or A will be counted nor read. Punctuation errors will apply irrespective of speaker format. No transcript will be eligible for consideration with less than 96 percent accuracy.

❖ AWARDS:

Winners and qualifiers will be announced during the Conference. A trophy will be awarded for first place, medals will be awarded for second and third place, and an appropriate certificate to those who attain 96 percent or higher. The contest committee will publish/announce only names of qualifying contestants.

❖ ALL COMMITTEE DECISIONS FINAL:

The decisions of the committee made under these rules, or such supplementary rules as may be found necessary at the time of the contest, shall be final.

❖ CONTEST MEDIA:

All submitted disks, CD/DVDs, paper notes, and printed transcripts become the property of VCRA and will not be available for participant review. Submitted USB flash drives will be returned back to the contestant upon the erasing of all contest materials.

❖ GRADING:

Contestants will not be permitted to be present during the grading process. Transcripts will be marked for identification and corrected in such a manner that it will be impossible to know whose work is being examined until after the grading has been completed. A check-off list shall be maintained indicating the submission or non-submission of a disk, CD/DVD, or USB flash drive from each contestant.

❖ ERRORS:

Determination of what is an error shall be determined by the current rules and guidelines of NCRA.

Two-voice testimony can be transcribed as: (all are acceptable, no points off)

Q. Where do you live?

A. Vienna, Virginia.

or

MS. SMITH: Where do you live?

MS. JONES: Vienna, Virginia.

or

>> Reporter: Where do you live?

>> Witness: Vienna, Virginia.

