

AAERT CERTIFIED ELECTRONIC REPORTER (CER) PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://aaert-certifiedelectronicreporter.examzify.com>



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What is the minimum words per minute requirement for a stenotype reporter?**
 - A. 225
 - B. 200
 - C. 180
 - D. 250
- 2. What is the plaintiff's cause of action in a legal pleading?**
 - A. The Answer
 - B. The Complaint
 - C. The Response
 - D. The Motion
- 3. Which type of witness provides facts and/or opinions about the case?**
 - A. Expert Witness
 - B. Lay Witness
 - C. Character Witness
 - D. Percipient Witness
- 4. How many regional circuits are the 94 Federal District Courts organized into?**
 - A. 11
 - B. 25
 - C. 50
 - D. 12
- 5. What term describes the process when an employee is injured on the job?**
 - A. Employer Case
 - B. Workers' Compensation
 - C. Employee Compensation
 - D. Disgruntled Employee

- 6. How can electronic reporters handle difficult audio situations during a recording?**
- A. By speaking louder than the background noise
 - B. By using noise-canceling technology or repositioning microphones
 - C. By only recording during quieter times
 - D. By asking speakers to repeat themselves
- 7. Which branch of government includes the US Supreme Court?**
- A. Legislative
 - B. Executive
 - C. Judicial
 - D. Administrative
- 8. What role do electronic reporters have regarding digital evidence?**
- A. They are responsible for collecting digital evidence
 - B. They may need to integrate and reference digital evidence in their transcripts
 - C. They must ensure the security of digital evidence
 - D. They are not involved with digital evidence
- 9. What role does familiarity with terminology play in electronic reporting?**
- A. It is unnecessary
 - B. It helps reduce transcription errors
 - C. It complicates the transcription process
 - D. It allows reporters to shorten transcripts
- 10. What is the role of the claimant in relation to an insurance claim?**
- A. The insurance company
 - B. The person who suffered the damage or loss
 - C. The date of loss
 - D. The person carrying the insurance policy

Answers

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

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Explanations

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1. What is the minimum words per minute requirement for a stenotype reporter?

- A. 225**
- B. 200
- C. 180
- D. 250

The minimum words per minute requirement for a stenotype reporter is set at 225 words per minute. This standard reflects the proficiency expected from professionals in the field, ensuring they can produce accurate and timely transcriptions during legal proceedings. Stenographers operate under significant time constraints and must quickly capture spoken words, which requires a high level of skill and speed. Achieving this speed allows stenographers to effectively keep up with the pace of spoken dialogue in courtrooms or other legal settings. This benchmark is recognized in various certifications and training programs, making it an essential qualification for anyone pursuing a career in court reporting. Other figures, such as 200, 180, or 250 words per minute, do not meet the established minimum requirement for professional practice and may represent either lesser expectations or optional goals within different contexts of reporting. Therefore, being trained to a standard of at least 225 words per minute is crucial for readiness and efficiency in the professional environment of a stenographer.

2. What is the plaintiff's cause of action in a legal pleading?

- A. The Answer
- B. The Complaint**
- C. The Response
- D. The Motion

The correct answer identifies the "Complaint" as the plaintiff's cause of action in a legal pleading. In legal terminology, the Complaint is the initial document filed by the plaintiff that outlines the facts and legal reasons why the plaintiff believes they are entitled to relief from the court. It details the specific claims against the defendant and sets forth the plaintiff's cause of action, which is the basis for the lawsuit. To articulate a cause of action, the plaintiff must establish some grounds for the lawsuit, typically based on a legal theory such as breach of contract, negligence, or statutory violation. The Complaint serves not only to inform the defendant of the claims against them but also to provide the court with sufficient information to adjudicate the matter. In contrast, options such as the Answer, Response, and Motion refer to different aspects of legal procedure. The Answer is the defendant's formal response to the Complaint, addressing the allegations made by the plaintiff. The Response generally refers to the reply to any pleadings or motions filed by the other party. A Motion is a request made to the court for a specific ruling or order, often filed in the context of ongoing litigation. Therefore, the Complaint specifically represents the initiation of a plaintiff's cause of action in the legal system.

