

Changes to Speed and Realtime Contest Rules for 2025

This document shows the changes to the NCRA Speed and Realtime Contests. For your reading ease, the language to be added is *italicized*. Language to be stricken is indicated by ~~strikethrough~~.

National Speed Competition Rules

1. **Eligibility:** Any writer of *steno* shorthand (pen or machine) who is a member in good standing of NCRA and who holds the Registered Merit Reporter certification from NCRA is eligible.
2. **Test Contest Material:** Five-minute ~~tests~~ *segments (legs)* will be dictated as follows:

Test Contest Leg	Speed	Transcription Time
Literary	220	90 minutes
Legal Opinion	230	90 minutes
Testimony	280	90 minutes

The testimony will be two-voice dictation, with Q's and A's neither counted nor read.

3. **Number of transcriptions permitted:** One of each ~~take~~ *leg*.
4. **Professionalism barred:** If requested, contestants must ~~give to the committee~~ *provide* satisfactory assurance that they have not received, directly or indirectly, any remuneration or promise of remuneration of whatever character for entering or winning any part of this contest. *Contestants agree to follow the Code of Conduct applicable to NCRA Contests.*
5. **The contestant who qualifies on the ~~three~~ *two* above ~~tests~~ *legs* with the highest average ~~for the three~~ shall be declared Champion ~~and shall be awarded the NCRA Championship Trophy~~. In addition, suitable medals will be awarded to the writers who place first, second, and third on the individual ~~speeds~~ *legs and overall*, and an appropriate certificate will be awarded to those who qualify on ~~any of the three speeds~~ *either leg and overall*.**
6. **Transcribing:** Contestants are responsible for producing their own transcripts without assistance from another person. Those who type must type their own transcripts; those who use computer-aided transcription must use their own dictionaries and must perform their own translating, editing, and printing functions. In every sense, the contest transcripts must be the work product of the individual

contestant. Any activities that call into question the integrity of a transcript may be reason for permanent ~~disbarment~~ *disqualification* from the Speed Contest. **MANDATORY – Contestant number must be in the header/footer on every page of ~~all five~~ *both* legs, both contests. Papers without contestant numbers will not be graded.**

7. ***Confidential Grading:*** Transcripts will be marked for identification and correction in such a manner that it will be impossible to know whose work is being examined until after the grading has been completed.
8. ~~No transcript will be rated that has more than 5% of errors.~~ ***Each leg receiving scores of 95 percent or better will be considered.***
9. **The Committee will publish no names or information concerning any contestant** or transcript except such as qualify under the rules. ~~Transcripts will be available for review at the convention site following the announcement of the results.~~
10. **All successful transcripts** (that is, all that qualify under the rules) and the *steno* shorthand notes of such transcripts are to become the property of NCRA.
11. **All decisions of the Committee made under these rules**, or such supplementary rules as may be found necessary ~~at the time of the Contest~~, shall be final.

Unless given permission in advance, no contestants are permitted in the grading room. Acknowledgement and agreement with NCRA Contest Rules and Code of Ethics are required to participate in NCRA Contests.

These rules can be found at: [NCRA.org/home/the-profession/Awards-and-contests/national-speed-contest](https://www.ncra.org/home/the-profession/Awards-and-contests/national-speed-contest)

National Realtime Contest

The NCRA Realtime Contest began in 1999 as a way to showcase members' instantaneous speech-to-text skills. The contest has continued to be an exciting event for members and nonmembers alike.

Contest Format

The competition consists of two five-minute dictations: ~~straight matter~~ *literary* at 200 wpm and ~~a~~ two-voice at 225 wpm. Contestants will produce ~~ascii files and print out transcripts~~ ***printable electronic files in the appropriate format as designated by the Committee*** for

grading prior to leaving the contest room. Contestants qualify in each *leg* with an accuracy rate of 95 percent or better, and the best combined score among those qualifying in both ~~parts wins the championship~~ *legs shall be declared champion.*

NCRA Realtime Contest Rules and Seating

NCRA Realtime ~~contest rules~~ *Contest Rules*

1. Any member in good standing of NCRA who holds the RMR, RDR, or CRR, or who holds both the RPR and the CRC, is eligible.
2. The contest will consist of two five-minute ~~dictations, segments (legs):~~ a *Literary literary* component at 200 wpm and a ~~2-Voice two-voice~~ component at 225 wpm. The *Literary literary* shall consist of ~~a~~ solid matter dictation of unspecified topic. The ~~2-Voice two-voice~~ shall be ~~a~~ testimony dictation with Q's and A's neither counted nor read.
3. Priority seating choices for the contest will be given to last year's ~~first, second, and third placers~~ *winner*. Other contestants will be given ~~seating assignments in turn by lottery~~ *randomly assigned seat numbers*. (See Contestant Identification Numbering, Seating and Lottery Procedures.)
4. The jump drives that are turned in must be marked for identification with the candidate's ~~NCRA member~~ *contestant* number to protect the confidential grading process ~~and will be collected~~. Media will be left in test envelopes and can be picked up after the results are announced. ~~PDF or ASCII files~~ *Files* that cannot be printed will result in disqualification of the candidate. **MANDATORY – Contestant number must be in the header/footer on every page of all five both legs, both contests. Papers without contestant numbers will not be graded.**
5. The percentage of accuracy to qualify is 95 percent ~~or better~~. ~~No file will be rated that has more than 5% of errors.~~ Grading will be done in accordance with NCRA's What is an Error? guidelines for the CRR test.
6. Each ~~component~~ *leg* shall be graded separately, with the three highest scores receiving award recognition. There shall be an averaging of both ~~contests~~ *legs* to award the overall winner, with averaging scores to the three highest averages.
7. NCRA may charge an appropriate entry fee to participate in the competition.
8. The Contests Committee will publish no names or information concerning any contestant or transcript except those that qualify under the rules. ~~The graded transcripts of all participants will be available to them for review at the NCRA office~~

~~at the convention site or some other site that the Contests Committee may announce following announcement of the results.~~

9. All decisions of the Contests Committee made under these rules, or such supplementary rules as may be found necessary at the time of the Contest, shall be final.
10. The President of NCRA shall appoint the Contests Committee on an annual basis.

Contestant ~~identification numbering, seating and lottery~~ Identification Numbering and Seating

1. Last year's ~~first, second, and third place~~ winners will receive priority seating, ~~in a location of their choice.~~ *to be selected at least 24 hours prior to the contest and according to seating layout provided to NCRA by the hotel.*
2. All other seats will be numbered from 1 to "X," with "X" being the total number of contestants in this year's contest.
3. Seating will be ~~assigned by lottery at the registration table. You will not be allowed to enter the contest room until you have registered and been assigned a seating location.~~ *randomly assigned in advance. After registration is complete and contestants receive their seat number, contestants will be admitted to the contest room.*
4. There shall be no changing or rearranging of seats. ~~You~~ *Contestants* may set up ~~your~~ equipment ~~in your assigned seat~~ with the assurance that ~~you~~ *they* will not have to move before the contest starts.
5. If the Contests Committee does not specify a certain time, doors shall open one hour before the contest is scheduled to begin.

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