



**THE FUTURE IS HERE! THE FUTURE IS NOW!**  
**September 2021**

### **From the President**



Dear Colleagues,

Well, I didn't think I would be writing to you again as your President, but here I am, and I am delighted to do so.

As I write this, we say goodbye to the green and amber travel lists which have clouded our travel opportunities for over a year, and we say hello to new beginnings, including a new season, a new quarter, and a somewhat new BIVR Council.

What is our plan for the Institute in the next 12 months? Council will continue to strive to promote the profession as well as you, our members - pandemic or no pandemic. We will continue to offer support and guidance, and we will continue to offer training and levelling-up opportunities. In-person work in the verbatim reporting field are slowly trying to make a comeback, whilst the majority of captioning remains remote. Opportunities to go out to showcase what we do are still extremely limited, and nobody could have foreseen we would still be working in a mostly remote environment this far on, but we are, and we have all adapted. And adapted pretty well, if you ask me. One thing that has remained constant is that you, the members of the Institute, have learned to work on many a remote platform (albeit we were forced to), have gone above and beyond sometimes for your clients, and most of all, have remained professional throughout.

Professionalism may be an off-keyboard trait, but all of these things I've mentioned, don't they, altogether, give you a real sense of satisfaction? Satisfaction that you are providing your best possible service to your clients, satisfaction that

your realtime is improving because you are writing it maybe more now than you ever have, and satisfaction that yes, you are technologically minded and capable of getting to grips with change very quickly. The one thing we all have in common, whether a verbatim reporter, a captioner, a scopist, or a transcriber, is that crucial attribute of professionalism.

As we enter what is considered to be the busiest quarter of the year, it is an excellent opportunity to point out that we must remember to take a little time out for that all-important self-care. Whatever is your preferred way to wind down and relax, try to set aside some time each week, or even each day, to rest your mind, free your soul, and take care of your temple, ie., your body. A few things to update you on briefly, and there is more detail later in this edition:

Fellowships: You may remember that this topic was mooted at the 2020 AGM, and we will now be awarding fellowships, for those who meet the criteria, upon renewal of subs for 2022. It is also worthy of note that receiving an FBIVR does not mean your subs increase.

Pen Writers on Find a Professional: We are adding a dedicated banner for our pen shorthand writers on this part of the website, and so if you are a pen writer and would like to be listed on the Find a Professional part of our website, please let Mary know. This is going to be a separate and distinct part of that page and will be with the banners of QRR, NCRA, NRCPD.

QRR + speed exams: These are to be held on Saturday, 30 October in person in London, so get practising!! Mary will be holding online dictation as usual (and perhaps a few extras if we ask her nicely) but I've suggested that perhaps we have one willing member, per dictation session, jump on at the beginning and/or end of a session to just give some insight on how that individual has coped through exam situations in the past. The idea is to give candidates some tips, perhaps, on how to prepare for an exam, overcome exam anxiety, things to do/not to do in an exam, etc. I am happy to do the first session, but it would be great if we could please have other members sharing their experiences so that the candidates know they're not alone.

Chief Examiner: Delighted to tell you that our new Chief Examiner is Georgina Ford. As with past Chief Examiners, they will be given candidates' QRR exams in an anonymised fashion. The Chief Examiner will then do the grading, and pass on their recommendation to Council. Still anonymised, Council will then have sign-off on the final result of the exams.

Lastly, don't forget that your Council is here for you; so if you have any ideas/suggestions/comments/criticisms, please don't hesitate to send us an email.

And so as the leaves begin to fall and the nights close, I wish you all a busy last quarter of the year. I'll be back briefly when the renewal notice goes out.

Leah

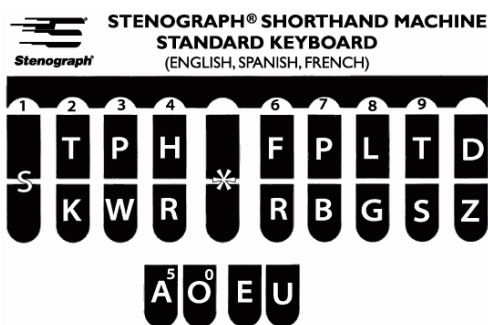
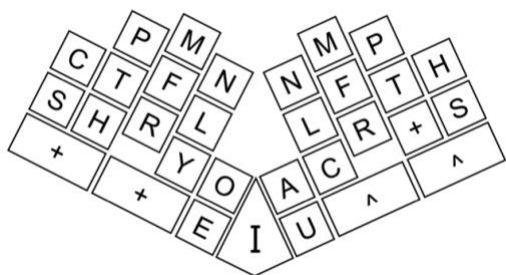
## AGM and Workshop Roundup

Three went to Telford! As last year we held a hybrid AGM with some Council members attending onsite; one Council member and 10 members attending via Zoom. We had 12 apologies for absence. That means just 28 members responding to the AGM notice – and, remember, the AGM was free!

