



Accreditation by Testing

Information Booklet

This booklet has been developed to assist applicants who wish to obtain accreditation by completion of an accreditation test. It provides an introduction to the process involved and will help you complete your application. **You should read this booklet carefully.**

What is NAATI?

NAATI is the national standards and accreditation body for translators and interpreters in Australia. It is the only agency that issues accreditations for practitioners who wish to work in these professions in Australia.

NAATI's Purpose

NAATI's primary purpose is to strengthen inclusion and participation in Australian society by assisting in meeting the nation's diverse and changing communication needs and expectations, through:

- setting, maintaining and promoting high national standards in translating and interpreting, and
- implementing a national quality-assurance system for credentialing practitioners who meet those standards.

NAATI credentialing provides quality assurance to the clients of translators and interpreters and gives credibility to agencies that employ practitioners who are credentialed appropriately.

About NAATI

The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI) is incorporated in Australia under the *Corporations Act 2001*. The company is owned jointly by the Commonwealth, State and Territory governments and is governed by a board of directors, who are appointed by the owners. NAATI's main business activities are providing accreditation and other credentialing services for translators and interpreters and related activities. NAATI services are available through offices in every State and Territory of Australia and in New Zealand. The National Office is in Canberra.

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LEVELS OF ACCREDITATION AVAILABLE BY TESTING

NAATI accreditation by testing is available for the following:

- Advanced Translator
- Professional Translator
- Paraprofessional Translator

- Professional Interpreter
- Paraprofessional Interpreter

APPLYING FOR A NAATI ACCREDITATION TEST

Accreditation tests may be arranged throughout the year at the mutual convenience of the candidate and the NAATI testing venue. Candidates who decide to apply for an accreditation test need to complete the Form A 'Application for Accreditation by Testing' which can be downloaded from the NAATI website www.naati.com.au

As a guide:

1. The eligibility requirements for a specific level of testing must be met. This includes providing all the supporting documents required for the application.
2. Once an application has been lodged, it will normally take two weeks to process.
3. Once the application is processed the testing venue will contact the candidate by email or telephone to schedule the date, time and location of the test.
4. Confirmation of date, time and location of the scheduled test will be sent by post.
5. Candidates must **normally** sit within six weeks of being contacted to schedule a test date.
6. Test results will normally be issued six to ten weeks after the test was sat.

The following are required for a complete application if this is your first application to NAATI.

1. A correctly completed application form including a completed Witness Declaration
2. Proof of your identity in the form a certified copy of your passport, driver's licence or ID card.
3. Proof of your residency status if you are an Australian Citizen or Permanent Resident.
4. Proof of your eligibility to sit the accreditation test.
5. Two passport photos endorsed by a witness

If this is not your first application to NAATI, that is you already have a five digit NAATI number, then your application need only include:

1. A correctly completed application form including a completed Witness Declaration
2. Two passport photos endorsed by a witness

If there is anything missing from the application there will be a delay in scheduling the test.

AVAILABLE ACCREDITATION TESTS

The availability of languages for accreditation testing may change. The following table provides details of the languages and levels of accreditation that were available at the time of publication.

	Paraprofessional Translator	Paraprofessional Interpreter	Professional Translator	Professional Interpreter	Advanced Translator		Paraprofessional Translator	Paraprofessional Interpreter	Professional Translator	Professional Interpreter	Advanced Translator
Albanian		☐	●	■		Lao		☐	●	■	
Amharic		☐	●	■		Macedonian		☐	●	■	
Arabic		☐	●	■	❖	Malay		☐	●	■	
Armenian	●	☐				Mandarin		☐		■	
Assyrian*	●	☐				Maltese*		☐	●	■	
Auslan		☐		■		Nuer	●	☐			
Bangla		☐	●	■		Oromo	●	☐			
Bosnian		☐	●	■		Persian		☐	●	■	
Bulgarian		☐	●	■		Polish		☐	●	■	
Burmese		☐	●	■		Portuguese		☐	●	■	
Cantonese		☐		■		Punjabi		☐	●	■	
Chinese			●		❖	Pushto	●	☐			
Croatian		☐	●	■		Romanian		☐	●	■	
Czech		☐	●	■		Russian		☐	●	■	❖
Dari		☐	●	■		Samoan		☐	●	■	
Dinka	●	☐				Serbian		☐	●	■	
Dutch		☐	●	■		Sinhalese		☐	●	■	
Filipino		☐	●	■		Slovak*		☐	●	■	
Finnish		☐	●	■		Somali		☐	●	■	
French		☐	●	■	❖	Spanish		☐	●	■	❖
German		☐	●	■	❖	Swahili	●	☐			
Greek		☐	●	■	❖	Tamil		☐	●	■	
Hakka (Chinese)*		☐				Tetum		☐			
Hazaragi		☐				Thai		☐	●	■	
Hindi		☐	●	■		Tigrinya	●	☐			
Hungarian		☐	●	■		Tongan		☐	●	■	
Indonesian		☐	●	■		Turkish		☐	●	■	
Italian		☐	●	■	❖	Ukrainian		☐	●	■	
Japanese		☐	●	■	❖	Urdu		☐	●	■	
Khmer		☐	●	■		Vietnamese		☐	●	■	
Korean		☐	●	■							

NOTE: Languages available for testing can change. This list was accurate at the time of publication.

* Accreditation testing for language is currently unavailable. Please contact NAATI National Office for more information.

TESTING AVAILABLE AT OVERSEAS LOCATIONS

Only **Professional Translator and Professional Interpreter** accreditation tests are available at testing venues outside of Australia and New Zealand.

Any correspondence about overseas testing **must** be with NAATI's National Office. Overseas testing locations provide test supervision only and **will not** provide any information or support on the application process or sitting a test.

Because of issues with checking the acceptability of electronic dictionaries at overseas testing venues **only paper-based dictionaries** will be able to be used at test venues outside of Australia and New Zealand.

