



Georgia Court Reporters Association

Georgia Licensing Exam

Policies and Procedures

Manual

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REQUIREMENTS FOR GEORGIA LICENSING EXAM (GLE)

REQUIREMENTS FOR GLE

To qualify for GLE certification in Georgia, you need to meet the following requirements:

1. You must have a high school diploma or equivalent.
2. Completion of the Georgia Court Reporters Workshop is required prior to sitting for the GLE. You must submit proof of completion of the workshop before testing.
3. You must be a member of GCRA in good standing. If you are not currently a member, you can sign up for membership on the georgiacourtreporters.org website by clicking on Join Us. There are student and participating membership options. Once you have passed all parts of the certification process and before being granted a certificate, you must upgrade to participating membership with GCRA.
4. You must pass the Skills Test and Written Knowledge Test.

After completion of the above-listed requirements and successfully passing the GLE, the tester will receive a certificate from GCRA and can then apply to the Georgia Board of Court Reporting to obtain licensing as a Certified Court Reporter (CCR).

FEES

- Georgia Court Reporters Workshop - \$125 (Georgia Court Reporters Study Guide included)
- Skills Test - \$175
- Written Knowledge Test - \$150
- Flash drives (3 needed) - \$5 per flash drive if purchased on site from GCRA test day

GEORGIA COURT REPORTERS WORKSHOP

All testers intending to take the GLE test must first complete the Georgia Court Reporters Workshop, which will be available multiple times a year. The workshop may be held live or virtual. The fee for the workshop is \$125. Attendance will be taken at the workshop by the testing committee. The Georgia Court Reporters Workshop will cover laws, ethics, Georgia transcript rules, best practices for court reporting in Georgia, grammar and punctuation, and more.

REGISTRATION

To register for the Georgia Licensure Exam (GLE) Skills and Written Knowledge tests, you will need to visit the georgiacourtreporters.org website. On the website, you can find all the relevant deadlines in the testing section. If you register after the deadline but space is

still available, please be aware that a \$40 late registration fee will be added. It is important to note that reservations are only held for paid registrants, and space is limited.

Once your registration and payment are processed, you can expect to receive a Registration Confirmation Letter, Medical Release Form (if needed), GLE Study Guide, and GCRA Testing Policies and Procedures. This letter will include the testing location and workshop information. If you need an accommodation, the Medical Release Form needs to be submitted prior to the day of testing. If you do not receive your registration confirmation within 48 business hours of registering, please e-mail contactus@georgiacourtreporters.org.

The week before your scheduled test, usually by Wednesday evening, you will receive an email with your testing packet which will include a Testing Confirmation letter, Security Agreement, Rule Acknowledgement Form, Test Checklist, and Word List. The Testing Confirmation letter, Testing Checklist, Security Agreement, and Rule Acknowledgment Form, as well as a photo ID, will need to be presented for admission to the Test.

CANCELLATION/REFUND POLICY

Registration constitutes a binding commitment to test on the scheduled date. Examination fees are non-refundable except as specified below.

Cancellations:

If a test is canceled by GCRA, testers will be automatically registered for the rescheduled test. If you are unable to attend the rescheduled test, you may request a transfer certificate for a future test. The \$40 processing fee for the transfer certificate will be waived for the first rescheduling using this transfer certificate if the test is canceled by GCRA.

If you need to cancel your test registration, you must send an email to contactus@georgiacourtreporters.org.

If you cancel five (5) or more business days before the test, you may choose one of the following:

- refund of fees minus a \$40 administration fee, OR
- receive a transfer certificate for a future test date. To use the certificate, you must pay a \$40 processing fee and take the test within one year of the original test date.

If you cancel four (4) or fewer business days before the test:

- No refund will be issued
- A transfer certificate for a future test will NOT be issued

Transfer Certificates:

Please note that transfer certificates are non-transferrable, have no cash value, must be accompanied by a \$40 administration fee when redeemed and must be used within the time frame specified. Transfer certificates may only be used by the original recipient.