This year, though, we were at the home of our then President Georgina Ford and Ian Roberts, as last year's hotel conference room was unavailable due to a wedding. Thus, a total of five in person.

**Friday** evening began with myself running late for a 5 p.m. start to our meetup, but I managed to get the Zoom started.

Then we were into the Show us Your Briefs free-for-all. Some members had sent in their suggestions ahead of time, but for over an hour the briefs came thick and fast for both Palan and Steno.



The first few were the exclamation mark SKLAIM, or STPH-FLPT, or STKPWHR-FPLT, or Palan: -CS. For the question mark +^. Paralympics – PLOI-MS, to give you a flavour.

Georgina explained the + and ^ on the Palan machine. The ^ lengthens vowels and the + on the left hardens consonants, namely, a T with the + becomes D.

**Saturday** began bright and early with Orla Pearson showcasing AccessLOOP with Dan Dexter to stream captions. A somewhat over-simplification, so be sure to check them out - <https://www.accessloop.com> – as well as booking on to watch the video.



## Captioning with Claire Hill (Eclipse)



What is different about captioning to court or other work? Broadcast, theatre, closed? What is unifying? You have a responsibility for the client seeing the screen and capturing it on the screen. Readability in a small space. Captioning direct into Zoom with keyboard macro; dictionary entries, i.e., non-word entries and then scripting. A very full, informative and interesting two hours. (Sorry, Claire my introductory words on screen didn't come out on the final edit, just the fairy dust sprinkles!)

## Captioning with Sheryll Holley (CaseCATalyst)



Sheryll began by welcoming members and friends from all over the world: Australia, Ireland, Germany as well as all parts of the UK!

Sheryll uses two computers. One for Zoom and one for working off-screen. There is a CATalyst WhatsApp group if anyone has any queries and there is usually someone to answer fairly promptly. Email Sheryll your number for her to add you to the group.

On that WhatsApp group Sheryll had asked people what they wanted her to cover rather than the menu bars which would cover virtually everything. The answers were: requesting briefs, screen setup, job dictionaries, cases and file setup, power defines and any tips and tricks. A very full, informative and interesting two hours on CC.

After that we went straight into a 30-minute round-table/square-screen mental health discussion – not recorded – where members freely talked about their problems and solutions to them during lockdown.

## **AGM**

After lunch we held our AGM and the raffle. Well done to Joanne Petre, Nicole Harrison and Jacob Smith who won prizes. As the advert for the Lottery says: You've got to be in it, to win it!

A fuller discussion of the AGM appears later, but the transcript is already on the BIVR website (members' area):

[https://bivr.org.uk/wp-content/uploads/2021/09/BIVR\\_2021\\_AGM\\_TRANSCRIPT.pdf](https://bivr.org.uk/wp-content/uploads/2021/09/BIVR_2021_AGM_TRANSCRIPT.pdf)

## **Sabina Lohr, World of Freelancers**



Sabina talked about how to consciously create a balanced life. Think positive, take care of your health (physical and mental), consciously build a healthy work/life balance

Our Saturday was topped off by our TIPS-See with members present in person and online playing a team-building game of finding an object and telling a story about it. There were eight participants and, it just so happened, there were eight prizes, so everyone who stayed won one of the prizes.

It was interesting to see the different ways that people showed on screen their bunting/BIVR bags, sent in the BIVR booty box to those who booked in advance!



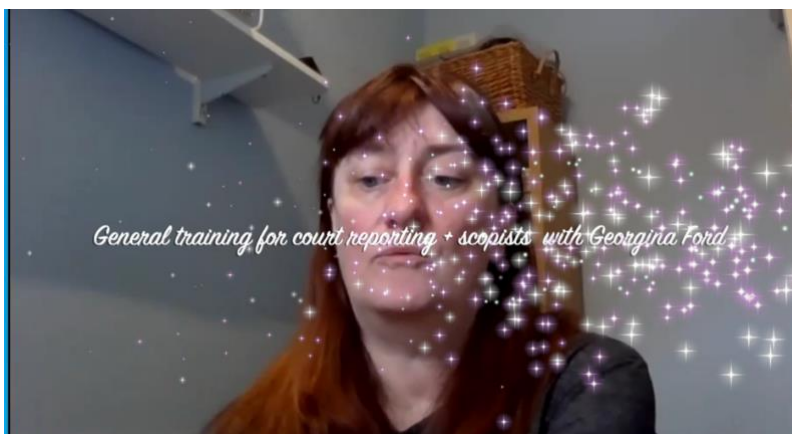
BIVR's banner!



