California CART Generalist (CCG) Examination Instructions

- **The CCG examination will be a 15-minutes. The first 5 minutes will be lead-in, with the last 10 minutes graded.**
- **The examination will be given at 180 words per minute.**
- **96% accuracy is required to pass the test (76 errors total, allowed.)**
- **Formatting guidelines are to be followed; if not, there will be error deductions for any deviations as detailed in the guidelines.**
- **The CCG examination will be administered as an educational classroom lecture. Identifiers will be used, as detailed on the preview sheet.**
- **If the candidate chooses to submit their test for grading, it will need to be submitted on a flash drive in MS-Word format or as an RTF file.**
- **Candidate's name and CCRA membership number is to be at the top of the file. Without both the name and membership number, the examination will not be graded.**
- **Line numbers (pleading numbers) or text boxes of any kind, including border boxes, appearing anywhere in the submitted examination will result in an automatic failure, as outlined in the CCG Formatting Requirements Guidelines.**
- **Punctuation to be used and considered in grading this CCG Examination will be periods, commas, question marks, and dashes to denote a change of thought. A colon must be included after each identifier, as shown in the Formatting Requirement Guidelines.**

California CART Generalist (CCG) Examination
Formatting Requirement Guidelines

- **FONT: Verdana, Bold**
- **POINT SIZE: 16**
- **PAGE LAYOUT: Background is to be white with FONT color to be black. No additional colors should appear anywhere in the submitted examination, such as untranslates or homonyms.**
- **LINE SPACING: 1.5 or 2 (no single spacing)**
- **MARGINS: 1 inch margin on the left, right, and bottom**
- **PARAGRAPHING: All paragraphs require a five-space indentation**
- **CASE FORMATTING: Upper case or mixed case allowed (keep in mind – when using mixed case, any capitalization mistakes will be counted as errors)**
- **IDENTIFIERS: The following identifiers will be used, and must be indented five spaces –**
  PROFESSOR:
  or INSTRUCTOR:
  STUDENT:
- **PAGINATION: Page numbers are allowed, but not required.**
- **PARENTHETICALS: Parentheses or Brackets may be used for parentheticals. For example –**
  [APPLAUSE] or (APPLAUSE)

- **DEVIATIONS OF FORMATTING REQUIREMENTS: Each deviation of the formatting requirements will result in a ten-point deduction (error factor), for each occurrence.**

- **AUTOMATIC FAIL: Any line numbers (pleading numbers) or text-boxes of any kind, including border boxes, showing on the submitted examination to be graded will result in an automatic failure.**

California CART Generalist (CCG) Examination Grading Guidelines

1. **Automatic failure will occur if any line numbering (pleading numbers) or text boxes of any kind, including a border box, are visible on the submitted examination.**
2. **10-error penalty for each deviation of the Formatting Requirement Guidelines document: Font, Point Size, Line Spacing, Margins, Paragraphing, Identifiers.**
3. **10-error penalty for not having the correct background color (must be white) or font color (must be black). No other colors should appear on the submitted examination (such as a separate color for untranslates or homonyms).**
4. **1-error penalty: dropped or missed parentheticals.**
5. **1-error penalty: any incorrectly spelled word or proper name.**
6. **1-error penalty: any untranslate.**
7. **1-error penalty: any omitted apostrophe.**
8. **1-error penalty: any contraction written as two words.**
9. **1-error penalty: any two words written as a contraction.**
10. **1-error penalty: any conflict.**
11. **1-error penalty: any acronyms that contain spaces or hyphens.**
12. **1-error penalty: any transposition of words.**
13. **1-error penalty: any compound word errors.**
14. **1-error penalty: two words written as a compound word.**
15. **1-error penalty: each omitted word.**
16. **1-error penalty: transposition of numbers or numbers incorrectly written (digits when it is to be words or words when it is to be digits).**
17. **1-error penalty: incorrect homonym.**
18. **1-error penalty: any word displayed phonetically with a bracket.**