



CBC Written Knowledge Test Required Information Packet

- Job Analyst
- Important Pearson VUE Information
- Cancellation Policy
- Cancellation Form
- Taking Multiple Exams
- Special Accommodations

A JOB ANALYSIS
FOR
THE CERTIFIED
BROADCAST CAPTIONER

Prepared by the
National Court Reporters Association Task Force

Prepared January 2003



THE CERTIFIED BROADCAST CAPTIONER (CBC)

A JOB ANALYSIS

This job analysis was prepared by the National Court Reporters Association Task Force. In January 2003, a panel of experts in the Broadcast Captioning field revised this job analysis originally produced in December 2000. The resulting document describes the overall professional practice domains and associated tasks, as well as the underlying knowledge, skills, and abilities that are essential for a Certified Broadcast Captioner.

The Certified Broadcast Captioner abides by all rules and regulations affecting the captioning profession and is in compliance with the NCRA Code of Professional Ethics at all times.

The Certified Broadcast Captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of broadcasts utilizing realtime translation software.

Rubric for Certified Broadcast Captioner (Developed January 2003)

35%	10.00	WRITING REALTIME
	10.01	Realtime translation system
	10.02	Role of the broadcast captioner
	10.03	Speaker identification
	10.04	Style, and format for realtime translation
	10.05	Conflict-free theory
	10.06	Techniques for developing and retaining brief forms
	10.07	Dictionary development and maintenance
	10.08	Writing realtime, 180 words per minute on literary matter for five minutes at
96% accuracy	10.09	Writing conflict-free theory
	10.10	Writing numbers, roman, cardinal, ordinal
	10.11	Using flag alphabet to spell words letter by letter
	10.12	Conceptualize translation prior to input (to control output)
25%	20.00	LANGUAGE SKILLS
	20.01	English, including grammar, punctuation, sentence structure, spelling, and vocabulary
	20.02	Terminology specific to the broadcast
	20.03	Listening and writing for continuity, sense, and detail of the broadcast
	20.04	Recognizing and preventing potential errors in translation
	20.05	Inserting appropriate punctuation symbols while writing realtime
25%	30.00	REALTIME WRITING IN THE BROADCAST ENVIRONMENT
	30.01	Role of technical personnel
	30.02	Role of support staff
	30.03	Available hardware and software technology
	30.04	Newsroom systems/interfaces
	30.05	Public relations
	30.06	Broadcast preparation
	30.07	Quality control
	30.08	File review/post production procedures
	30.09	Broadcast industry
	30.10	Broadcast production format and materials
	30.11	Current events
	30.12	Broadcast/news production equipment
	30.13	Audience
	30.14	Recordkeeping
	30.15	Troubleshooting
	30.16	Work well with others
	30.17	Simultaneously listen to broadcast, write realtime, and read translation output
	30.18	Write parentheticals
	30.19	Use word substitutions without altering the meaning of the broadcast
	30.20	Timing
15%	40.00	RESEARCH
	40.01	How to locate appropriate research material
	40.02	Extract appropriate information
	40.03	How to enter information into computer dictionary
	40.04	Use information while writing realtime
	40.05	Retain and recall information while writing realtime

The Certified Broadcast Captioner

A Job Analysis

An entry-level certified broadcast captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of live broadcasts utilizing realtime translation software.

I WRITING REALTIME

Writes spoken words, with punctuation, by means of a conflict-free Reporting system to provide instantaneous translation.

Knowledge of:

- K-1 Realtime translation system
- K-2 Role of the broadcast captioner
- K-3 Speaker identification
- K-4 Style, and format for realtime translation
- K-5 Conflict-free theory
- K-6 Techniques for developing and retaining brief forms
- K-7 Dictionary development and maintenance

Skills:

- S-1 Writing realtime at 180 words per minute on literary matter for five minutes at 96% accuracy
- S-2 Writing conflict-free theory
- S-3 Writing numbers, roman, cardinal, ordinal
- S-4 Using flag alphabet to spell words letter by letter

Abilities:

- A-1 Conceptualize translation prior to input (to control output)

II LANGUAGE SKILLS

Detects and corrects mishearings during realtime translation and anticipates and prevents mistranslations.

Knowledge of:

- K-1 English, including grammar, punctuation, sentence structure, spelling, and vocabulary
- K-2 Terminology specific to the broadcast

Skills:

- S-1 Listening and writing for continuity, sense, and detail of the broadcast
- S-2 Recognizing and preventing potential errors in translation

S-3 Inserting appropriate punctuation symbols while writing realtime

III

REALTIME WRITING IN THE BROADCAST ENVIRONMENT

Possesses the knowledge or procedures applicable to this specific realtime environment.

