

AAERT Certified Electronic Reporter (CER) Practice Test (Sample)

Study Guide



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SAMPLE

Questions

- 1. Which of the following is NOT considered a type of law?**
 - A. Common Law**
 - B. Judicial Law**
 - C. Statutory Law**
 - D. Administrative Law**
- 2. Mention one technological advancement in electronic reporting.**
 - A. The development of handheld audio recorders**
 - B. The use of cloud-based storage for audio files and transcripts**
 - C. Increased reliance on paper-based documentation**
 - D. The introduction of typewriters for transcription**
- 3. Which of the following best describes the purpose of tort law?**
 - A. To regulate business practices**
 - B. To provide remedies for civil wrongs**
 - C. To interpret constitutional provisions**
 - D. To enforce statutory regulations**
- 4. What is one primary recording device used by electronic reporters?**
 - A. Dictation machine**
 - B. Digital audio recorders**
 - C. Cassette tape recorders**
 - D. Video cameras**
- 5. What best defines a transcribing convention?**
 - A. A guideline for electronic equipment usage**
 - B. A rule for representing dialogue accurately in writing**
 - C. A method of recording audio quality**
 - D. An approach to managing client relationships**

- 6. In personal injury cases, who selects the Independent Medical Examiner?**
- A. Judge**
 - B. Defendant's attorney**
 - C. Plaintiff's attorney**
 - D. Insurance company**
- 7. Is digital recording equivalent to speech recognition?**
- A. True**
 - B. False**
 - C. N/A**
 - D. It can be**
- 8. Which entity has the authority to review decisions made by lower courts?**
- A. District Courts**
 - B. Appeals Courts**
 - C. Municipal Courts**
 - D. State Courts**
- 9. What can a Certified Electronic Reporter expect regarding job responsibilities?**
- A. To delegate tasks to assistants**
 - B. To prepare, record, and transcribe legal proceedings accurately**
 - C. To oversee a team of non-certified reporters**
 - D. To focus exclusively on administrative duties**
- 10. What benefit does a high-quality microphone provide to an electronic reporter?**
- A. Increases the file size of recordings**
 - B. Reduces the number of required transcriptions**
 - C. Enhances sound clarity, making transcription easier**
 - D. Limits the recording range to only one speaker**

Answers

SAMPLE

1. B
2. B
3. B
4. B
5. B
6. B
7. B
8. B
9. B
10. C

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Explanations

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1. Which of the following is NOT considered a type of law?

- A. Common Law**
- B. Judicial Law**
- C. Statutory Law**
- D. Administrative Law**

Judicial law is often considered a subset of law rather than a distinct category on its own. While it relates to the interpretations and rulings made by judges within the legal system, it doesn't form a separate type of law like the others listed. Common law is based on court decisions and precedents, statutory law is created by legislative bodies, and administrative law governs the activities of administrative agencies. Therefore, recognizing that judicial law does not constitute an independent category helps clarify its role within the broader legal framework.

2. Mention one technological advancement in electronic reporting.

- A. The development of handheld audio recorders**
- B. The use of cloud-based storage for audio files and transcripts**
- C. Increased reliance on paper-based documentation**
- D. The introduction of typewriters for transcription**

The use of cloud-based storage for audio files and transcripts represents a significant technological advancement in electronic reporting. This innovation allows for secure and easily accessible storage of data, facilitating the storage, retrieval, and sharing of audio recordings and transcriptions across different devices and platforms. With cloud-based solutions, reporters can access their files from anywhere, provided they have an internet connection, which enhances flexibility and efficiency in the reporting process. Furthermore, cloud storage often incorporates advanced security measures to protect sensitive information, thus providing peace of mind to reporters and their clients alike. This approach also streamlines collaboration among professionals who may be working on the same case, as they can easily share materials in real time.

3. Which of the following best describes the purpose of tort law?

- A. To regulate business practices**
- B. To provide remedies for civil wrongs**
- C. To interpret constitutional provisions**
- D. To enforce statutory regulations**

The purpose of tort law is primarily to provide remedies for civil wrongs committed by one party against another. This area of law addresses situations where an individual's actions or negligence cause harm or injury to another person, allowing the injured party to seek compensation. Tort law aims to restore the injured party to their original position, as much as possible, through monetary damages or other forms of remedy. This aspect of tort law is crucial because it serves to uphold accountability, allowing individuals to seek justice when they have been wronged, and it ultimately promotes social responsibility. By providing a legal framework for addressing grievances resulting from wrongful acts, tort law helps maintain peace and order in society. Other options, such as regulating business practices, interpreting constitutional provisions, or enforcing statutory regulations, fall outside the specific domain of tort law and relate more to other areas of legal practice.

4. What is one primary recording device used by electronic reporters?

- A. Dictation machine**
- B. Digital audio recorders**
- C. Cassette tape recorders**
- D. Video cameras**

Digital audio recorders are a primary recording device used by electronic reporters due to their high-quality audio capture and user-friendly features. These devices allow reporters to record audio clearly, which is critical for accurate transcription and documentation of proceedings. They often come equipped with functionalities such as noise cancellation, built-in microphones, and the ability to easily transfer files to computers for editing or archiving. While dictation machines and cassette tape recorders were once common in recording practices, they have largely been surpassed by digital technology. Video cameras, although they capture both audio and visual content, are not specifically tailored for the sole purpose of recording spoken word in legal and professional settings, which is the primary focus of an electronic reporter's work. Thus, digital audio recorders stand out for their reliability and efficiency in the context of electronic reporting.