Test venues –

REGION	COUNTRY	CITY
Africa	Egypt	Cairo ‡
	Ghana	Accra ‡
	Kenya	Nairobi ‡
	South Africa	Johannesburg ‡
	Zimbabwe	Harare ‡
Asia	China	Hong Kong ‡
		Shanghai*
		Beijing*
		Guangzhou*
	Philippines	Manila ‡
	Singapore	Singapore ‡
Europe	England	London ‡
	Greece	Athens ‡
	Netherlands	Den Bosch*
	Russia	Moscow ‡
Middle East	Iran	Tehran
	Saudi Arabia	Riyadh ‡
	Turkey	Ankara ‡
	United Arab Emirates	Dubai ‡
Sub Continent	India	New Delhi ‡
	Pakistan	Islamabad ‡
South America	Brazil	Sao Paulo ‡
	Peru	Lima ‡

Test dates – Venues marked with a ‡ are limited to two test sessions per year.

SESSION	TEST DATE (a fixed date within the period)	APPLICATION CUTOFF
1	First week in March	15 December
2	First week in September	1 July

Candidates will need to ensure they are available to sit the test at any time during the week. It is likely that tests will start at 9am local time.

If you intend to apply to sit a test in the proposed March session NAATI would need to **receive** your complete application by **15 December**.

For other test venues, testing will be conducted once per month. The exact date and time for testing will be advised by the test venue once the application has been received. NAATI expects that there will be no more than eight weeks from your application being processed until when you will sit a test.

Test availability – Professional Translator accreditation tests are able to be sat in all testing venues. Professional Interpreter tests are only able to be sat in those venues marked with an *.

AUSTRALIA AND NEW ZEALAND TESTING LOCATIONS

The following lists the cities in which NAATI offers accreditation testing at the time of publication.

Australia	Adelaide	Brisbane	Canberra	Darwin
	Hobart	Melbourne	Perth	Sydney
	Depending on demand NAATI may be able to offer testing in Australian regional locations. For further information please contact the appropriate NAATI State/Territory Office			
New Zealand	Auckland	Christchurch	Wellington	

CERTIFIED COPIES AND TRANSLATIONS OF DOCUMENTS

You will be required to provide certified true copies of documents as part of the application process. This means that an individual authorised to do so in your country must certify any copies of original documents as true copies.

Where documents are not in English, you must provide a certified copy of the original language document and an English translation carried out by either an appropriately NAATI accredited translator or a translator authorised to perform such a translation in your country of origin. The signature, name, status and contact details of the translator must be provided on the English language version.

If your current legal name is not the same as that on your documents, you must provide evidence of your name change.

All submitted documents that are copies of original documents must be certified.

It is recommended that you do not send original documents as NAATI does not return these.

Applications for migration related skills assessments will be delayed if documents are not certified properly.

Please note that;

1. Certified copies of an already certified document (that is, a copy of a copy) will not be accepted.
2. Certification should appear on each page of the document and should show:
 - a. the signature of the person certifying the document
 - b. the name of person certifying the document clearly printed or evident in an official stamp
 - c. the contact details of the person certifying the document. This may be a business address, telephone number or e-mail address.
 - d. where possible, an official stamp indicating the occupation/position of the person certifying the document.
3. The following classes of person are authorised to certify copies of documents:
 - a. NAATI staff member (Australia only)
 - b. An officer of an Australian Diplomatic Post
 - c. A Notary Public authorised in the country of the application
 - d. A Commissioner of Oaths (Declarations) authorised in the country of the application
 - e. A Solicitor, Barrister or Judge authorised in Australia or the country of the application. (note each page must be signed and it will not be acceptable for the name of a law firm to appear in lieu of the actual name and signature of the person certifying your document)
 - f. A Justice of the Peace authorised in Australia or the country of the application.

Assessment of your application **will not proceed** if you submit copies of documents where the person certifying the copy is not one of those listed or where the above requirements are not met.

TEST FORMATS

All NAATI tests have been designed in line with the skills and competencies required at the level and skill (interpreter or translator) being tested.

PARAPROFESSIONAL INTERPRETER TESTING

Languages Available

Please refer to the table on Page 2. For Auslan testing please refer to the information provided by NAATI on its website www.naati.com.au

Eligibility for testing

To be eligible to sit for NAATI Paraprofessional Interpreter tests candidates must demonstrate the following:

- Education equivalent to at least four years of Australian secondary education (Year 10); and
- Proficiency in both languages.

In cases where a person's education has been interrupted for any reason, these criteria may be waived, or alternative criteria substituted, at the discretion of NAATI.

Test format

Typically it will take about 40 minutes to complete the test.

Section 1: Cultural and Social Aspects - (5 marks)

The questions in this section are designed to assess the extent to which the candidates understand how social and cultural factors and/ or socio-political issues affect situations where an interpreter would typically work.

Four oral questions will be put to the candidate based on the social and cultural aspects of interpreting. The first two questions will be asked in English and must be answered orally in English. The next two questions are asked in the Language Other Than English (LOTE) and must be answered orally in the Language Other Than English (LOTE).

Section 2: Ethics of the Profession - (5 Marks)

The questions will be designed to elicit the candidate's awareness of the ethics of the profession.

Four oral questions will be put to the candidate based on the Code of Ethics for Translators and Interpreters. The first two questions will be asked in English and must be answered orally in English. The next two questions are asked in the Language Other Than English (LOTE) and must be answered orally in the Language Other Than English (LOTE).

Section 3: Dialogue Interpreting - (2 X 45 = 90 marks)

There will be two dialogues, of approximately 300 words each, between an English speaker and the Language Other Than English (LOTE) speaker. The dialogues will be divided into suitable segments, which will not normally exceed 35 words in length.

To achieve a pass in this test, candidates must score a **minimum of:**

- 2.5/5 for Social/Cultural Aspects questions
- 2.5/5 for Ethics of the Profession questions
- 29/45 for each consecutive interpreting dialogue
- 63/90 for the two consecutive interpreting dialogues
- 70/100 Overall

Conduct of Tests

It is not possible to simulate perfectly in a test the conditions under which an interpreter would normally work. Nevertheless, NAATI conducts its tests in a way that is fair and equitable to all candidates. Accordingly, all interpreting tests are conducted from a master recording of the test which is played to the candidate in the presence of a supervisor only, and the candidate's responses are recorded for later marking. Interpreting tests are therefore conducted individually.

The use of dictionaries and other reference aides is not permitted in the Paraprofessional Interpreter tests.