3. Which type of witness provides facts and/or opinions about the case?

- A. Expert Witness
- B. Lay Witness
- C. Character Witness
- D. Percipient Witness

An expert witness is someone who possesses specialized knowledge or expertise in a particular field relevant to the case. This knowledge can encompass a variety of professional areas such as medical, scientific, financial, or technical disciplines. The primary role of an expert witness is to provide the court with factual information and informed opinions that are beyond the understanding of the average person. These opinions are based on their expertise and are intended to assist the judge or jury in understanding complex issues related to the case. For example, a medical expert may explain the implications of a specific injury and how it could affect a person's life, while an expert in forensics could analyze evidence and draw conclusions that support or refute claims made in the case. The contributions of an expert witness can significantly influence the outcomes of legal proceedings because they provide clarity and context to specialized knowledge that supports arguments and helps in decision-making. In contrast, a lay witness typically shares observations based on their personal perceptions without being qualified to provide expert opinions. Character witnesses provide testimony regarding a person's character rather than the specifics of the case. Percipient witnesses are those who perceive an event related to the case and provide firsthand accounts, usually recounting what they saw or heard, rather than offering expert analysis.

4. How many regional circuits are the 94 Federal District Courts organized into?

- A. 11
- B. 25
- C. 50
- D. 12

The organization of the 94 Federal District Courts is into 12 regional circuits, which is the correct answer. Each of these circuits encompasses multiple district courts, which handle federal cases within their geographic boundaries. The 12 regional circuits provide a structured means for organizing the federal judicial system, allowing for appeals to be managed more effectively and ensuring that cases are heard within a specific judicial context. These circuits include the 1st through the 11th Circuits, as well as the D.C. Circuit, which deals specifically with cases from the nation's capital. Each circuit has a Court of Appeals that reviews decisions made by the district courts within its jurisdiction. This organization enables uniformity in federal law application across regions while still accounting for regional legal interpretations and practices.

5. What term describes the process when an employee is injured on the job?

- A. Employer Case
- B. Workers' Compensation**
- C. Employee Compensation
- D. Disgruntled Employee

Workers' Compensation refers to the specific type of insurance that provides financial support and medical benefits to employees who suffer injuries or illnesses as a direct result of their job duties. This system is designed to protect both employees and employers: it ensures that injured employees receive necessary medical care and compensation for lost wages, while also protecting employers from costly lawsuits related to workplace injuries. This process typically involves a no-fault system, meaning that benefits are provided regardless of who was at fault for the injury. Workers' Compensation is a critical part of labor law and is governed by both state and federal regulations. Understanding this term is important for professionals in the workforce management and safety domains, as it directly impacts the rights and responsibilities of both employees and employers when dealing with workplace injuries.

6. How can electronic reporters handle difficult audio situations during a recording?

- A. By speaking louder than the background noise
- B. By using noise-canceling technology or repositioning microphones**
- C. By only recording during quieter times
- D. By asking speakers to repeat themselves

Using noise-canceling technology or repositioning microphones is the most effective method for handling difficult audio situations during a recording. This approach targets the underlying issue of poor audio quality, which can stem from various distracting sounds in the environment. Noise-canceling technology actively reduces ambient noise, allowing for a clearer capture of the desired audio. Additionally, repositioning microphones can help isolate the speaker's voice from background noise, enhancing clarity. In contrast, simply speaking louder than the background noise may not effectively eliminate the interference; it could also result in distortion of the speaker's voice. Recording only during quieter times is often impractical, as it limits the available opportunities and could potentially exclude important discussions. Lastly, asking speakers to repeat themselves might not be feasible in all situations, and it can disrupt the flow of conversation, leading to potential misunderstandings or frustration. Therefore, utilizing technology and technique adjustments offers a proactive and reliable solution for electronic reporters to improve their recordings in challenging audio environments.