5. What best defines a transcribing convention?

- A. A guideline for electronic equipment usage**
- B. A rule for representing dialogue accurately in writing**
- C. A method of recording audio quality**
- D. An approach to managing client relationships**

A transcribing convention is best defined as a rule for representing dialogue accurately in writing. This definition captures the essence of transcription, which involves converting spoken language into written form while adhering to established standards that ensure clarity and fidelity to the original speech. Transcribing conventions may include guidelines on how to punctuate dialogue, convey speaker identification, and represent non-verbal sounds, all of which are essential to accurately relay the nuances of conversation in written form. This focus on accuracy and representation is critical in contexts such as legal, medical, or media transcription, where precise documentation is necessary for record-keeping and understanding. Other options, while related to different aspects of the transcription process or associated activities, do not capture the specific purpose and significance of transcribing conventions in the writing process.

6. In personal injury cases, who selects the Independent Medical Examiner?

- A. Judge**
- B. Defendant's attorney**
- C. Plaintiff's attorney**
- D. Insurance company**

In personal injury cases, the selection of an Independent Medical Examiner (IME) is typically made by the defendant's attorney. This is because the IME is often utilized to evaluate the medical claims of the plaintiff on behalf of the defendant, aiming to provide an objective medical opinion regarding the injury and its impact. The defendant's attorney might look for a qualified physician who can give a thorough and unbiased examination to support their position in the case. The other parties involved, such as the plaintiff's attorney, while they may have input or concerns about the selection, do not usually have the authority to choose the examiner. The judge does not select the IME directly; their role is more about overseeing the trial process. Similarly, while insurance companies may influence cases or have particular preferred medical examiners, they do not directly select the IME in the context of legal proceedings.

7. Is digital recording equivalent to speech recognition?

- A. True
- B. False**
- C. N/A
- D. It can be

Digital recording and speech recognition serve different purposes and operate based on distinct principles, which makes the assertion that they are equivalent inaccurate. Digital recording involves capturing audio in a digital format, allowing for the preservation and playback of the spoken word exactly as it was recorded. It relies on hardware and software to create files that can be stored and retrieved but does not provide any interpretation of the content. On the other hand, speech recognition refers to technology that converts spoken language into text. It processes the audio to understand, analyze, and transcribe the spoken words, often employing algorithms and machine learning to improve accuracy over time. Given these differences, it is clear that while both involve the processing of audio, they do not function as the same entity or fulfill the same role in audio documentation or transcription. Therefore, stating that digital recording is equivalent to speech recognition is inaccurate.

8. Which entity has the authority to review decisions made by lower courts?

- A. District Courts
- B. Appeals Courts**
- C. Municipal Courts
- D. State Courts

The Appeals Courts have the authority to review decisions made by lower courts due to their specific role in the judicial system. These courts operate on a principle of overseeing and evaluating appeals filed by parties who believe that a legal error occurred in a trial court's decision. This includes assessing both the application of the law and the procedural aspects of the trial. Appellate courts examine the records from lower courts to ensure that the law was applied correctly and that the proper legal standards were adhered to. They do not conduct new trials or hear new evidence, but rather focus on the interpretation of existing law in the context of previous rulings and legal principles. In contrast, District Courts, Municipal Courts, and State Courts typically serve either as trial courts or lower-level adjudicators that handle specific types of cases but do not possess the authority to review the decisions of higher courts. Their function does not include the appellate review process, which is exclusively the domain of Appeals Courts. This distinct separation ensures that there is a systematic and structured approach to legal review, maintaining the integrity of judicial decision-making.

9. What can a Certified Electronic Reporter expect regarding job responsibilities?

- A. To delegate tasks to assistants**
- B. To prepare, record, and transcribe legal proceedings accurately**
- C. To oversee a team of non-certified reporters**
- D. To focus exclusively on administrative duties**

A Certified Electronic Reporter (CER) is specifically trained to prepare, record, and transcribe legal proceedings with high accuracy and reliability. This core responsibility is fundamental to the role, emphasizing the importance of precise documentation in legal contexts. Legal proceedings can be complex, requiring not only technical skills related to electronic reporting systems but also a thorough understanding of legal terminology and procedures. The ability to produce accurate records of court sessions is crucial, as these recordings serve as official records and may be used as evidence in future legal matters. In contrast to the other options, which include responsibilities that may not align with the primary focus of a CER, the key duty remains centered around the integrity and fidelity of the record. This role does not primarily involve delegating tasks or overseeing non-certified reporters extensively, nor does it center on administrative duties. Instead, the emphasis is on mastering the technical and legal skills required to document proceedings effectively, ensuring that the information captured is both comprehensive and precise.

10. What benefit does a high-quality microphone provide to an electronic reporter?

- A. Increases the file size of recordings**
- B. Reduces the number of required transcriptions**
- C. Enhances sound clarity, making transcription easier**
- D. Limits the recording range to only one speaker**

A high-quality microphone enhances sound clarity, making transcription easier. This is crucial for electronic reporters, as clear audio significantly reduces the chances of misinterpretation or misunderstanding of dialogue during the transcription process. With clearer sound, transcriptionists can more easily discern speech nuances, such as tone and inflection, which can be vital in accurately capturing the context of conversations or presentations. Additionally, improved sound quality can help filter out background noise, allowing for a more focused recording, which contributes to the overall accuracy and efficiency of the transcription work.