

**ARKANSAS COURT REPORTER CERTIFICATION TEST  
CCR EXAMINATION AND WORKSHOP SCHEDULE  
SEPTEMBER 11-12, 2021**

**WORKSHOP AND EXAM SITE LOCATION**

**Justice Building  
625 Marshall Street  
Little Rock, Arkansas**

**WORKSHOP DATE:** 8:30 a.m. - 3:00 p.m. September 11, 2021

**EXAM DATE:** 8:30 a.m. - 3:15 p.m. September 12, 2021

**REGISTRATION:** 8:30 a.m.

**WORKSHOP AND WRITTEN EXAM SCHEDULE - SEPTEMBER 11, 2021**

- 8:30 Welcome and introductions for exam and workshop; equipment set up
- 8:45 - 9:30 General information - approximately one hour and will include dictation (3-minute 200 wpm segment and 3-minute 240 wpm segment)
- 9:30 Mini Mock Test - approximately 25 minutes total and will include a one-minute segment of dictation; 15 minutes to transcribe and 5 minutes to download; compare to transcript
- 10:00 - 10:30 Break; Proofing
- 10:15 - 11:00 Mock Test - approximately 45 minutes total and will include a two-minute 225 wpm segment of dictation; 30 minutes to transcribe; 7 minutes to download and check media; receive transcript for later review
- 11:00 - 11:30 Downloading, checking media, brief review of grading rules
- 11:30 - 12:00 Lunch Break
- 12:00 - 2:00 Vivian Blair will present the written test workshop via Zoom
- 2:00 - 3:00 **Written test**

## **DICTIONATION EXAM SCHEDULE - SEPTEMBER 12, 2021**

8:30 - 9:00	Registration, equipment set up and announcements
9:00 - 9:30	Dictation (includes one two-minute warmup)
9:30 - 10:45	Transcription of any dictation section, applicant's choice
10:45 - 10:55	Download files
10:55 - 12:10	Transcription of any dictation section, applicant's choice
12:10 - 12:20	Download files
12:20 - 1:20	Lunch Break
1:20 - 2:35	Transcription of any dictation section; applicant's choice
2:35 - 2:45	Download files
2:45 -	Deletion of all test materials from equipment, pack up, exit