College of Court Reporting

Grading Policy

2803 Boilermaker Court, Suite 2B

Valparaiso, Indiana 46383

866-294-3974 / 219-531-1459

ccr.edu

Grading Policy

The college permits the use of plus and minus grades and utilizes the following formula in attaching varying weights to these grades in computing grade point: A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0; P = Pass; W = Withdrawal; I = Incomplete; T=Transfer or Test-out credit.

CCR's official grading scale will be used in computing grades. The grading scale is:

A = 95-100%	B+ = 93%	C+ = 86%	D+ = 76%	F = 69 or below
A- = 94%	B = 92 – 88%	C = 85 – 78%	D = 75 – 71%	
	B- = 87%	C- = 77%	D- = 70%	

Students may receive a passing grade (T) with no letter grade designation when testing out of such a class. A passing grade (T) does not have a weight attached to it and will not affect the student's grade point average. Students may receive an incomplete (I) when the work of a course is substantially completed and the student's work is of passing quality. Since students have not earned credit for a course in which the incomplete (I) was awarded, the grade for the course will not be calculated in the student's GPA until the coursework is completed and the student receives the grade for the course.

MENTOR/PROCTORED EVALUATIONS USING DIGITAL RECORDINGS

Directions for Proctoring Dictation Evaluations Using Digital Recordings

1. Students are required to provide the mentor with valid government-issued photo identification or other means to confirm student identity.
2. The instructor will notify the student when a mentor evaluation should be scheduled. Once that occurs, the student should contact the mentor and arrange for a time and place to have the evaluations administered. The teacher must be notified of the arrangements made by the mentor and the student, and the mentor's email address must be made available to the instructor. The mentor information and digital recordings will be sent to the mentor by the instructor.
3. Sufficient time -- one and one-half to five hours -- should be scheduled to take and transcribe all of the evaluations.

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4. Students are responsible for making arrangements to ensure that all equipment and technology are available for use during the evaluation time. The following are reminders: warm-up material, shorthand machine and paper, computer for transcription, headphones for listening to evaluations only, high-speed Internet connection or wireless connection, applicable software, paper to print transcribed evaluations for proofreading purposes, printer, dictionary, etc. Headphones are to be used **only** for listening to the audio warm-up material and evaluations. At no other time should a student be using headphones**: Students are not permitted to use any type of audio listening playback device during their transcription, proofreading, and submission time.**
5. Students are not permitted to use any type of audio listening or playback device during their transcription, proofreading, and submitting time.
6. Students should make arrangements to warm up before taking the evaluations. The mentor must be informed that the warm-up session is complete before the student begins the evaluations. Students are responsible for bringing warm-up material to the evaluation site.
7. Evaluations must be taken and transcribed in the presence of his/her mentor in one sitting in order to qualify for grading consideration. Students should create a separate file for each evaluation. Each machine shorthand file should contain the student's steno and the transcribed evaluation. Students must write all three evaluations from the digital recording on the same day, in the presence of the mentor, and follow RPR/CSR testing guidelines when Page 2 of 3 - GradingPolicies.docx Revised: 7-10-2016 transcribing the evaluations. If the student submits more than one evaluation, the student may take a break between evaluations. Accessing the audio and listening to each evaluation should take five to ten minutes. One and one-quarter hours of transcription time are allowed for each evaluation.
8. Students must write in realtime using their CAT software program. They must be using an English translation username, not a NULL/STENO username. A NULL/STENO username is an empty dictionary that will only translate steno. Each evaluation must be in a separate zipped CAT file. Students are not permitted to use any type of audio recording software or audio syncing feature of their CAT software program.
9. Evaluations must be edited using a CAT software program. The CAT software program may be used like a word processor for typing text, deleting text, etc.
10. Immediately after taking the evaluation, students should clear the memory on their writer in the presence of their mentor: These instructions may vary depending upon the writer model the student is using.
    a. Turn writer off
    b. Hold down STK
    c. While holding down STK, turn writer on
    d. After writer is on, let go of keys
    e. Press KWR
    f. The evaluation file must also be deleted from the student's software program, computer Recycle Bin, Trash, CAT software Litter Box, or any other feature that preserves deleted files.
11. The mentor must then delete the digital evaluation recording and ensure that it is deleted from the computer Recycle Bin, Trash, CAT software Litter Box, or any other feature that preserves deleted files.
12. The transcribed evaluations -- if the student prints for editing purposes -- shorthand notes, and evaluation files must be maintained by the mentor at all times.
13. Each evaluation must include the following in the first four lines of the transcript:
    a. Student's name and email address
    b. Speed and evaluation type (Jury Charge, Literary, Q&A)