PARAPROFESSIONAL TRANSLATOR TESTING

The Paraprofessional Translator Accreditation is only available in languages of special community need for recent migrant and refugee arrivals.

Languages available

Please refer to the table on Page 2.

Eligibility for testing

To be eligible to sit for NAATI Paraprofessional tests candidates should have:

- Education equivalent to at least four years of Australian secondary education (Year 10); and
- Proficiency in both languages.

In cases where a applicant's education has been interrupted for any special reasons, these criteria may be waived, or alternative criteria substituted, at the discretion of NAATI.

Test Format

The Paraprofessional Translator test must be completed in 2 hours and 10 minutes.

The format of the test is:

Section 1: Translation from English into Language Other Than English (LOTE) - (45 marks)

The section consists of two passages of between 120 and 140 words each. Each passage is in English and of contrasting subject areas. Candidates are required to translate one passage into LOTE. The passages will represent very simple translation work which does not require technical or specialised information or terminology.

Section 2: Translation from Language Other Than English (LOTE) into English - (45 marks)

This section consists of two passages of between 120 and 140 words each. Each passage is in the LOTE, in different subject areas. Candidates are required to translate one passage into English. The passages will represent very simple translation work which does not require technical or specialised information or terminology.

Section 3: Ethics of the Profession questions (10 marks)

This section consists of three questions on ethics of the profession issues. Candidates **MUST** answer two of the questions. Answers should be clear and concise. Answers may be written in either English or Language Other Than English (LOTE).

To obtain a pass in the test candidates must score **a minimum of:**

- 5/10 for Ethics of the Profession questions
- 29/45 for each translation passage
- 63/90 for both translation passages
- 70/100 Overall

PROFESSIONAL INTERPRETER TESTING

This represents the minimum level of competence for professional interpreting.

Languages available

Please refer to the table on Page 2. For Auslan testing please refer to the information provided by NAATI on its website www.naati.com.au

Eligibility for testing

To be eligible to sit the Professional Interpreter test candidates **must** have:

- General education to **degree or diploma level** in **any** field; OR
- **NAATI Accreditation as a Paraprofessional Interpreter** in the language in which they are seeking accreditation at the Professional Interpreter level.

Test Format

Typically the test will take about 75-90 minutes to complete.

Section 1: Dialogue Interpreting - (2 X 25 marks=50 marks)

There will be two dialogues in different subject areas between an English speaker and the Language Other Than English (LOTE) speaker. Each dialogue will be approximately 400 words in length and will be divided into segments, which will not normally exceed 60 words. The two Social and Cultural Awareness questions, two Ethics of the Profession questions and a Sight Translation task (described below) will relate to and follow each of the two dialogues.

Social and Cultural Awareness questions - (10 marks)

There will be two questions relating to each of the dialogues. The first question is asked in English and is to be answered in English. The second question is asked in the Language Other Than English (LOTE) and is to be answered in the LOTE.

Ethics of the Profession (10 marks)

There will be two questions relating to each of the dialogues. The first question is asked in English and is to be answered in English. The second question is asked in the Language Other Than English (LOTE) and is to be answered in the Language Other Than English (LOTE).

Sight Translation - (2 X 10 marks = 20 marks)

There will be two sight translation pages in different subject areas, each of approximately 200 words. One will be in the Language Other Than English (LOTE) and is to be sight translated into English and one will be in English and is to be sight translated into the LOTE. Each passage will be related to the preceding dialogue.

Section 2: Consecutive Interpreting of Passages - (2 X 15 marks = 30 marks)

There will be two passages of approximately 300 words each. The first passage will be in the Language Other Than English (LOTE) and the second passage in English. Each passage will be divided into two sections of between 130 and 170 words. Each section will be played and after listening to the section, the candidate is required to interpret into the other language almost immediately, providing a structured and accurate rendering of the original. The passage will be read only once and no repeats of any parts are allowed. Note-taking is encouraged. The candidate will be advised of the topics for each of the two passages two weeks prior to the test.

To achieve a pass in this test, candidates must score a **minimum of**:

- 35/50 for both consecutive interpreting dialogues
- 21/30 for both consecutive interpreting passages
- 14/20 for both of the sight translation tasks
- 70/100 for the three interpreting parts (consecutive and dialogue interpreting and sight translation) of the test overall
- 5/10 for Social/Cultural Aspects questions
- 5/10 for Ethics of the Profession questions

Conduct of Tests

It is not possible to simulate perfectly in a test the conditions under which an interpreter would normally work. Nevertheless, NAATI conducts its tests in a way that is fair and equitable to all candidates. Accordingly, all interpreting tests are conducted from a master recording of the test which is played to the candidate in the presence of a supervisor only, and the candidate's responses are recorded for later marking. Interpreting tests are therefore conducted individually.

The use of dictionaries and other reference aides **is not** permitted in the Professional Interpreter tests.

PROFESSIONAL TRANSLATOR TESTING

This represents the minimum level of competence for professional translating.

Languages available

Please refer to the table on Page 2.

Eligibility for testing

To be eligible to sit the Professional Translator test candidates **must** have:

- General education to **degree or diploma level** in any field; OR
- **NAATI Accreditation as a Paraprofessional Translator** in the language in which they are seeking accreditation; OR
- **Work experience in translation** to which an employer has attested; OR
- Evidence of **relevant** (language, translating or interpreting related) **post-secondary studies**.

Test format

All Professional Translator tests are in one language direction only - from English into the Language Other Than English (LOTE) or Language Other Than English (LOTE) into English. All Professional Translator tests must be completed in 3 hours. The formats of the Professional Translator tests are:

Translation from English into the Language Other Than English (LOTE))

Section 1: Translation passages - (2 X 45 marks = 90 marks)

This section of the test consists of three passages of approximately 250 words. Each passage is of a different style and subject area. Candidates must translate two of these three passages into the Language Other Than English (LOTE). The passages may be drawn from subject areas including culture, science, technology, health, law, commerce and related fields, all aimed at the non-specialist reader.

Section 2: Ethics of the Profession questions - (10 marks)

This section of the test is made up of three questions on the ethics of the profession. Two of the questions **MUST** be answered by candidates. Answers should be clear and concise. Answers may be written either in English or Language Other Than English (LOTE), no matter which language direction the candidate is taking the test.