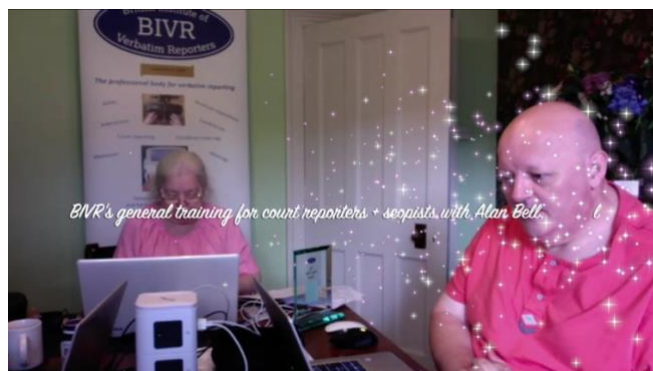
I think, however, that the prize for ingenuity goes to Leah, the Steno Princess, who wore her bunting as a crown! Sec.

**Sunday** dawned and we were again up with the lark for a 9:30 a.m. start with parallel workshops.

President Georgina Ford told us about general training for court reporting + scopists with Eclipse.



At the same time, Alan Bell ran a parallel workshop telling us about general training for court reporting + scopists with Case CATalyst.



Alan has provided several documents to go with his presentation which are available to members when they access his webinar, as part of the Sunday set, on the website.

**Carlo Eugeni** spoke to us about intralingual translation and began by explaining just what that means:

“Intralingual translation is any product in which a combination of sensory signs and by that is meant everything that can be perceived through the eyes, or through your fingers if you are reading Braille. Carrying communicative intention is replaced by another combination of sensory signs reflecting or inspired by the original entity.”



Carlo went on to demonstrate how different people transcribed the same 90 seconds of audio! Very illuminating indeed.



After lunch Keith Scott and Rebecca Klein Scott (**TALLsmall Productions**) talked to us about how to present ourselves online to best advantage.



This was not recorded, but they later sent through a note for all members to share (NB, I have retained their American spellings):

### **Virtual Meetings:**

#### **For the most flattering look:**

- Avoid overhead lighting or a lamp to your side. These can create shadows, a halo effect and make you look tired (this lighting tends to magnify dark circles). For free natural lighting, face a window. We often put our phone on the ledge or use a ring light with a stand.
- For video calls where you don't need to see everyone on the screen at once, smartphones are a great option. The camera is often a better quality than what you will find on your laptop/desktop. When leading a presentation, we sign in 2x -- once with our phone for better audio and video and then with a laptop (placed right under the phone) to get a good view of everyone in the group.
- Widen the shot out enough to see your hands. This sets the stage for more engaging communication -- especially when it comes to the need to interrupt a proceeding.

### **Etiquette:**

- Mute when not talking.
- Let people know if you can't hear or see them. Some people worry about making someone feel bad. People will feel worse if they learn afterward that there was a glitch.
- When technology fizzles, never over-apologize. Move on to the topic at hand. When people over-apologize, it diminishes perception of confidence.

- Arrive a few minutes early for video calls. Take a moment to check your sound and video before logging into the meeting.

Here is a link to the products we

use: <https://www.tallsmallproductions.org/use-what-we-use.html>

### **Protecting the Record: Tips to have people listen when you speak up**

- Set the tone of how you will be perceived by others. Let attorneys and witnesses know during a series of instructions at the beginning of a proceeding that you will stop the proceeding and ask people to repeat themselves when needed to protect the record. Say this succinctly and center it around the record. Avoid saying "I want to make sure I get everything each person says." Center it around the record.
- **Avoid:** I need, I want. I didn't hear. I'm sorry. While apologetic language is often used to "soften" a conversation, it is perceived as a weakness and paints the picture that something wrong was done, when asking someone to repeat is a matter of protecting the record.
- If someone raises their voice or begins speaking loudly, avoid the temptation to mimic the style. Stay measured and at an even tone. This communicates confidence.