No-Show Policy:

Failure to appear on the day of the test event will result in forfeiture of all fees, and a transfer certificate will NOT be provided.

Emergency:

If an emergency prevents you from attending, you may request a refund or transfer certificate by writing to the Testing Committee at contactus@georgiacourtreporters.org and submitting the required documented evidence of the emergency circumstances. If you do not notify us before the day of the test event, you will lose all funds for the test and you will not receive a transfer certificate.

Documented evidence of emergencies must be submitted for review, including:

- medical emergencies
- family emergencies
- natural disasters or severe travel disruptions

The Testing Committee is the final authority on what constitutes an emergency. Approval is not guaranteed. All decisions are final.

OVERVIEW OF THE GEORGIA LICENSING EXAM

TESTING GUIDELINES FOR GLE CERTIFICATION

The exams will be conducted in person and will consist of a one-day testing period. Testers must sign in at the registration table prior to entering the test room. Photo ID, Testing Confirmation Letter, Security Agreement, Rule Acknowledgement Form, and Test Checklist received from GCRA are required to enter the test room. Testers will not be allowed to enter the test room without these documents. Upon registration on test day, test kits will be given to each tester.

See the current version of the GLE Study Guide for full testing schedule. You may bring a copy of these Policies and Procedures to the test if you choose to. Information contained within will not be repeated on the day of the test after testing has begun.

WRITTEN KNOWLEDGE TEST

The Written Knowledge Test consists of 100 questions and must be passed with a minimum score of 70 percent. Testers will have two (2) hours to complete the WKT. Examination questions will include Legal and Medical Terminology, Grammar and

Punctuation, Commonly Misspelled Words, Court Reporting in Georgia, Ethics, and Transcript Production.

Please place your test identification ID at the top of your Written Knowledge Test. The tester's name should not appear on the Written Knowledge Test. Any submissions with names will lead to disqualification.

SKILLS TEST

The Skills Test includes the following five-minute sections, and each section must be passed with a minimum of 95 percent accuracy. Please note that the dictations are *word count*.

- 180 words per minute (wpm) literary dictation (45 errors allowed)
- 200 wpm jury charge dictation (50 errors allowed)
- 225 wpm two-voice question and answer dictation (56 errors allowed)

A warmup will be played, followed by the three audio segments, which will be played consecutively, with no time allotted for making changes to any files.

Required items for the Skills Test:

1. GCRA Testing Confirmation Letter and photo ID
2. Completed Rule Acknowledgment Form, Security Agreement, and Testing Checklist
3. All equipment needed for takedown for machine, voice, or digital (i.e., computer, steno machine, stenomask, headphones, digital recorder, 1 room microphone, etc.)
4. All equipment needed for transcription for machine, voice, or digital (i.e., computer, foot pedal, headphones, etc.)
5. Power strip and/or heavy-duty extension cord
6. A separate flash drive is required for each test segment being submitted (total of three (3) required). GCRA will have flash drives available for purchase at the test location. Labels for flash drives will be provided in the test kit.
7. Audio files must be .wav or .mp3 format.

Suggested items to bring for the transcription portion of the test:

1. Merriam-Webster's Collegiate Dictionary 12th Edition
2. Margie Wakeman Wells - Court Reporting: Bad Grammar/Good Punctuation

Each tester will be assigned a Test Identification number (this is your GCRA member number), which is listed on the Test Registration Letter. This Test ID number, along with the test date and the specific test segment, must appear in all of the following places:

1. As the **header** on all transcript pages submitted for grading
2. In the file name of each item being submitted (e.g., room audio, voice notes, machine notes, digital annotations).

3. On all materials used throughout the test day, all of which **MUST** be turned in at the conclusion of the Skills Test.