Translation from Language Other Than English (LOTE) into English (Except for Chinese and Greek)

Section 1 Translation Passages - (2 X 45 marks = 90 marks)

This section of the test is made up of three passages of approximately 250 words. Each passage is of a different style and subject area. Candidates must translate two of these passages into English. The passages may be drawn from subject areas including culture, science, technology, health, law, commerce and related fields all aimed at the non-specialist reader.

Section 2: Ethics of the Profession = (10 marks)

This section of the test is made up of three questions on the ethics of the profession. Two of the questions **MUST** be answered by candidates. Answers should be clear and concise. Answers may be

written either in English or Language Other Than English (LOTE), no matter which language direction the candidate is taking the test.

Translation from Language Other Than English (LOTE) into English (Chinese and Greek)

Section 1: Translation Passages – (2 X 45 marks = 90 marks)

Modern Standard Chinese (Mandarin) candidates will translate one passage from a choice of two passages printed in traditional full-form characters and one passage from a choice of two printed in simplified form characters.

Greek candidates will translate one passage from a choice of two in Standard Modern Greek and one passage from a choice of two in Katharevousa.

Section 2: Ethics of the Profession (10 marks)

This section of the test is made up of three questions on the ethics of the profession. Two of the questions **MUST** be answered by candidates. Answers should be clear and concise. Answers may be written either in English or Language Other Than English (LOTE), no matter which language direction the candidate is taking the test.

To obtain a pass mark in any Professional Translator test candidates must score a **minimum of:**

- 5/10 for the Ethics of the Profession questions
- 29/45 for each translation passage
- 63/90 for both translation passages
- 70/100 Overall

ADVANCED TRANSLATOR TESTING

Languages available

Advanced Translator tests are available in either direction in combination with English in the following languages:

Arabic	Chinese	French	German
Greek	Italian	Japanese	Russian
Spanish			

NOTE: Languages available for testing can change. This list was accurate at the time of publication.

Eligibility for testing

Candidates must:

- 1) Hold a **degree (or higher) - in any field** - from a recognised higher education institution. The requirement may be waived for those who can demonstrate equivalent professional knowledge and experience in the appropriate skill relevant to their application; **AND**
- 2) Be accredited by NAATI at the Professional Translator level in the language and direction relevant to their application. The requirement may be waived for those who can demonstrate equivalent professional knowledge and experience in the appropriate skill relevant to their application; **AND**
- 3) Provide **an employer references** as proof that they have been practising regularly as a translator for a minimum of two years. Those practitioners who are self-employed will be required to provide a statutory declaration as proof.

Test Format

Number and Length of Passages: Candidate will be required to translate three passages, one in Section 1 and two in Section 2. Each passage will be approximately 400 words long.

Section 1: One passage of an intellectually demanding, non-technical nature on a political, diplomatic or cultural theme. There is no choice of passage in this section.

Section 2: Four passages of a highly technical and intellectual nature, drawn from legal, economic, medical or scientific subject areas. Candidates will be required to translate two of the four passages given. Candidates will be advised of the specialist subject area and the topic and general source area of all passages one week before the test date.

Time: Candidates will be allowed a total of eight hours from 9 a.m. to 5 p.m. to produce their three translations. Candidates will be free to organise their time as they wish and will be allowed meal/coffee breaks, etc. However, examination conditions will apply throughout the entire eight hours.

Reference Material and Aids: Candidates are allowed to use dictionaries and all types of reference materials, such as encyclopaedias, handbooks, technical and scientific journals, terminology lists and private notes. Candidates are permitted to use computers or laptops for this test but must bring their own. Candidates should specify on the acceptance form whether or not they intend to do so. Consultation with other persons by any means, including the use of mobile phones, e-mail or the internet is not permitted during the eight hour period of the test.

Translation standard: The finished translation must be accurate, with no margin for error. It must read fluently, and should accurately reflect the register, tone and style of the original. The finished translation is expected to be a fair copy and clearly legible. It must be capable of being type set with only minimal editing.

To obtain a pass mark in the Advanced Translator test candidates must score a **minimum of:**

- 35/50 for each translation passage
- 120/150 (80%) Overall

TEST CONDITIONS

NAATI will confirm in writing the date, time and venue for the test. With this confirmation there will be important information about the supervision of the test including information about reference materials allowed to be used.

In all NAATI tests, standard examination procedures are followed. Written or verbal instructions are given to candidates before the commencement of each test and it is expected that these will be observed. Any breach of the examination conditions may lead to a candidate being disqualified from the test.

TEST RESCHEDULING

Candidates who have received notification of their test date and time but need to reschedule an alternative date should contact NAATI in writing seeking consideration of their request. The written request should be received no later than one week after receipt of the test admission slip notifying the candidate of the date, time and location of the test.

A request for rescheduling later than one week after receipt of the test admission slip may not be able to be accommodated. Rescheduling will usually only be considered where there is a valid reason such as illness or problems with employers. Candidates will be asked to submit proof of such consideration when asking to change the scheduled test date.

A rescheduling fee will be payable with each reschedule of a test. For more information about what these fees are please refer to the NAATI website, www.naati.com.au.

ILLNESS AND SITTING A NAATI TEST

Candidates who decide to sit for a NAATI test despite being ill should understand that their test will be marked on the same basis as for any other candidate.

Testing venues may be able to reschedule a test if provided with a medical certificate indicating the candidate is or was not well enough to sit on the scheduled date and covering the period when the candidate will not be medically fit to sit the test.

In the absence of a certificate indicating a candidate's incapacity to sit a test for medical reasons, NAATI will reschedule the test as soon as possible. Candidates who decide to cancel their test should forward a written explanation of the circumstances surrounding this withdrawal including a medical certificate in the case of ill health.

WITHDRAWING FROM A NAATI TEST

NAATI will consider each case for withdrawal on merit. There are some circumstances, verifiable medical reasons for example, where NAATI will consider a full refund of a candidates test fee. However in the absence of extenuating circumstances NAATI will apply a cancellation fee to any refund made.