### **Body Language:**

- Remember on camera, the camera lens is the equivalent of looking someone in the eye. If you look off in another direction when addressing the group, it takes away from the strength of your statement.
- Show up with a smile. Many people log onto video calls, looking like they've spent the last hour sucking on a lemon. Your initial presence paints a lasting impression.
- While it may be convenient, avoid checking your watch on your arm. It makes it look like you have checked out. Have a clock in sight.
- When the need comes up to interrupt a proceeding, avoid pointing your finger (the same way our parents did when they would discipline us). When you let people see your palms when you are talking, it communicates that you are open and receptive.
- Sit up straight. It projects confidence.

We concluded our Sunday with a magic show. **Noel Qualter**, the only magician to win the Magic Circle Originality Award three times in succession, in 2014, 2015 and 2016.



Noel sent through a document for us to print and then fold and tear up. One piece had to be sat on! Then, unbelievably, he produced that very section at the end. He did other amazing tricks and we sat mesmerised. It was a wonderful end to a brilliant weekend. <https://noelqualter.com>

Thanks to our presenters and captioners as well as to Georgina and Ian for hosting the event in their home.

While several of our workshops were captioned – thanks to Joanne Petre and Sheryll Holley – these do not, unfortunately, show on the recordings.

### **CPD**

If you have not yet received your CPD for attending the AGM/workshops, please let me know. Sec.

### **Webinars**



The recorded webinars are available on the website. Two are free, namely, Friday's Show us Your Briefs, and Saturday's Captioning in Zoom with Claire Hill.

If you paid to attend the workshops, on Saturday or Sunday, then the day that you paid for is available on "catchup" without further payment, but you need to ask me for a code. For those who paid for both Saturday and Sunday, there is a separate code for you to watch, again without further payment. For those who wish to watch the Saturday and/or Sunday recordings, but who did not pay to attend the live workshops, or pay in advance for the webinars, the fee is:

£55 members; £25 students; and non-members £65 - per day.

There is no mix-and-match. It is either the Saturday or Sunday as one day, or both days. You may only use the code once, so please decide whether you wish to view the first, second, or both days, before applying to me for the code. If you

have already paid for one day, but wish to view two, please pay the extra fee and let me know so that I may send you the code for the two days.

They are well worth the money! Once you have downloaded them to your computer (or backup drive) you can watch them again and again.

The webinars are as follows:

Session = '**Saturday**'

- AccessLOOP
- Captioning in Zoom - Sheryll Holley
- World of Freelancers - Sabina Lohr

Session = '**Sunday**'

- General training for court reporters & scopists - Georgina Ford
- Intralingual translation - Carlo Eugeni
- General training for court reporters & scopists – Alan Bell
- Alan's Case CAT presentation materials.

Session = '**Both days**'

- AccessLOOP
- Captioning in Zoom - Sheryll Holley
- World of Freelancers - Sabina Lohr
- General training for court reporters & scopists - Georgina Ford
- Intralingual translation - Carlo Eugeni
- General training for court reporters & scopists – Alan Bell
- Alan's Case CAT presentation materials.

Session = '**Captioning in Zoom - Claire Hill (Free session)**'

- Captioning in Zoom - Claire Hill
- Eclipse training BIVR 07-08-21 handout

Session = '**Show us your briefs (Free session)**'

- Show us your briefs

A code isn't needed for these two free-to-members sessions.

<https://bivr.org.uk/product/agm-2021-workshops/>

Here are some screenshots to guide you through the process. Once you have clicked on the above link, you'll be taken to this page.

Access videos from the AGM 2021 Workshops.

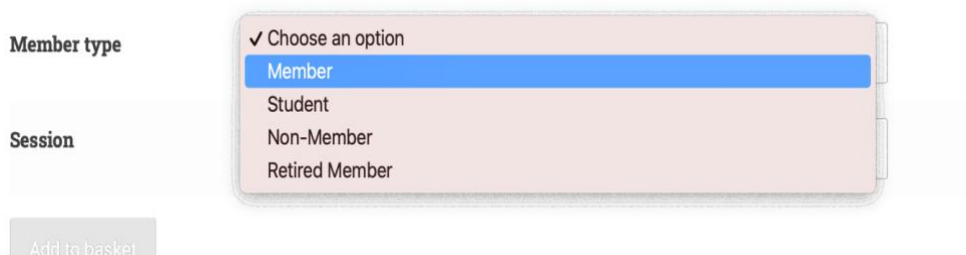
If you have already paid for the 2021 Seminars please email [sec.bivr@gmail.com](mailto:sec.bivr@gmail.com) to obtain a coupon code which can be entered at checkout.

Choose your membership option.