For example: (replace XXXX with your member number)

Machine testers turning in the 200 Jury Charge test:

Header on all pages of the transcript:

XXXX 01-01-26 200 JC transcript

Name of transcript on flash drive - must be PDF:

XXXX 01-01-26 200 JC transcript.PDF

Name of steno notes on flash drive - must be PDF:

XXXX 01-01-26 200 JC notes.PDF

Name of room audio file on flash drive - can be .wav or .mp3 (this is the entire room audio file):

XXXX 01-01-26 room

Voice testers turning in the 200 Jury Charge test:

Header on all pages of the transcript:

XXXX 01-01-26 200 JC transcript

Name of transcript on flash drive - must be PDF:

XXXX 01-01-26 200 JC transcript.PDF

Name of voice audio on flash drive - can be .wav or .MP3:

XXXX 01-01-26 200 voice

Name of room audio file on flash drive - can be .wav or .mp3 (this is the entire room audio file):

XXXX 01-01-26 room

Digital testers turning in the 200 Jury Charge test:

Header on all pages of the transcript:

XXXX 01-01-26 200 JC transcript

Name of transcript on flash drive - must be PDF:

XXXX 01-01-26 200 JC transcript.PDF

Name of annotations on flash drive - must be PDF:

XXXX 01-01-26 200 JC annotations.PDF

Name of room audio file on flash drive - can be .wav or .mp3 (this is the entire room audio file):

XXXX 01-01-26 room

**Audio files must be .wav or .mp3.

A label will be provided for each flash drive, preprinted with the tester's test identification number, the date, and test type. These will be in the test kit given to testers on the day of test.

The tester's name should not appear on any test submissions, including the transcripts and flash drive. Any submissions with names will lead to disqualification.

Each flash drive must contain the specific test transcript, room audio file, and either voice notes, annotations, or steno notes. Missing files will result in disqualification.

Testers may bring one (1) 3x5 index card containing notes for themselves. Testers must write their test identification number on the card, and it must be turned in with other test materials at the conclusion of their final test segment.

Testers may make notes during the examination on a sheet of GCRA-provided paper. Testers must write their test identification number on this paper, and it must be turned in with other test materials with the final segment. Use of personal paper is not permitted. No other papers or notebooks of any kind will be permitted.

During the audio takedown portion of the test, testers may have the following on their desk:

- takedown equipment as noted above
- one (1) 3x5 index card
- one (1) sheet of paper provided by GCRA
- this P&P Manual
- GCRA-provided paperwork and word list
- Only one (1) open room microphone is allowed per tester. Multiple recording devices to record the room are not allowed. Room audio can be recorded on laptop or a digital device, not both. Voice writers may use one room microphone plus their mask.

All transcription must be performed by the tester unless accommodation is needed for a medical condition. In that event, a completed GCRA Medical Release Form must be submitted prior to the day of testing. The Medical Release Form will be included in your registration confirmation packet. Please complete the form fully, including the portion your physician must complete, and then sign and email to GCRA at contactus@georgiacourtreporters.org.

Once the doors close, no talking is permitted among testers until the test has fully concluded. Any tester who violates the no-talking rule will receive one verbal warning. If talking continues after that single warning, the tester(s) will be required to leave the test room and will be disqualified. This rule applies throughout the entire test day, including during breaks and continuing through the deletion period.

All questions must be directed to the test proctor only during the designated question-and-answer period or **before** entering the test room at the start of the exam. You may not attempt to get the proctor's attention during the audio portion of the test. Doing so may result in disqualification. If you need assistance, you may signal a proctor after the audio portion has ended by raising your hand. A proctor will assist you as soon as they are available.

Computer spell-check functions, dictionaries, and other reference materials may be used during the transcription portion of the test. All spelling, hyphenation, and compound word

determinations shall be based on Merriam-Webster's Collegiate Dictionary, 12th Edition.

Internet access and Internet-based dictionaries are not permitted at any time after entering the testing room. **Any tester accessing the Internet at any time after entering the test room will be disqualified from all tests.**

During the audio portion, should a common disturbance occur, such as a door slamming, loud noise outside the testing room, etc., you should continue your dictation. If such a disturbance occurs, the person who misses the fewest words will set the standard, and everyone will be credited with that number of words.