In general please note that:

- a) The Application fee paid is non-refundable.
- b) All requests for a refund of the test fee must be made to NAATI in writing with evidence supporting any claims made.
- c) A cancellation fee will be applied as follows:

1. Refund requested prior to NAATI scheduling the test date.	25% of Test Fee
2. Refund requested before the scheduled test date but after NAATI schedules the test.	50% of Test Fee
3. Refund requested on or after the test date.	No Refund

NAATI RETESTING POLICY

From time to time there may be a problem with technical equipment or testing procedures. NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or procedures. In such cases, the re-test will be conducted at no cost to the candidate.

TEST PROPERTY RIGHTS

All NAATI test materials are and remain at all times the property of NAATI. NAATI provides each candidate with test materials for the sole purpose of taking the test, and on the condition that the materials are returned immediately upon the conclusion of the candidate's participation.

NAATI does not return answer papers or test recordings to candidates, nor does it release copies of test materials.

Candidates should note that NAATI is not an "agency" as defined by the *Freedom of Information Act*. As such it is not required to comply with the provisions of this act. Furthermore, the *Act* provides exemption for all examination materials.

THE USE OF DICTIONARIES IN TRANSLATION TESTS

NAATI regularly reviews and updates its policies in relation to the use of dictionaries in Paraprofessional, Professional and Advanced Translator tests. NAATI will provide a copy of the current policy when it confirms the date, time and venue for an accreditation test.

Further information can also be found on NAATI's website.

RETAKEING A FAILED TEST

A test in the same language, skill and direction can not be retaken until a formal fail result has been issued by NAATI. Where a candidate has applied for a review the test can not be retaken until the review result has been issued.

The only other restriction on retaking an accreditation test relates to the availability of test materials. If a candidate has sat and failed an accreditation test three times NAATI may have to delay the retaking of any further test until new test materials are available.

If the required score is not achieved, candidates can register for another test as soon as ready. Candidates should be advised, however, that it is unlikely that a better score can be obtained unless significant effort is undertaken to improve their translating or interpreting skills.

STANDARD AND NON-STANDARD FORMS OF LANGUAGE

It is recognised that variations in vocabulary and usage may arise in the same languages as spoken in different countries, e.g. Portuguese in Portugal and in Brazil; French in France and in Canada. Interpreters must be able to interpret regional variations within the language.

In these cases, markers also make allowances for variation. Often examiner panels will have representation from the various countries in which the particular language is spoken. Candidates may indicate the particular accepted variation in which they are interpreting or translating.

It should be noted, however, that a translation would be expected to be comprehensible to the majority of speakers of that language in Australia, unless a particular target group is specified.

LANGUAGE SPECIFIC POLICIES

General information

Where the use of capital letters differs between English and the other language, candidates must use them correctly in each language. If translations are written using all capital letters, the examiners will assume that the candidate is unaware of the correct use of capital letters and will penalise the translation accordingly.

Arabic

For translation tests, NAATI expects candidates to use Modern Standard Literary Arabic. For interpreting tests, which are recorded in Modern Standard Arabic, candidates may use any dialect or Modern Standard Arabic. Approximately 90% of candidates use Egyptian or Lebanese.

Candidates must write in **الخط النسخ**, the ordinary cursive Arabic script with dots as used in the general printing of books.

Candidates must indicate the **شدة (سّ س)** and the **همزة (ء)** where applicable in the English/Arabic translation.

Candidates are not required to show the use of vowels by the use of diacritical marks in the English/Arabic translation. It should be noted that those candidates who submit a translation that includes vowels are subject to penalties for incorrect usage of vowels.

In translation: Written Arabic should conform to the rules of grammar, syntax and other features, all of which are non-country specific. There may be some minor linguistic differences, and these usually are acceptable. The inference here is about particular terms or phrases that are specific to particular Arab countries as a result of their political or economic regimes, plus some other isolated instances of differences. Only some of these differences are allowed, otherwise the text might become country-specific or community-specific, which should be avoided. In NAATI tests, too much regionalised jargon or colloquialism is penalised. Candidates have to use the acceptable, Standard Arabic.

In interpreting: Country-specific terms and expressions can be used, but also to a very small extent. It should be remembered that an Arabic interpreter, whether Sudanese, Yemeni or Lebanese will be interpreting for any Arab client, whether Omani, Qatari, Saudi or Egyptian. Hence the interpreter should (1) be able to express him/herself in appropriate adialectal Arabic, and (2) be able to understand dialectal Arabic, to an extent. The latter should not be a problem in the NAATI test, because the reading is done in adialectal, Standard Arabic, which should not pose any difficulty to Sudanese or any other competent user of Arabic.

Assyrian

According to published works and language experts in Australia, there are two main streams of the Assyrian language known as Eastern and Western. The stream most prevalent in Australia is that of the Eastern group.

The Eastern group of dialects divides into four main sub dialects:

1. The Southern Plains (Chaldeans)
2. The Northern Mountains
3. The Extreme East (Urmias)
4. The Classical

These four groups are equally represented in Australia and although they have minor accent differences educated persons should understand each other with minimum effort. The classical sub-dialect has gained momentum throughout the last century and now is the only agreed dialect which provides widespread effective communication. While NAATI understands that there are other dialects spoken, the classical sub-dialect is the one most widely understood and therefore the one used by NAATI in its testing.

Bosnian, Croatian and Serbian

In line with Australian government policy regarding the Bosnian, Croatian and Serbian languages, NAATI treats these as different languages, each with its own characteristics. Consequently, no tests are held in the "Serbo-Croatian" language. Candidates must nominate whether they wish to be tested in the Bosnian, Croatian or Serbian languages.

In translation tests, candidates for Serbian are required to write in the Cyrillic script, while in Bosnian and Croatian, the Latin script is required. NAATI recognises that the use of the two scripts does not constitute the only difference between the languages, and that there are also some semantic, morphological and phonological differences. These will also, therefore, be reflected in the spoken language used in interpreting tests. Candidates who are unable to use the Cyrillic script are generally counselled to take the Bosnian or Croatian translation test if possible. However, they may sit for the Serbian interpreting test.