Knowledge of:

- K-1 Role of technical personnel
- K-2 Role of support staff
- K-3 Available hardware and software technology
- K-4 Newsroom systems/interfaces
- K-5 Public relations
- K-6 Broadcast preparation
- K-7 Quality control
- K-8 File review/post production procedures
- K-9 Broadcast industry
- K-10 Broadcast production format and materials
- K-11 Current events
- K-12 Broadcast/news production equipment
- K-13 Audience
- K-14 Recordkeeping

Abilities:

- A-1 Troubleshooting
- A-2 Work well with others
- A-3 Simultaneously listen to broadcast, write realtime, and read translation output
- A-4 Write parentheticals
- A-5 Use word substitutions without altering the meaning of the broadcast
- A-6 Timing

IV

RESEARCH

Utilizing all available resources to prepare for realtime.

Knowledge of:

- K-1 How to locate appropriate research material
- K-2 Extract appropriate information
- K-3 How to enter information into computer dictionary
- K-4 Use information while writing realtime

Abilities:

- A-1 Retain and recall information while writing realtime



Important Pearson VUE Information

► **Matching of Candidate Names to Photo IDs**

All candidates must present a photo ID for verification of identity when registering at the test site for both the written knowledge and the skills exams. **PLEASE NOTE: Without exception, your photo ID must contain the exact same first and last name as the name you submitted when registering with NCRA for the exam.** For example, if your photo ID says "John Smith" and you registered as Nickname Smith, you will not be permitted entry to the testing facility. If you have recently married, and you registered with your married name, but your photo ID contains your maiden name, you will not be permitted entry to the testing facility. Please make sure the name on your photo ID corresponds to the name you registered with for the written knowledge or skills exam, or contact the Testing Office to update your information.

► **Identification Procedure at Pearson VUE Test Centers**

Pearson VUE uses Palm Vein Recognition for personal identification of candidates at its written knowledge test centers. Your palm will be scanned at check-in to gain entry into the test room. This is strictly for identification purposes and will not be shared with, or compared against, any outside entity.

► **NCRA Offers More Opportunities and Sites to Take Written Knowledge Test**

NCRA certifications have set the standard for professional excellence since 1935. In order to accommodate our membership's requests for additional test dates, more examination sites, and additional opportunities to become certified, NCRA has partnered with Pearson VUE, a leading professional electronic testing company, to now offer the written knowledge examinations using a computer-based format.

- [NCRA NewsFlash](#)
- [Frequently Asked Questions](#)
- [Take a Tour of a Pearson VUE Professional Center](#)
- [Locate a Pearson VUE Professional Center Near You](#)
- [Take an exam tutorial](#)



WRITTEN KNOWLEDGE EXAM CANCELLATION AND SITE CHANGE POLICY

WRITTEN KNOWLEDGE EXAM CANCELLATION POLICY:

- Candidates must cancel their exam with Pearson VUE **at least one business day** prior to the scheduled appointment. Cancellations may be made online via the Pearson VUE website, <http://www.pearsonvue.com/ncra/> or by calling Pearson VUE at 866-407-2186.
- Candidates must also submit a completed Exam Cancellation form to NCRA prior to the cancellation deadline. Cancellation deadlines are listed on the Exam Cancellation and Site Change form. **The exam appointment must be cancelled with Pearson VUE prior to NCRA's receipt of the cancellation form.**
- Cancellation requests must be submitted in writing, via U.S. mail or fax, or emailed to testing@ncrahq.org. The Exam Cancellation and Site Change form is available with the Required Information for Candidates: <http://ncra.org/testing>.
- The balance of the registration fee will be refunded less a **\$35 non-refundable processing fee**. Candidates who do not contact Pearson VUE to cancel their scheduled appointment will forfeit the entire registration fee.

If a cancellation request is submitted after the deadline, candidates must provide adequate back-up documentation of the extenuating circumstance necessitating the cancellation. Examples of adequate back-up documentation include, but are not limited to:

- Doctors' notes
- Obituaries
- Church bulletins

If a candidate is able to provide adequate documentation, a refund of the registration fee less a **\$35 non-refundable processing fee** will be issued. If the candidate is unable to document the extenuating circumstance no refund will be issued.

Note: No-show candidates will forfeit their entire registration fee, unless able to provide adequate back-up documentation of an extenuating circumstance **within 30 days of the exam**.

WRITTEN KNOWLEDGE EXAM SITE CHANGE POLICY:

Important: NCRA cannot guarantee a site change, as the site requested may be full. Site changes are final **ONLY** when candidate receives an updated exam confirmation from Pearson VUE. It is the responsibility of the candidate to verify his or her exam site prior to test day.