Voice Writers: Proctors will be monitoring for audibility for voice writers by moving through the test room. Testers must not be audible within two feet. If a proctor can hear any tester, they will signal to the tester by tapping them on the arm. If a tester can still be heard, the proctor will then tap the tester on the shoulder to signify disqualification. If disqualified due to audibility, the tester will cease takedown and place their mask on the table until the end of the current segment. The tester may resume dictating on the next segment. If the tester is disqualified a second time, they will be disqualified from the remainder of the exam.

Digital: Proctors will be monitoring that digital testers are making annotations during takedown by moving through the test room. If the proctor determines that annotations are not being made during takedown, the proctor will tap the tester on the arm to signify a warning that annotations are not being made. If the tester does not begin annotations, a second tap on the shoulder will signify disqualification.

It is not required that all audio segments of the GLE Skills Test be passed at the same time. Passing scores will remain on file for three (3) years from the date of the first passed segment, provided your GCRA membership remains active. If all three segments are not passed within that three-year period, the tester must restart the testing process from the beginning.

EQUIPMENT CONCERNS AND REMINDERS

Please take note of the following instructions:

- Testers are required to have a thorough understanding of all equipment used in the licensing examination. **No technical assistance** from test proctors or other testers will be permitted. Testers must independently set up, operate, and store individual equipment.
- Any technical issues encountered during the GLE are the responsibility of the tester. GCRA is not accountable for technical difficulties, and no refunds will be issued to testers unable to complete or submit test materials due to technical problems.
- Testers must submit a separate flash drive containing the transcript for each segment; the room audio recording; and annotations, voice notes, or steno note file

for each segment. These files must be submitted separately. Dual-track recordings are not allowed. Testers should be proficient in transferring the voice note/steno note/annotations/room recording files to a flash drive as separate files. No assistance will be provided. All audio files **must be playable in Windows Media Player**, and steno notes, annotations, and transcripts **must open in Adobe**.

- Voice notes (voice writer), steno notes (machine writer), and annotations (digital reporter) must be submitted for each test segment.
- Testers must know how to delete all audio files and transcripts from their computers/devices and **MUST** do so in the presence of a test proctor.

Note: Testers experiencing physical difficulties with carrying, bending, stooping, etc., may request assistance of a proctor with the delivery and placement of equipment. However, all equipment operations must be carried out by the tester.

TRANSCRIPTION

At the end of all three skills segments being taken down, testers will have a short break and then will begin the transcription process. Testers can transcribe the segments in any order.

During the transcription portion of the test, testers may have the following on their desk:

- transcription equipment as noted above
- one (1) 3x5 index card
- one (1) sheet of paper provided by GCRA
- this P&P Manual
- GCRA-provided paperwork and word list
- Merriam-Webster's Collegiate Dictionary
- Bad Grammar Good Punctuation by Margie Wakeman Wells
- Essential 99 Punctuation Rules for Court Reporters by Kenneth Wick

A total of 3 3/4 hours is allotted for transcribing all three segments, with 1 1/4 hours (or 75 minutes) assigned to each segment. Time will be monitored and periodic announcements will be made as each segment nears completion.

After each transcription period, testers will have **five minutes** to download all required files for that segment onto a flash drive and submit it to the test proctors.

The schedule is as follows:

- 1 1/4 hours to transcribe Segment 1, followed by 5 minutes to download and submit
- 1 1/4 hours to transcribe Segment 2, followed by 5 minutes to download and submit

- 1 1/4 hours to transcribe Segment 3, followed by 5 minutes to download and submit

Testers must stop transcribing at the 75-minute mark and submit their flash drive within the following five minutes.

Only one segment may be transcribed per session, and testers may not begin a new segment until instructed.

Failure to submit within the five-minute window will result in disqualification.

Testers completing only one segment may leave after their 1 1/4-hour transcription period and five-minute submission window. The same procedure applies to testers completing two or three segments.

No one may pack up or leave during an active transcription period. All departures and all required file deletions must occur during the breaks between segments.

An additional five-minute comfort break will be provided between each segment.

Each submission must contain the transcript for only one segment. Any extra words from another segment or from practice material will be counted as errors.