Chinese

Modern Chinese comprises seven major groups of dialects, which, in their spoken form, differ among themselves to such an extent that they may be considered as being virtually separate languages. They are largely mutually incomprehensible, with even the tonal structure differing widely among them. Mandarin (Modern Standard Chinese), for example, has four tones; Yue dialects on average have nine tones; and Min seven or eight tones. Among the more important of these dialect groups are the following:

Northern or Mandarin dialects, also known under the Chinese terms of Beifanghua, Putonghua, Guanhua and Guoyu. About seventy per cent of the total population of China are native speakers of one of the northern dialects. By decision of the Government of the People's Republic of China, the dialect spoken by the native inhabitants of Beijing (i.e. Pekingese) has been selected for setting the standards of pronunciation for the variety of Mandarin which has been adopted as the official language for all China and which has been given the name of Putonghua ("the common language") or Modern Standard Chinese (MSC). Mandarin is also one of the official languages in Taiwan, Singapore and Hong Kong.

Yue dialects, one of which is known in English as Cantonese. These dialects are native to about five per cent of the population of China and are widely spoken in Hong Kong. Many overseas Chinese, including many residents of Australia with ethnic Chinese background, are native speakers of Cantonese.

Wu dialects. These are spoken mainly in the Changjiang (Yangtze) Delta, including the cities of Shanghai and Suzhou. Native speakers of the Wu dialects make up about eight per cent of the population of China.

Hakka or Kejia dialects. These are spoken by about four per cent of China's population spread over many parts of southern China as well as in areas of Chinese settlement in south-East Asia, especially Indonesia.

Min or Hokkien dialects, sub-divided into Northern (Minbeihua) and Southern (Minnanhua) dialect groups. The Min dialects are spoken mainly in Fujian, Taiwan and Guangdong provinces of China, as well as among overseas Chinese, especially those settled in Malaysia, Singapore, Thailand, Philippines, Vietnam and other countries of South-East Asia. They account for about four per cent of all native Chinese speakers.

Xiang or Hunanese dialects. These are spoken throughout most of Hunan province. They account for over two per cent of all Chinese speakers.

Gan or Jiangxi dialects. These are spoken throughout most of Jiangxi, southern Anhui and south-Eastern Hubei. They account for about 2 per cent of the Chinese population.

Nowadays, almost every Chinese person in the People's Republic of China and in Taiwan, who is under 50 years of age and has had some formal education, will either speak Mandarin or know it to the extent of understanding it. However many, if not most, overseas Chinese, including Chinese residing in Australia and Chinese refugees from Indo-China, are likely to be native speakers of some non-Mandarin dialect and may not know Mandarin. Hence, in Australian conditions, candidates for tests in interpreting in Chinese should specify in what particular variety of spoken Chinese they are claiming proficiency. Separate oral tests are designed for each main dialect group and the dialect will be identified on the Certificate of Accreditation. Candidates could note, however, that at present NAATI conducts Interpreter tests in Mandarin and Cantonese only, and provides Recognition in Hakka only. Candidates specifying to be tested in Mandarin should be able to recognise some of the vocabulary variations between Mandarin as spoken in the People's Republic of China and in Taiwan.

In the written form of the Chinese language dialectal differences do not manifest themselves to the same extent as in its spoken form. Although NAATI once offered accreditation in translation in both Mandarin and Cantonese, accreditation in Cantonese was discontinued from 1 January 1996. This change of policy is the outcome of the declining demand for translation work in Cantonese/English together with the growing world-wide acceptance of Mandarin as the Modern standard Chinese language.

Modern Standard Chinese (Mandarin) can be written in characters of two different forms: the traditional full-form or the simplified form. Candidates for the Professional Translator test will be expected to know both forms of script. In the Professional Translator test candidates will be required to translate two passages: one selected from two passages printed in the traditional full-form; and the other selected from two passages printed in the simplified form.

In writing out their translations into Chinese, candidates may consistently use either the traditional full form of characters or the officially approved simplified characters, as long as the same form is used for both passages. Marks may be deducted if candidates mix both traditional and simplified characters and use non-standard variant forms of characters. The characters must be written either in the regular script (Kaishu) or in a legible "running hand" (Xingshu). Use of cursive script (Caozi) is not allowed.

In romanising Chinese proper names, candidates must conform either to the Pinyin or Wade-Giles systems. In transliterating Chinese place-names, use may also be made of what is known as the Post-Office system.

Candidates should note that when translating names of geographical locations (e.g. Sydney) and authorities (e.g. UN) from English into Chinese, they should use the standard equivalent Chinese term. However, in instances where no equivalent Chinese term exists, they are advised to convey the "accurate meaning" of the term into Chinese and may then place the English term in brackets after the translation. Examiners will accept this practice only in exceptional circumstances where a Chinese equivalent term does not exist. Its use will otherwise be penalised accordingly.

German

A new set of rules for German spelling and punctuation (Neue Deutsche Rechtschreibung) was introduced in Germany, Austria and Switzerland in August 1998. Transitional arrangements were put into place until 31 July 2005 when the old system was to be no longer officially valid. Because the new system has not been universally accepted in the above-mentioned countries, the date of 31 July 2005 can no longer apply. Accordingly, until further notice, NAATI examiners will accept either the traditional or the new German spelling and punctuation, provided consistency of application is apparent throughout the test paper. Candidates will be required to identify on the examination booklet, whether they are applying the traditional or the new spelling and punctuation.

The standard reference guide for the new official rules is DUDEN; Die Deutsche Rechtschreibung, vol. 12 (Mannheim et al.: Dudenverlag, 1996).

Greek

Monotonic accentuation

The system of accentuation required for NAATI Accreditation tests is the official monotonic system introduced into all levels of the Greek education system and public service in 1982. The rules of this system are given below.

While NAATI is aware that some individuals and publishers still show a preference for earlier polytonic or other monotonic systems, it is NAATI policy that candidates for accreditation as translators in modern Greek/English use only the official monotonic system throughout the entire examination paper. Candidates are expected to apply this system accurately and consistently, and marks will be deducted for any departures from its rules.

Katharevousa passages set for translation into English (Professional Translator test and above) may be presented with their original accentuation. All other passages set for translation into English will be accented in accordance with the official monotonic system.

Use of Standard Modern Greek in Translation Tests

Many years have now passed since the introduction of demotic Greek into all levels of the Greek education system and public service. After allowing a reasonable transition period, NAATI determined that, from 1983, the use of Katharevousa would no longer be accepted in translation tests.