Member type: Choose an option

Session: Choose an option



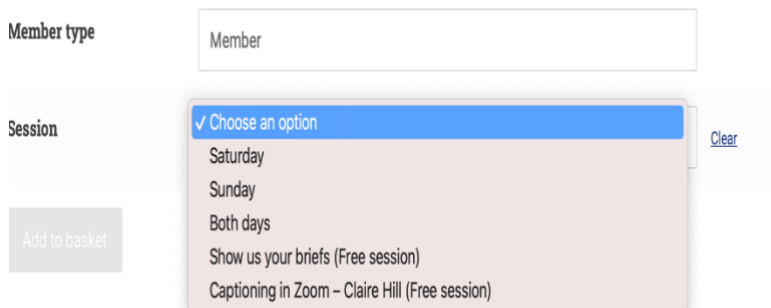
Member type: ✓ Choose an option  
Member  
Student  
Non-Member  
Retired Member

Session: [Empty]

Add to basket

Then choose the session option.

Here I have clicked on Both days, as a Member.



Member type: Member

Session: ✓ Choose an option  
Saturday  
Sunday  
Both days  
Show us your briefs (Free session)  
Captioning in Zoom - Claire Hill (Free session)

Clear

Add to basket



Member type: Member

Session: Both days

Clear

£110.00

Add to basket

I've clicked on "Add to basket"

If you paid for access to the Workshops at the 2020 AGM please email [sec.bivrr@gmail.com](mailto:sec.bivrr@gmail.com) to obtain a coupon code for access to the videos.

✔ "AGM 2021 Workshops" has been added to your basket.

Product	Price
✘ AGM 2021 Workshops	£110.00
Member type: Member	
Session: Both days	

Coupon code

Apply the code if you have one. For screenshot/demo purposes I have put in a row of Xs.

### Basket totals

Subtotal	£110.00
<b>Total</b>	<b>£110.00</b>

If you paid for access to the Workshops at the 2020 AGM please email [sec.bivrr@gmail.com](mailto:sec.bivrr@gmail.com) to obtain a coupon code for access to the videos.

✔ "AGM 2021 Workshops" has been added to your basket.

Product	Price
✘ AGM 2021 Workshops	£110.00
Member type: Member	
Session: Both days	

XXXXXXXXXX

### Basket totals

Subtotal	£110.00
<b>Total</b>	<b>£110.00</b>

Then proceed to checkout where, with the code applied, the total will be £0.00.

Have a coupon? [Click here to enter your code](#)

### Billing details

First name \*





Last name \*

### Additional information

Order notes (optional)

### Your order

Product	Subtotal
AGM 2021 Workshops	£110.00
<b>Subtotal</b>	<b>£110.00</b>
<b>Total</b>	<b>£110.00</b>

PayPal     [What is PayPal?](#)

Pay via PayPal, you can pay with your debit/credit card if you don't have a PayPal account.

Your personal data will be used to process your purchase, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

[Proceed to PayPal](#)

As I had already had a test run, I could not use the coupon again, so made myself a new user area, just to test this and provide a screenshot.

### Downloads

Product	Downloads remaining	Expires	Download
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">AccessLOOP</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">Captioning in Zoom - Sheryll Holley</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">World of Freelancers - Sabina Lohr</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">General training for court reporters &amp; scopists - Georgina Ford</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">Intralingual translation - Carlo Eugini</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">General training for court reporters &amp; scopists - Alan Bell</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">Alan's Case Cat presentation materials</a>

### Order details

Product	Total
<a href="#">AGM 2021 Workshops</a> × 1 Member type: Member Session: Both days	£110.00
<b>Subtotal:</b>	<b>£110.00</b>
<b>Discount:</b>	<b>-£110.00</b>
<b>Total:</b>	<b>£0.00</b>

The above shows my new username order having a two-day coupon as someone who paid to attend both days.

If, for any reason, you change your mind, or make a mistake, prior to checking out, you can click on the red **X** and cancel your order.

Product	
<b>X</b>	<a href="#">AGM 2021 Wor</a>
	<b>Member type:</b> Member
	<b>Session:</b> Both days

✔ "AGM 2021 Workshops" removed. [Undo?](#)

Your basket is currently empty.

For the free webinars, you click on your membership status, the session you want and proceed as before.