FORMATTING

Please adhere to the following important instructions regarding the submission of test materials:

- Each test segment requires a separate flash drive for the transcript.
- It is mandatory for all methods to submit complete voice notes/machine notes/annotations, transcripts, and room recordings. All files except transcripts can be provided as one file or as individual files. **Note:** Flash drives will not be returned.
- The test identification number of the tester must be prominently displayed on all materials submitted to the test proctor. The tester's name or any identifying information must not be included on any test materials submitted. Failure to comply will result in disqualification and non-evaluation of the test.
- Failure to conform to the test transcript formatting specifications below may lead to additional errors.
- The following test transcript formatting guidelines are necessary: one (1) inch top, bottom, and side margins, size 12 Courier New or Times New Roman font, and double-spacing.
- Ensuring that a one-line header appears on every transcript page is mandatory. This header should include the tester's identification number, test date, words per minute, and test type. Any pages missing a header will count as an error.

- Page numbers must be accurately inserted in the footer at the bottom right-hand corner of each page. Missing page numbers will count as an error.
- Prior to downloading, correctly name each test transcript file with the same information as contained in the header. (See above for examples)
- Testers are urged to verify that the flash drive contains the mandatory files and that they open correctly. It is essential that voice audio files/room recordings open in Windows Media Player, machine shorthand notes/annotations and all transcripts open in PDF. Testers should ensure compliance with this rule by checking file extensions.

SUBMISSION OF TEST MATERIALS AND EXITING THE TEST AREA

Please note the following important instructions:

- GCRA does not accept transcripts submitted on paper. Transcripts, voice audio files, annotations, and machine notes must be submitted on flash drives in a PDF format. SD cards and compact flash cards are not permitted. Any test materials submitted in other formats or on other media will result in disqualification.
- Upon completion of all test segments, it is required to submit all materials used during testing, such as transcripts, voice/machine note files, room recordings, the Test Checklist, and any notes, to the test proctor.
- Testers are asked to inform the test proctor when they finish their final segment. A colored card will be included in their test kit. The tester should display the card until a proctor comes to observe the deletion of all test materials from the tester's computer.
- After deletion and after the test proctor's approval, the tester may collect their belongings and turn in the colored card to the test proctor at the door in order to exit the testing room. Any tester exiting the test room without approval and confirmation of deletion will be disqualified from the entire skills portion of the test.
- All three (3) flash drives must be turned in and labeled even if tester has marked a test as DNG (do not grade)

STUDY MATERIALS

Please refer to the Georgia Court Reporters Study Guide for current study material, which includes the following: Georgia Court Reporting Act, Georgia Board of Court Reporting Advisory Opinions, and the Judicial Council of Georgia Policies and Fees for Court Reporting Services.

Please refer to the current Study Guide for the full test day schedule for the Written Knowledge Test.

No one will be allowed in the test room before the scheduled start time.

There will be a designated area for the storage of personal belongings and all equipment, cell phones, and other electronic equipment.

All electronic devices must be turned off and left in closed bags in the designated storage area.

A pencil will be provided for use on the Written Knowledge Test.

Each tester will be given two (2) hours to complete the 100-question Written Knowledge Test.

Once the test is completed, the test and pencil will be given to the test proctor, and the tester will exit the testing room.

DISQUALIFICATION FOR SKILLS TEST AND WRITTEN KNOWLEDGE TEST

Reasons for disqualification include, but are not limited to, the following:

- Unauthorized departure from the test room will result in disqualification from the entire test.
- Testers not set up and ready to test when the doors close will be required to leave the test room and will be disqualified from the test event.
- Violation of the no-talking rule following one warning will result in disqualification.
- Failure to pass the audibility test (for voice writers) will result in the disqualification of the segment and may result in further disqualification.
- Failure to take down annotations (for digitals) during the live dictation will result in disqualification of each segment that annotations are not created.
- Test transcripts or other items in the test kit that contain the tester's name will result in disqualification of the entire test.
- Transcripts not substantially supported by the tester's voice notes or steno notes will be disqualified.
- Annotations not complying with the requirements set forth in the Study Guide will be disqualified.
- Accessing the Internet after entry into the testing room or during any portion of the examination, including breaks, will result in disqualification from the entire test.
- Cell phones or other electronic equipment, including smart watches, not completely turned off will result in disqualification of the entire test.
- Signaling or talking to the test proctor during the audio portion of the examination may result in disqualification from the entire test.
- Transcripts not conforming to the format guidelines as set out in this manual and on the Test Checklist, including margins, spacing, font, headers, and page numbering, and improperly named test transcript files, may result in disqualification from the entire test.
- Conduct not conforming to the GCRA Code of Ethics will result in disqualification from the entire test.

- Failure to follow instructions by any test proctor will result in disqualification from the entire test.

By signing in on test day for any GCRA-administered test, you acknowledge that you have read, understand, and agree to abide by the rules, policies, and procedures contained in this Policy and Procedures manual. Failure to follow these or any GCRA rules, policies, and procedures may result in disqualification on the day of the test and in being barred from participating in future GCRA-administered tests for a minimum of one year up to permanently, depending on the violation.

INQUIRIES AND SCORES

INQUIRIES REGARDING YOUR SCORES AND YOUR RIGHT TO APPEAL

GCRA provides a formal appeal process to ensure fairness, accuracy, and consistency in the grading and administration of all credentialing examinations. This policy establishes the only authorized method for candidates to request a review of an examination result or testing experience.

The appeal process is intended to address procedural or technical concerns, not differences of opinion regarding exam performance.

Grounds for Appeal

Appeals will be considered only under the following circumstances:

1. Suspected Clerical or Grading Error
 - a. Miscalculation of score
 - b. Incorrect data entry
 - c. Missing or misapplied scoring components
2. Testing Administration Irregularity
 - a. Proctor misconduct or failure to follow protocol
 - b. Disruptions that materially affected the testing environment
3. Verified Technical Malfunction
 - a. GCRA system outage failures that prevented fair completion of the exam

Appeals will **NOT** be considered under the following circumstances:

1. Disagreement with exam content or difficulty
2. Personal belief that performance deserved a higher score
3. Dissatisfaction with testing format or timing when no irregularity occurred
4. Failure to follow exam instructions or requirements

Submission Deadline

All appeals must be submitted within fourteen (14) calendar days of the official score results date.

Appeals submitted after the deadline will not be reviewed.

Submission Format

All appeals must be completed using the link in the results letter you received with your test scores.

Confidentiality and Non-Disclosure during Appeal Review

In order to preserve the integrity of GCRA examinations and the fairness of the appeals process, candidates may not publicly or privately discuss, share, distribute, or post any information regarding:

1. Examination content
2. Examination experience
3. Examination scoring
4. The appeal or appeal process

This prohibition applies to ALL communication platforms, including but not limited to the following:

1. Public platforms
 - a. Facebook, Instagram, TikTok, X(Twitter), Threads
 - b. LinkedIn
 - c. YouTube
 - d. Blogs, podcasts, livestreams
 - e. Public forums or message boards
2. Private or restricted platforms
 - a. Private Facebook groups
 - b. Group chats

Sharing information in any format (written, audio, video, screenshots, paraphrasing, or summaries) is considered a violation.

Violation Consequences

1. Immediate denial of the appeal
2. Voiding of examination results
3. Disciplinary review by GCRA Ethics Committee
4. Suspension or revocation of eligibility for future testing

**Each candidate is permitted one (1) appeal per examination attempt.
Appeal decisions are final and not subject to further review.**

GCRA
GEORGIA LICENSING EXAM
SAMPLE TEST QUESTIONS

Directions: Choose the correct answer for each of the questions or statements below.