7. Which branch of government includes the US Supreme Court?

- A. Legislative
- B. Executive
- C. Judicial**
- D. Administrative

The correct choice is the Judicial branch because the US Supreme Court functions as the highest court in the federal judiciary and is tasked with interpreting the law. Its primary role is to ensure that justice is administered fairly, to interpret the Constitution, and to assess the constitutionality of laws and government actions. This branch also includes lower federal courts, under which various types of cases can be heard, including those pertaining to constitutional rights and federal statutes. The Supreme Court serves as a critical check on the Legislative and Executive branches, ensuring that no laws or actions violate the Constitution. In contrast, the Legislative branch is responsible for making laws, while the Executive branch implements and enforces these laws. The Administrative component often refers to agencies and functions within the executive branch, but it does not relate to the judicial responsibilities of interpreting laws. Therefore, the distinction of the Supreme Court as part of the Judicial branch is significant in understanding the separation of powers and the role of the judiciary in upholding the rule of law in the United States.

8. What role do electronic reporters have regarding digital evidence?

- A. They are responsible for collecting digital evidence
- B. They may need to integrate and reference digital evidence in their transcripts**
- C. They must ensure the security of digital evidence
- D. They are not involved with digital evidence

The role of electronic reporters concerning digital evidence primarily involves integrating and referencing this evidence in their transcripts. Electronic reporters capture court proceedings and related materials in a digital format, which can include various types of evidence such as audio and video recordings, documents, and other electronic files. When digital evidence is presented during proceedings, electronic reporters have the responsibility to accurately record and reference this information in the official transcript. This ensures that the transcript reflects everything that occurred, including any pertinent digital evidence that may be crucial for future reference in legal cases. The meticulous integration of this type of evidence into transcripts enhances the accuracy and reliability of the court record, which is invaluable for appeals or later stages of litigation. In contrast, while other roles in the legal process may encompass the collection or security of digital evidence, these responsibilities do not fall under the specific duties of an electronic reporter. Their primary focus is on accurate transcription and reference, making their role unique in the context of digital evidence.

9. What role does familiarity with terminology play in electronic reporting?

- A. It is unnecessary
- B. It helps reduce transcription errors**
- C. It complicates the transcription process
- D. It allows reporters to shorten transcripts

Familiarity with terminology is essential in electronic reporting as it directly contributes to reducing transcription errors. When reporters are well-versed in the specific jargon and terms related to the field they are documenting, they are more likely to accurately capture and transcribe the spoken content. Knowledge of terminology enables them to identify and differentiate between similar-sounding words, understand context, and ensure that industry-specific language is correctly represented in transcripts. This accuracy is crucial not only for the integrity of the recorded information but also for adherence to legal and professional standards in reporting. Such mastery ultimately enhances the quality of the transcripts produced and fosters clear communication of the intended message.

10. What is the role of the claimant in relation to an insurance claim?

- A. The insurance company
- B. The person who suffered the damage or loss**
- C. The date of loss
- D. The person carrying the insurance policy

The role of the claimant in relation to an insurance claim is best defined as the person who suffered the damage or loss. This individual initiates the claims process by formally notifying the insurance company of their situation and seeking compensation for the covered losses. The claimant must provide evidence of the damage or loss incurred, which could include documentation, photographs, and statements. This role is crucial because the claimant's experiences and losses are central to the claim's validity. The insurance company, while involved in processing and adjudicating the claim, does not play the role of the claimant. Similarly, the date of loss serves only as a reference point in the claims process and does not define an individual's role. The person carrying the insurance policy might coincide with the claimant but not always; for instance, a policyholder could file a claim on behalf of another person affected by a loss. Hence, the correct answer accurately encapsulates the essence of the claimant's involvement in the claims process.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://aaert-certifiedelectronicreporter.examzify.com>

We wish you the very best on your exam journey. You've got this!

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