**Member type**

**Session**

- ✔ Choose an option
- Saturday
- Sunday
- Both days
- Show us your briefs (Free session)
- Captioning in Zoom – Claire Hill (Free session)**

[Clear](#)

### Your order

Product	Subtotal
AGM 2021 Workshops	£0.00
<b>Subtotal</b>	<b>£0.00</b>
<b>Total</b>	<b>£0.00</b>

Your personal data will be used to process your purchase, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

## Downloads

Product	Downloads remaining	Expires	Download
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">Captioning in Zoom - Claire Hill</a>
<a href="#">AGM 2021 Workshops</a>	∞	Never	<a href="#">Eclipse training BIVR 07-08-21 handout</a>

## Order details

Product	Total
<a href="#">AGM 2021 Workshops</a> × 1 Member type: Member Session: Captioning in Zoom - Claire Hill (Free session)	£0.00
<b>Subtotal:</b>	<b>£0.00</b>
<b>Total:</b>	<b>£0.00</b>

You should receive confirmation that your order has been accepted and you can download the webinars. Ideally, copy them to a backup drive to keep them safe from computer crashes and to enable you to watch them again and again, should you wish.

To the eagle-eyed among you, yes, I spotted two errors and they have been corrected by the web designer.

## **AGM highlights**

Once the formalities were over the highlight for me was the Betty Willett Award.



Grateful thanks to Amanda Bavin for nominating me. The actual nomination wasn't read out, so I include it here:

*"I would like to nominate Mary Sorene for the Betty Willett Award!! I first met Mary about 20 years ago when I went to her house to sit a BIVR speed test. I was nervous but was met with a smile, a cuppa, toast and jam, and a cat or two.*

*In my opinion, Mary has done an enormous amount of work for BIVR and for BIVR members, almost too much to mention. Mary's BIVR connections started way back in the 1970s, and along the way she earned an Award of Merit for services to Training. Mary doesn't blow her own trumpet so I found this on her website, along with Mary's usual congratulations of other [student] reporters who have achieved exam passes.*

*Mary has served on BIVR Council for many years and also AVSTTR Treasurer. She helps with charities such as United Kingdom Council on deafness UKCOD. Mary has represented stenographers and palantypists in countless ways over the years and is ALWAYS independent and promotes EVERYBODY in a positive light with her good humour.*

*Best known for her role as Secretary, she frantically pulls together the newsletters and nomination forms and keeps the Council shipshape. Mary is also involved with the IPS and has delivered Monday night dictation sessions always with a little humour here and there. She still runs her own business training students.*

*When the UK went into lockdown in March 2020 Mary didn't sit on her laurels; she immediately set up Tuesday free dictation CPD (Continuing Professional Development) sessions for everyone so that we could all keep some daily working structure. Mary has been truly unselfish in her tireless promotion of us all and the profession and deserves this long-awaited recognition!"*

It was a surprise as well as a great honour and I thank BIVR for this.

Leah had written "An ode to Mary" which was read out, though, and it is incorporated in the AGM 2021 transcript – now on the BIVR website.

Leah Willersdorf was elected our President for the next two years from 1 September 2021 and Sheryll Holley volunteered to return to Council and was duly co-opted.

There was then a lengthy discussion about next year's AGM date and venue, and Council asked for suggestions. Council has since been discussing this and plan to join it with our BIVR Awareness Week(end) BAW next year, hopefully onsite but possibly a hybrid meeting on Zoom for those who cannot make it to the venue:

**Friday, 29 July 2022 Drinks**

**Saturday, 30 July 2022 AGM plus training**

**Sunday, 31 July 2022 Exams plus training**

**Then the BAW Monday/Tuesday, 1-2 August 2022 with speakers and exposition.**

The question still remains, though, as to where!

At the AGM there were suggestions of Edinburgh, the Isle of Man, Brighton, Devon, Cornwall and Newbiggin-by-the-Sea.

Council have also thought of Venue Cymru, close to Snowdonia, as well as Liverpool and Bournemouth as they all have conference centres.

Do any members have any suggestions? If so, please send them to me [sec.bivr@gmail.com](mailto:sec.bivr@gmail.com).

## **AAT WORKING GROUP**

BIVR's goal is to set a very high standard for audio transcription, with a focus on eventually being able to approach transcription companies and suggest having their transcribers become BIVR accredited.

As a result of a discussion at the 2021 AGM of the Institute about the level of membership in BIVR, voting rights, and potential Council membership afforded to

transcribers (and scopists), it is deemed necessary to establish this working group with a view to, in no particular order of importance:

(a) Determining whether the method, e.g. AI/ASR, of how a candidate attempts the BIVR AAT exam is an issue or whether it is the final product, i.e., high-quality, verbatim transcript in a timely manner, which really matters.

Depending on the outcome of (a), then go on to determine:

(b) If the successful candidate is given full membership with full/no voting rights.

