

## **Court Reporting – How to Earn Weekly Attendance Hours**

To meet your required attendance each week, students can combine hours from the following categories. All hours must be documented according to the guidelines below.

### **1. Weekly Tests (1.25 hours credit for each test submitted)**

- Transcribed tests should be to the best of student's ability and speed goals.
- Up to 10 tests per week are accepted by completing the Weekly Test Log.
- Test Log is submitted once each week and must be received no later than Sunday at midnight.
- PossiblePass tests should be included on this form; however, Possible Pass tests will be reviewed by graders separately within 7 to 10 business days.
- Only tests listed on the Weekly Test Log will be counted toward attendance hours.
- Realtime tests will not be counted towards attendance.

### **2. RTC Practice Hours (1.5 hours credit for each RTC hour attended)**

- Students may log time spent in Realtime Coach (RTC) for attendance credit.
- A maximum of 10 hours per week from RTC's Long Practice file (credit for time) may be used toward attendance.
- RTC practice should be purposeful and targeted toward your current speed-building or theory goals.
- Weekly hours will need to be completed by Sundays at 11 p.m. for credit for that week as RTC is at Mountain Time.

### **3. Class Attendance (1 hour credit for each hour of class attendance)**

- Attendance for scheduled classes, labs, and meetings sessions counts toward weekly hours.
- Arrive on time with your camera on and a full view from your shoulders up and remain for the *full duration* of the class or session to receive full credit. Students attempting to enter a Zoom room after scheduled class time, may not receive credit.
- Ensure you have a quality internet connection to avoid class interruptions and repeated log-ins during class time.

### **4. Supplemental Hours**

- Includes any outside learning activities, such as:
  - Discussions with mentors, workshops, outside classes, seminars
  - These hours must be recorded on the Supplemental Attendance Hours Log for consideration.
  - Only approved activities will count toward attendance requirements.