



Study Tips for the RMT and CMT Tests

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Preparation Materials

One thing you need to know about the RMT and CMT Review Guides is that the dictations in those books only allow for one correct answer. (The same is true of the courses offered by Oak Horizons.) This is **NOT** the case on the actual certification exams themselves.

Acceptable Variants

We all know that in the real world of transcription, there are dozens of different ways to transcribe a piece of dictation. On the actual exams, we have made allowances for up to 16 possible correct answers for a single question (if there are that many correct options!) The example I like to give is this:

- D: Everyone thinks the RMT exam is hard however it is a fair exam.
- T1: Everyone thinks the RMT exam is hard. However, it is a fair exam.
- T2: Everyone thinks the RMT exam is hard; however, it is a fair exam.

Both of those would be considered correct - despite the fact that they have different punctuation.

Dictation sound quality

Also - on the exam, the vast majority of the dictations are clear and easy to understand. We aren't trying to trick anyone or make things unreasonably difficult.

Most important advice of all:

My primary advice for you is to ***follow the directions*** given on the exam. Too many times I have seen people retype an entire paragraph of text when the instructions say "fill in the blank."

Additional test-taking tips follow.



CMT and RMT Test Taking Tips

- **Review the *Candidate Guide* thoroughly**
The guide covers everything you need to know about the exam and includes a breakdown of every area covered on the exam, a comprehensive list of study aids, as well as sample questions

- **Read each exam question carefully**
If you're asked to fill in the blank, only type what goes into the blank.

- **Take your time – don't rush it**
You can skip questions by "marking" them and then go back to them at the end of each of the 2 parts of the exam.

- **Practice without your ergonomic keyboard or foot pedal**
You won't be allowed to bring ANYTHING into the testing room with you.

- **Practice without spellchecker, expansion software, or reference materials**
Lots of spelling errors are made on exams because candidates have become dependent on their spellchecker and/or expansion software.

- **Plan to transcribe verbatim on part 2**
You will be expected to edit for proper punctuation and grammar, but do not rework sentences, add headings that aren't dictated, or add articles (a, an, the) that are not dictated.

- **Don't use formatting or flags on part 2**
Don't use bold, italics, or other formatting keys. Do not flag questions with comments, question marks, quotation marks, etc.

- **Pay attention to the little things**
Because part 2 is graded using text comparison, the little things can make a big difference. One or two spaces after the period are acceptable, but if you accidentally put in three spaces after a period or two spaces between words it will mark the question wrong. Don't hit the return (enter) key after a sentence. Don't use indents or tabs.