(c) If the successful candidate is eligible to sit on Council.

(d) If Yes to (c), is the candidate eligible for election as President?

(e) Should there be a restriction/percentage on AAT (and scopist) numbers in the Institute?

Leah wrote to those members who contributed their views at the AGM as follows:

*"Dear Members,*

*BIVR Council had its first meeting today since the AGM. The topic of setting up a working group, as mentioned at the AGM, was high on our list of priorities, and members' input into this very important subject is a necessity.*

*You may remember the discussion about Accredited Audio Transcribers (and scopists) and whether they should have voting rights, what level of membership, Council seats, etc. Council feel that you all raised noteworthy points on the subject and we are, therefore, wondering if you would be willing to serve on the working group, please. We would like to point out there would be no Council Member on the working group for fear that could stifle discussion; however, we would ask that someone be appointed as a Council Liaison to report back to the full Council.*

*A timeline has yet to be determined but we don't envisage it taking up too much of your spare time, which we know is precious. We have a written remit (see below) and will provide you with other material to perhaps focus your thoughts and discussions.*

*We would also point out that we are able to provide CPD for serving on this working group.*

*Attached is the AGM transcript, which has yet to be distributed to members, but the pertinent part is from page 17 to page 35.*

*You would be contributing to something which is not only a high priority for BIVR in the immediate future but could potentially be contributing to the future path of the Institute for generations to come. If you could please let us know either way by Friday, 24 September, that would be greatly appreciated because we may end up having to put a call to action in the next BIVR Bugle, which is imminent. Alternatively, if you can think of anybody who may be interested in also serving, please let us know.*

*Very kind regards,*

*Leah"*

We have had a positive response from Rachel Lloyd so we are now throwing the request out to the general membership to ask if you will be willing to assist Rachel in this. The deadline of 24 September being passed, we ask that you respond to Leah by Friday 1 October 2021. [bivr.leah@gmail.com](mailto:bivr.leah@gmail.com)

**To be a Fellow**, that is the question.

Those of you who are keen readers of BIVR's AGM transcripts may recall the question of upgrading some Members to Fellowship was raised in 2020. Again, there was a fairly long discussion about it and it was agreed to take the matter back to Council. Sorry that it's taken a year to get to it, but here are the details which need your attention:

A member who is an ACR (Accredited Court Reporter), i.e., the old CAT membership (Computer Aided Transcription), who also has NRCPD registration for STT Reporting, have, in fact, undertaken testing in two separate fields of reporting and are eligible to be upgraded to Fellowship.

If a member is an ASTTR (Accredited Speech-to-Text Reporter) with BIVR and also has NRCPD registration, that is still testing in just the one field of reporting, so they are not eligible to be upgraded to Fellowship.

However, a member, whether ACR or STTR, who also has BIVR's QRR qualification, that does make the member eligible to be upgraded to Fellowship.

An ACR member who took Smith Bernal's LiveNote certification and is, therefore, a Certified LiveNote Reporter (CLR), that, too, makes the member eligible to be upgraded to Fellowship.

Please note, that there is no extra fee payable at renewal. I should know from my records whether you are an ACR or an ASTTR with BIVR's QRR, with the requisite extra examination as referred to above, to automatically upgrade you on renewal in 2022, but please let me know if you took the CLR examination so that I may also update you on the BIVR website. That is a new category on our Find a Reporter section.

Another update on our website is a separate "Pen Shorthand Writer" category. Very few of our pen writer members have agreed to be on the Find a Reporter section, but prospective clients do sometimes ask for a non-technical approach, so please re-think your decision and agree to be on there so that I may tick the relevant box for you on the admin side of things.



Please book your examination now by copying and pasting the relevant fee (BIVR's banking details are at the end of this Bugle.)

Name: \_\_\_\_\_

I wish to take:

QRR1 = 160 - 180

QRR2 = 180 - 200

QRR3 = 200 - 220

QRR4 = 220 - 240

QRR Exams		
<b>Saturday 30 October 2021 – 8:30 a.m.- 12:30 p.m.</b>	All (per exam)	£50
Discount for second or third QRR if booked at same time		£40

Total paid:

I confirm I will attend in the morning.

I can only attend in the afternoon.

I would appreciate having someone attend to invigilate, although the dictation will be recorded. Is there a volunteer to invigilate?

The room is booked for the whole day from 8 a.m. to 5:30 pm., but we do not expect to be there much later than 12:30 – 1 p.m., unless you really can only attend in the afternoon. I am thinking here of someone travelling from the north or south and not wishing to set out at the crack of dawn.