1. During Q&A, Mr. Jones, the questioning attorney, moves to tender an exhibit. Which of the following is the correct format?
 - A. Q. (To the Court) Judge, I would like to tender Plaintiff's Exhibit A.
 - B. Q. Judge, I would like to tender Plaintiff's Exhibit A?
 - C. MR. JONES: Judge, I would like to tender Plaintiff's Exhibit A.**
 - D. MR. JONES: Judge, I would like to tender Plaintiffs Exhibit A.
 - E. MR. JONES: (To the Court) Judge, I would like to tender Plaintiff's Exhibit A.

2. In a court hearing, if a deposition transcript is quoted to impeach a witness during cross-examination, the court reporter should:
 - A. At the conclusion of the hearing, make a copy of the deposition transcript for the judge.
 - B. Include a parenthetical in the court transcript that indicates the attorney was reading from another transcript.
 - C. Place the quoted material in Q&A formatting/indentations; place a quotation mark at the beginning of each question and answer read verbatim; and, at the conclusion of the reading, place an ending quotation mark.**
 - D. Politely interrupt the questioning attorney and ask him to mark the deposition as an exhibit before he reads from it.

3. What is the correct order of items in a court transcript?
 - A. appearance page; caption page; index; body (testimony/argument); certificate
 - B. caption page; appearance page; index; body (testimony/argument); certificate**
 - C. caption page; appearance page; body (testimony/argument); index; certificate
 - D. caption page; index; appearance page; body (testimony/argument); certificate

4. Transcripts produced for juvenile court have different margin and spacing requirements than transcripts produced for superior court.
 - A. True
 - B. False**

5. Which has the correct word choice?
 - A. They will simply put his ashes in the earn instead of the box.
 - B. The depravation of the director was evident in how he treated the members.**
 - C. He was involved in elicit activity.
 - D. Everyone of those days was a bad one for her.

6. Which of the following words demonstrates the correct spelling?
A. Definitely
B. Defenitely
C. Defenetly
D. Defenetly
7. Which of the following words demonstrates correct capitalization?
A. motrin
B. Acetaminophen
C. prozac
D. Tylenol
8. Which demonstrates correct comma usage?
A. He gave him, a car a house and money.
B. Your Honor, we would ask please to extend this 10 days.
C. I don't think that's correct, Ms. Smith.
D. Before you went to, his house, did you stop anywhere?
9. Which demonstrates correct apostrophe usage?
A. I need all teacher's to meet at 3:00 p.m. today.
B. I went to the bank's vault for the funds.
C. It was Carls car that was hit by the truck.
D. The Brown's came over to visit last week.
10. Small hemorrhagic spot on the skin
A. ecchymosis
B. petechial
C. abscess
D. edema
11. Pertaining to or affecting the chest
A. Thoracic
B. Lumbar
C. Sternum
D. Cervical
12. Inflammation of a band of fibrous tissue that lies deep under the skin
A. Fasciitis
B. Spondylitis
C. Gastroenteritis
D. Anastomosis

13. Abnormally increased curvature of the thoracic and lumbar spine
- A. Lordosis**
 - B. Spondylolisthesis
 - C. Chondromalacia
 - D. Acromioclavicular
14. Temporary loss of consciousness
- A. syncope**
 - B. stasis
 - C. viscid
 - D. sclerosis
15. Which of the following is not required to be taken down?
- A. All habeas corpus proceedings
 - B. Guilty pleas and nolo contendere pleas in misdemeanor cases
 - C. Arraignments in misdemeanor cases**
 - D. Motions for new trials in felony cases
16. A disclosure form provided to the parties is not required to state which of the following:
- A. That the court reporter is a Georgia Certified Court Reporter.
 - B. That the court reporter is a sole practitioner, a representative, or an independent contractor of the XXXX court reporting firm.
 - C. That the court reporter is a resident of the state of Georgia**
 - D. That the court reporter will not be taking this deposition under any contract prohibited by Georgia law.
17. Court reporters and court reporting firms are allowed to enter into oral and written contractual agreements for multiple cases, actions, or proceedings with an attorney.
- A. True
 - B. False**
18. A court reporter shall be certified to use only the method of takedown that was used for testing. A court reporter may be certified in more than one method of takedown by successfully passing the exam using each method of takedown.
- A. True**
 - B. False