Candidates are required to adhere consistently to the rules of grammar prescribed in one of the official school grammars of Modern Greek published from August 1976 onwards. Departures from these rules (including isolated Katharevousa and dialectal features) will be penalised unless they are justified by the original English context.

The attention of those familiar with earlier grammars is drawn to the spelling reform introduced in 1976 to verb endings (subjunctive, future, infinitive) and extended in 1983 to comparative and superlative suffixes. Observance of these changes, which are now generally accepted, is obligatory in all translation tests. The "spelling guide" included as an appendix in the official school grammar book since 1983 is also strongly recommended but widely used alternative spellings will not be penalised.

As documents written in Katharevousa are still in circulation and fully professional translators are likely to encounter this form of the language for some time to come. Candidates for accreditation at the professional level and above will continue to be required to demonstrate competence in comprehension of it, by translating one passage of Katharevousa into English.

Rules of the Official Monotonic System

The following rules of monotonic accentuation were published in The Greek Government Gazette, issue 52, 29 April 1982, p.4. For purposes of illustration, the monotonic system is used below in the text of the rules.

1. Πνεύματα δεν σημειώνονται.
2. Ως τονικό σημάδι χρησιμοποιείται η οξεία.
3. Τονικό σημάδι παίρνει κάθε λέξη που έχει δύο ή περισσότερες συλλαβές.

Αυτό ισχύει και στην περίπτωση που η λέξη παρουσιάζεται ως μονοσύλλαβη ύστερα από έκθλιψη ή αποκοπή (π.χ. λίγ' απ' όλα, φέρ' το),

όχι όμως όταν έχει χάσει το τονισμένο φωνήεν από αφαίρεση (π.χ. θα 'θελε, μου 'πε).

1. Οι μονοσύλλαβες λέξεις δεν παίρνουν τονικό σημάδι.

Εξαιρούνται και παίρνουν τονικό σημάδι: α) ο διαζευκτικός σύνδεσμος "ή" (π.χ. Ρωτάει η Έλλη αν θα πάει εκείνη ή άλλη.)

β) τα ερωτηματικά "πού" και "πώς"

(π.χ. Πού ήσουν; Πες μας πού πήγες. Στο σπίτι που (=το οποίο) ξέρεις. Πώς το ξέρεις; Πες μου πώς το 'μαθες. Ξέρω πως (=ότι) έφυγε.)

γ) οι αδύνατοι τύποι των προσωπικών αντωνυμιών

(μου, σου, του, της, τον, την, το, μας, σας, τους, τα)
όταν στην ανάγνωση υπάρχει περίπτωση να θεωρηθούν εγκλιτικές
(π.χ. Ο πατέρας σου είπε (=είπε σε σένα),
Ο πατέρας σου είπε (=ο δικός σου πατέρας),
Σου είπε ο πατέρας σου. ← (δεν υπάρχει περίπτωση σύγχυσης εδώ).

δ) Οι μονοσύλλαβες λέξεις, όταν συμπροφέρονται με τους ρηματικούς τύπους “μπω”, “βγω”, “ρθω”, “βρω”, σε όλα τα πρόσωπα και τους αριθμούς, και δέχονται τον τόνο τους, (π.χ. θά ‘ρθω, θα ‘ρθω, πού να τά βρει, πού να τα βρει;)

* (Σημ. θεωρούνται μονοσύλλαβοι και μένουν άτονοι οι συνιζημένοι τύποι (όπου δύο φωνήεντα προφέρονται μαζί σε μία συλλαβή) όπως: δυο (≠ δύο), μια (≠ μία), για, γεια, πια, πιο, ποιος-ποια-ποιο, γιος, να πιω, κ.ά.)

2. Ο τόνος του εγκλιτικού ο οποίος ακούγεται στη λήγουσα των προπαροξύτων λέξεων σημειώνεται (π.χ. το αυτοκίνητό μου, άνοιξέ το).

Το ίδιο γίνεται στο πρώτο από δύο εγκλιτικά, όταν προηγείται παροξύτη προστακτική (π.χ. δώσε μού το, φέρε μάς τους).

Hazaragi

NAATI acknowledges that there are regional variations/dialects of the Hazaragi language. However, due to strong cultural and identity connections there is a high level of mutual understandability between these regional dialects.

For the purposes of NAATI testing, a candidate will not be penalised for the dialect spoken as long as what is being said would be understood by an average Hazara person living in Hazaristan.

Candidates need to be aware that the Hazaragi language spoken by Hazaras in some locations, including the major cities in Afghanistan, has been heavily influenced by other languages of those cities and areas. Any use of ‘none’ Hazaragi’ words when interpreting would be penalised.

Japanese

Few if any limits were placed on the number and type of Chinese characters that could be used in the writing of Japanese until after World War II. Post-war legislation has, however, rationalised and simplified the writing of Japanese considerably. The latest legislation (1981) has determined that only 1,945 characters (*kanji*) may be used in all official writing and communications - the characters known as the “characters for daily use” (*joyo kanji*). Similar changes were earlier made to the kana spelling system which introduced the system now known as the “modern kana spelling system” (*gendai kanazukai*).

In writing translations into Japanese, candidates will therefore be required to limit themselves to the 1,945 joyo kanji in the forms officially sanctioned by the Japanese Ministry of Education in conjunction with gendai kana-zukai. Marks will be deducted for use of non-standard variant characters or kana spelling. Characters must be written in the regular square-style “printed” script (*kaisho*). Use of cursive script is not allowed.

When romanising Japanese proper names and words, candidates should follow the modified hepburn system (as used in Kenkyusha’s *New Japanese-English Dictionary, 4th edition*), with long vowels other than *i* being indicated by a macron over the vowel e.g. *a*, *e*, *o*, *u* and in the case of *i*, with the vowel being doubled to indicate length, i.e. *ii*. Syllabic *n* before *b*, *n* or *p* should be spelt *n*, as in *shinbun*, while syllabic *n* followed by a *y* or a vowel should be written as *n’*, e.g. *san’yo*.