I will be there from around 8 a.m. to get ready and candidates should arrive around 8:30 – 9 a.m., for a 10 a.m., start.

We will be provided with unlimited teas/coffees and a bottle of water each, but they do not, at the moment, offer an actual room food delivery service. I will check beforehand, but I should, in any event, be able to go to the restaurant and stock up on some continental breakfast items for us, or you could go to the restaurant to buy whatever you want for yourself. Unfortunately, we cannot be seen to be bringing in bags of food from outside.

### **One week before the exam**

I will send through the preview words for each of the passages (all eight of them, two for each level) for you to practise and put in your dictionary. Please, please, remember to bring in that dictionary to translate for the test!

After some high-speed warmup, I will read two passages at each level, (from the highest speeds down) but you may only submit one for marking for the fee.

If you wish to have a second passage marked (at whatever speed) you will need to pay the discounted £40 for that second exam. Candidates are usually aware of how well (or not) they have done, but you could take a moment to decide and should therefore copy all passages to the memory stick that I will provide and inform me later that night if you do, after all, wish to have a second test marked.

Please remember that this is a “hot off the press” realtime exam, so you may not make any amendments afterwards. No scrolling through it to put in a comma or delete an untranslate – though it’s doubtful at this level that you will have one of those. You just close down the file, convert it to .rtf and copy it (them) to the stick. You should, however, check that the file is on there. I will know which stick belongs to a candidate, because I will be issuing the relevant “Candidate No” to each one. The Chief Examiner, however, will not know whose test is being marked.

**Pass level will be 98% accuracy. One drop of ten or more words is an automatic fail.**

The full marking criteria document will be supplied.

As Leah has said, you really should do some practising beforehand. It is a big mistake to do nothing but your regular work and expect to pass a shorthand test. Exams are soooooo different from work and, for many, it has been a while since you took a speed/shorthand exam, but you can get back in the groove if you take a few moments out of your very busy day to take a few practise pieces.

**Where to get practise material?** The members’ area of the BIVR website!

<https://bivr.org.uk/resources/speedbuilding/>

There are a lot of high-speed practise pieces on there. You will need to be logged in order to access them using the above link.

There are also more links to websites offering free dictation.

There are some free dictations on the IPS website:

<https://the-ips.org.uk/examinations/dictation-practice/>

There are the **Monday evening sessions (7 – 8 p.m.) via the IPS**. The cost is still reduced to a Covid-special price of £3 per session. I will read whatever speed you request.

Also, as Leah mentions, we can hold a regular weekly free one-hour session on **Zoom on Thursdays 7 – 8 p.m.** with exam tips, from now until 30 October. Please contact me [sec.bivr@gmail.com](mailto:sec.bivr@gmail.com) if you wish me to set that up. However, here are two exam tips to be going on with.

## **Exam Taking Tips**

Two things that a prospective candidate should think about.

This may be obvious, but firstly, listen and take down the words read, exactly as they are read. I.e., you can’t change them around, or swap a word you don’t like

to stroke for one that you do. (Not that you'd deliberately do that on a realtime job, of course, but on an exam, it is a definite no-no.).

Secondly, don't stop to correct something if you realise you've just mis-stroked. Just keep going. Remember the That Was the Week That Was theme tune? "It's over, let it go!" In making a correction, you are liable to drop those 10 words referred to in the marking criteria and lose the whole exam, whereas one dropped, or wrongly stroked word, could still give you a pass. Trust me, it has happened, and the candidates could have kicked themselves because the rest of the transcript was fine, and they would have had a pass! Sec.

## **Renewing**

At renewal, would members consider setting up a Standing Order to pay their subscriptions? If you could set it up to pay mid-December for the following year, that should give me plenty of time to order your practising certificates before their Christmas closing.

Cater Allen Private Bank  
Sort Code 16-57-10  
Account No: 32972430  
British Institute of Verbatim Reporters

The Renewal Notice will come out late November/early December, but the rates are the same as for the last few years:

Fellows/Members £120  
Retired £15  
Students £20

## **BIVR Supporters**

### **Platinum**

The logo for OPUS 2, with 'OPUS' in purple and '2' in light blue.The logo for ACCESS LOOP, with 'ACCESS' in light blue and 'LOOP' in green.

### **Bronze**

The logo for STELLAR COMMS, with 'STELLAR' in orange and 'COMMS' in white on an orange background.

## **BIVR DETAILS**

BIVR's Registered address:

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Your Council:

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Vice President: Georgina Ford - [georginabivr@gmail.com](mailto:georginabivr@gmail.com)

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