QUICK GUIDE TO THE TRANSCRIPTION (RSR, RPR, RMR) TESTING PROCESS

Download the latest version of the Guardian Browser on test day.

Enter the terms on the right side of the test site into your Job Dictionary.

Listen and transcribe the 1-minute warm-up audio.

Write a word or two to make sure your Writer and CAT Software are still working.

Take a deep breath! *You got this!*

Listen and transcribe the 5-minute test audio.

Save and close your CAT file in a convenient file folder. On the test site, attach your notes file.

Tip: Make sure you are attaching the correct file type per Appendix B of the testing instructions!

Re-open the transcript in your CAT Software and edit your transcript. Save and close if needed.

On the test site, attach your transcript file.

Tip: Make sure you are attaching the correct file type per Appendix B of the testing instructions!

Select the text (Do not include the warm-up or your name!) and copy it.

Tip: Right-click the selected text and select *Copy* OR click *CTRL + C* on your keyboard.

Next, paste the transcript on the test site under *My Transcript*.

Tip: Press *CTRL+V*. You will not be able to right click in Guardian so make sure to use *CTRL+V* to paste your transcript.

Make sure to submit notes, transcript, final transcript to receive an official score.