- Candidates must complete site changes **prior to the site change deadline** directly with Pearson VUE: <http://www.pearsonvue.com/ncra/> or 866-407-2186.

If a site change request is submitted to Pearson VUE after the deadline, candidates must provide adequate back-up documentation of the extenuating circumstance necessitating the change. If the candidate is able to provide adequate documentation, every effort will be made to accommodate the site change request.

Note: No-show candidates will forfeit their entire registration fee, unless able to provide adequate back-up documentation of an extenuating circumstance **within 30 days of the exam**.

Questions? Please contact the NCRA Member Services & Information Center at 1-800-272-6272, or the Department of Certification and Testing at testing@ncra.org.

Mail or fax requests to:

NCRA
8224 Old Courthouse Road
Vienna, VA 22182-3808
Fax: 703-556-6291
Attn: Certification and Testing



WRITTEN KNOWLEDGE EXAM CANCELLATION FORM

WRITTEN KNOWLEDGE TEST CANCELLATION DEADLINE: **January 18, 2013**

Name: _____ NCRA ID #: _____

Signature: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Email: _____

Exam: Written Knowledge Test – January 7-19, 2013

I hereby request a cancellation of my October 8-20, 2012 written knowledge test and a refund of my registration fee. I have read and understand NCRA's exam cancellation policy, and have contacted Pearson VUE to cancel my scheduled appointment. I understand that NCRA will retain a \$35 non-refundable processing fee.

If you are requesting a cancellation and refund after the cancellation deadline due to an injury, major illness, family emergency or other extenuating circumstance, please submit back-up documentation with this form. Examples of adequate back-up documentation include, but are not limited to: doctors' notes, obituaries and church bulletins. Please note that processing fees will still be applied. Failure to submit your request with back-up documentation will result in the return of your request without consideration.

To view the entire exam cancellation and site change policy, please visit the [Certification Test Center](#).

National Court Reporters Association
8224 Old Courthouse Road
Vienna, Virginia 22182-3808
Phone: (800) 272-6272
Fax: (703) 556-6291
Email: testing@ncra.org



Registration for Multiple Skills Exams

Candidates may register for multiple skills exams on the same day. However, the below criteria must be met.

- 1.) **The candidate must be eligible for both exams at the time of registration.** In other words, a candidate may not sit for both the RPR and CRR exams since the RPR certification is an eligibility requirement for the CRR.
- 2.) **The times of the exams cannot conflict.** The exam site **MUST** be able to accommodate you with their **CURRENT** exam schedule. Chief examiners are not permitted to alter their current reporting and starting times to accommodate candidates who wish to take multiple exams. If the requested exams are offered at the same time, the candidate will not be permitted to sit for two exams at the site. For a list of current exam times, please visit: www.ncra.org/testing
- 3.) **The site must have enough staff to accommodate the request.** Since all exam sites are run by volunteer staff, it is at the discretion of the Chief Examiner whether or not a multiple exam request is logistically possible at the site.

If candidates wish to take multiple skills exams, it is **THEIR** responsibility to select a testing site that can accommodate them. Since not all exam sites can accommodate this request, NCRA cannot guarantee that multiple exams can be administered at the desired site.

Registration for Multiple Written Knowledge Exams

1. **The candidate must be eligible for both exams at the time of registration.** In other words, a candidate may not sit for both the RPR and CRR exams since the RPR certification is an eligibility requirement for the CRR.
2. **You must register at www.ncra.org for both exams and receive both email confirmations** before scheduling with Pearson VUE.
3. **If the site does not have space for two tests, you must either pick a different location or cancel one of the tests.**

Please contact NCRA's Department of Certification and Testing at testing@ncra.org or 800-272-NCRA (6272) before registering for multiple Skills or multiple Written Knowledge exams. Failure to do so could result in the denial of your request.



Special Accommodations

NCRA abides by the Americans with Disabilities Act of 1990.

"...Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment."

The following steps are required if you need a Special Accommodation and are taking the Skills test:

When you register for the test, please select site 9999, Special Accommodations. If you do not select this site, NCRA is not responsible for scheduling an alternative time/day to take the Skills test.

1. Contact NCRA Certification and Testing for each exam administration to ensure scheduling.
2. Please submit a letter from your physician indicating:
 - a. Must be on letterhead.
 - b. Must include your disability.
 - c. Must include what accommodations are needed.

*If your doctor's letter was dated 2012/2013 and was already sent to NCRA, you do not need to send another one.

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