

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. COURT REPORTERS BOARD OF CALIFORNIA

FINAL APPROVED LANGUAGE
Examination Results & Transcript Format

Article 3

§ 2420. Examination Required; Passing Grades; Results Notification; Conditional Examination Credit.

(a) The examination shall consist of three divisible parts:

(1) English,

(2) Professional Practice, and

(3) Dictation/Transcription (Machine/Skill).

The passing grades for the Dictation/Transcription part of the examination is 97.5%. The passing grades for the two written knowledge parts of the examination (English and Professional Practice) shall be determined by the Angoff criterion-referenced method. Such passing scores may vary moderately with changes in test composition. Any examinee who obtains a grade which equals or exceeds the passing score determined by the Angoff method will be deemed to have passed the applicable portion of the examination, assuming the other requirements of this section are met.

(b) The board shall notify each examinee in writing of their pass/fail examination results.

(c) An applicant must take and pass all three parts of the examination within three (3) consecutive years to have passed the examination. The three (3) year period shall begin from the date of the examination or any part of the examination for which the applicant is first scheduled.

(d) After a period of three months has elapsed, an applicant may repeat any part of the examination. However, no applicant may repeat any part of the examination unless or until a new version of the examination has been introduced.

(e) Notwithstanding subsection (c), an applicant who passes a part of the examination shall receive conditional credit for passing that part and may retake the remaining part(s).

(f) The period of time designated in subsection (c) may be extended by the board for a period of time not to exceed one (1) year upon the showing of extraordinary extenuating circumstances.

NOTE: Authority cited: Section 8007, Business and Professions Code. Reference: Sections 135, 8020, and 8023, Business and Professions Code.

§ 2422 was repealed in its entirety.

Article 8

§ 2473. Minimum Transcript Format Standards.

(a) A reporter licensed under Chapter 13, Division 3 of the Code shall comply with the following transcript format standards when producing a transcript in a legal proceeding. If a reporter is employed by a court, either as an official or pro tem official reporter, the transcript format set forth by state or local rules of court, or adopted by that jurisdiction, if any, will supersede. If there are no transcript format guidelines established within a jurisdiction, the following minimum transcript format standards shall apply:

- (1) No fewer than 25 typed text lines per page;
- (2) A full line of text shall be no less than 56 characters unless timestamping is used, in which case no fewer than 52 characters shall be used on a full line of text;
- (3) Timestamping may only be printed on a transcript under any of the following circumstances:
 - (A) when a deposition is videotaped,
 - (B) when requested by counsel on the record, or
 - (C) when a transcript will have not less than 56 characters per line;
- (4) Left-hand margin shall be defined as the first character of a line of text;
- (5) Each question and answer shall begin on a separate line;
- (6) Text shall begin no more than 10 spaces from the left margin. “Q” and “A” symbols shall appear within the first 8 spaces from the left-hand margin;
- (7) Carry-over “Q” and “A” lines shall begin at the left-hand margin;
- (8) Colloquy and paragraphed material shall begin no more than 10 spaces from the left-hand margin with carry-over colloquy beginning at the left-hand margin;
- (9) Quoted material shall begin no more than 14 spaces from the left-hand margin with carry-over lines beginning no more than 10 spaces from the left-hand margin;

(10) Parenthetical and exhibit markings of two lines or more shall be no less than 35 characters per line;

(11) In colloquy, text shall begin no more than two spaces after the colon following speaker "ID;" and

(12) Text shall be offered in a full text-search capable electronic format, if requested.

(b) Failure to comply with these minimum standards, as noted above, constitutes grounds for disciplinary action.

NOTE: Authority cited: Sections 8007, 8008, and 8025, Business and Professions Code. Reference: Sections 8015 and 8025, Business and Professions Code.