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   c. Date
   d. Instructor's name
   e. Start and end time of transcription
14. Each evaluation must be backed up to a compressed ZIP file using the CAT software program's backup function/command. Backed up ZIP files must be submitted using the following procedures:
   a. Mentor must use his or her email account to submit evaluations
   b. Each evaluation must be submitted to teacher.name@ccr.edu as a zip file attachment.
   c. Subject line of the email must include the student's name, the type of evaluation, and the speed of the evaluation.

Please note the following:

1. If it is determined by the mentor during the evaluation process or by CCR following the submission of the mentor evaluations that any of the above steps are not followed or deviated from, CCR will not consider the submission for grading, credit will not be granted, and arrangements will be made to retake different evaluations at a later date and time.
2. If at any time the mentor feels uncomfortable with the evaluation process or questions arise for which the mentor cannot respond, the mentor has the authority to stop the process and notify the College of Court Reporter for further action.
3. CCR has a goal of ensuring the integrity of the test-taking process and makes every effort to model its policies after those for national and state certification. If the mentor feels that any of these policies conflict with certification guidelines, please use your discretion to follow those guidelines and notify Janet Noel as such.
4. If you have any questions, please feel free to contact the student's instructor.

Mentor Evaluations at Exit Speeds

The following are instructions and policies for students who are taking mentor evaluations at exit speeds using digital recordings when proctored by the student's mentor:

1. Students are required to take and pass proctored evaluations while enrolled as a student at the College of Court Reporting.
2. Students must have verification of their identity (driver's license or passport).
3. All evaluations will be five minutes in length, syllabic count.
4. Preview words will be given for all evaluations.
5. Mentor evaluations cannot be taken the week of or the week after midterms. Mentor evaluations cannot be taken during finals week.
6. Students must pass one evaluation in each category at 95 percent accuracy -- 180 wpm literary, 200 wpm jury charge, and 225 QA/two-voice testimony -- proctored by the mentor as part of the exit speed requirement. If the student does pass the evaluations, another sitting must be rescheduled at the teacher's discretion and at the mentor's convenience.
7. The transcribed evaluation/evaluations will be returned by the mentor to the student's instructor and will be graded by the student's instructor. Students will be notified of the results of the graded evaluation/evaluations. Students will be responsible for making the mentor aware of the evaluation results. The mentor will be responsible for emailing the student's instructor, verifying his/her presence at the mentored evaluations.
8. Rules and standards for national certification and state certification must be followed.

Mentor Evaluations at 80, 120, And 160 Wpm Using Digital Recordings

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The following are instructions and policies for students who are taking mentor evaluations at 80, 120, and 160 wpm using digital recordings when proctored by the student's mentor.

1. Students are required to take and pass proctored evaluations while enrolled as a student at the College of Court Reporting.
2. Students must have verification of their identity (driver's license or passport).
3. All evaluations using digital recordings will be five minutes in length, syllabic count.
4. Preview words will be given for all evaluations.
5. Students will take the evaluations as needed and should transcribe each evaluation for grading and evaluation. Mentor evaluations cannot be taken the week of or the week after midterms. Mentor evaluations cannot be taken during finals week.
6. Students must pass at least one evaluation at 95 percent accuracy -- literary, jury charge, or QA/two-voice testimony -- proctored by the mentor as one of the prerequisites to advance into the next speed level. A student must pass one evaluation at 80 wpm to advance to SH220; pass one 120 wpm evaluation to advance to SH230; pass one 160 wpm evaluation to advance to SH240. (One exit speed at 180L, 200JC, and 225QA must be passed as part of the exit speed requirements.) If the student does pass the evaluation/evaluations, another sitting must be rescheduled at the teacher's discretion and at the mentor's convenience.

The transcribed evaluation/evaluations will be returned by the mentor to the student's instructor and will be graded by the student's instructor. Students will be notified of the results of the graded evaluation/evaluations. Students will be responsible for making the mentor aware of the evaluation results. The mentor will be responsible for emailing the student's instructor, verifying his/her presence at the mentored evaluations.

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