In both interpreting and translating, the language used should be the standard form (Hyojungo). Style and register should be appropriate to the subject matter and the mode, and dialect and slang expressions should be avoided.

Lao

NAATI understands that the Lao language is going through changes due to a number of factors. Although linguistically different areas are affected, one major area of change applies to spelling. NAATI recognises that two formal spelling systems exist for the Lao language - one for those educated prior to 1975 and one after 1975. It is acceptable for candidates in translation tests to use either spelling system as long as the use of the system is consistent (i.e. words are not spelt using both systems during a single translation test).

NAATI test candidates should refer to the following two official dictionaries as the guides on which their spelling should be based:

Prior to 1975:

Maha Sila Viravong, Lao Monolingual Dictionary, Ministry of Education, 1st Edition, 1960 & 2nd Edition, 1963. (Based on the King's Decree No 10, dated 27/1/1949 and Official Statement by the Minister for Education dated 13/1/1960)

1975 to present:

Dr Thongkham Onemanisone, Lao Monolingual Dictionary, Department of Cultural Studies, 1st Ed, 1/6/1992 & Revised Edition (published by the National Library), 2008.

NAATI is aware that there is ongoing work to establish an Official Lao Monolingual Dictionary and that this dictionary is expected to be finalised within the next two years. If an official dictionary is adopted NAATI will reconsider its policy in relation to acceptable spelling for the Lao language.

Portuguese

Candidates should specify clearly at the beginning of a test in Portuguese whether they intend using the Brazilian or European spelling. Examiners on the Portuguese panel are familiar with these variations but expect a candidate to be consistent throughout the test. Inconsistencies will be penalised. Candidates should also be aware that NAATI adheres to the 1992 orthographic accord, which was signed by seven Portuguese-speaking countries including Brazil and Portugal. This accord acknowledges new common orthographies, that is, recognition of one language with agreeable variations in spellings.

Punjabi

NAATI Punjabi tests are delivered in Eastern Punjabi as used in India. The Gurmukhi script is used on the Professional Translator test from Punjabi to English. Candidates are also expected to use this script when translating from English to Punjabi.

NAATI tests are not available in Western Punjabi as used in Pakistan. Candidates more proficient in this variety of the language should consider sitting tests in Urdu. NAATI recommends that candidates purchase the sample test in Punjabi (Eastern Punjabi) and Urdu before deciding which test is more suited to their linguistic abilities.

Romanian

Candidates must be consistent in their use of spelling or marks will be deducted, i.e. either adhering to the pre-1989 orthography or using the present reversion to traditional spelling

Tetum

On 14 April 2004, the Government of East Timor issued a decree about the orthographical standard of the Tetum language. For all NAATI Accreditation tests, NAATI will adopt the standards set by this decree.

According to the Government of East Timor, Tetum has dual status as an official and national language. As such, it must be used in a consistent manner in the entire administration of the State and in other institutions, as well as by the mass media.

Tetum is an essential element in the construction of the nation and in the affirmation of East Timorese identity. For this reason its utilisation is a constitutional imperative and its implementation is a matter of urgency. To this end it is essential that its orthography be made uniform as part of the process of developing the language.

From 14 April 2004, the following standards for the Tetum language will be adopted by NAATI, in accordance with the relevant articles of the East Timorese decree:

Article 1: Orthographical standard

1. The orthographical standard (standard spelling system) for Tetum as developed by the National Institute of Linguistics (INL) at the National University of East Timor is hereby adopted.

2. The adoption of the orthographical standard must be in harmony with the research and the process of developing the Tetum language carried out by the INL.

Article 2: Orthography of Official Tetum

1. The official spelling of Official Tetum shall be the phonemic system promoted, regulated and developed by the INL according to scientific criteria.
2. The variety of Tetum recognised as the official and [first] national language is Official Tetum, a modern literary form of the vernacular most widespread in the country and based on Tetum-Praça.
3. This choice is made without prejudice to those varieties of Tetum circumscribed to particular regions, which varieties the state preserves and fosters as national languages.

The following references will be useful for candidates:

The standard spelling guide for Tetum is MATADALAN ORTOGRÁFIKU BA TETUN NASIONÁL. Dili: Instituto Nacional de Linguística, 2003

(Obtainable only from INL in Dili)

Geoffrey Hull. STANDARD TETUM-ENGLISH DICTIONARY. 3rd ed. Sydney/Dili: Sebastião Aparício Da Silva Project & Instituto Nacional de Linguística, 2004.

Geoffrey Hull. SHORT ENGLISH-TETUM DICTIONARY. 2nd ed. Sydney: Sebastião Aparício Da Silva Project, 2004.

Geoffrey Hull and Lance Eccles. TETUM REFERENCE GRAMMAR. 2nd ed. Sydney: Sebastião Aparício Da Silva Project, 2004. (Obtainable from Sebastião Aparício Da Silva Project; see publications for sale page to order on their website): <http://www.shlrc.mq.edu.au/>

INCLUSIVE LANGUAGE POLICY

Purpose and Context

NAATI is committed to inclusiveness as it is embodied in both federal and state laws (e.g. *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984*, *Human Rights and Equal Opportunity Commission Act 1986* and *Disability discrimination Act 1992*). This means that it is unlawful to discriminate on the grounds of race, colour, national or ethnic origin, gender, or physical or mental capabilities. (Australian Government Style Manual, John Wiley & Sons, 2002)

For NAATI staff, candidates and examiners, one form of inclusive policy can be implemented through the use of the English language. This is most apparent in references to gender and occupational titles. It is most important for translation and interpreting from the Language Other Than English (LOTE) into English.

Definition

Inclusive language refers to language that raises no social stereotypes in relation to gender, race, age, or body, utilises gender free words where gender reference is unnecessary and avoids the use of words and/or phrases that create or maintain disadvantage or barriers for the people being referenced. (The Cambridge Guide to English Usage, 2004, Peters, P., Cambridge University Press)

Examples of inclusive/non-inclusive language are set out in the Australian Government Style Manual, 2002, under the heading of "Effective and Inclusive Language".

Policy Statement

The use of inclusive language will apply primarily to translation and interpreting work from the Language Other Than English (LOTE) into English.

NAATI expects its staff, candidates and examiners to use inclusive language and to avoid the use of discriminatory language. The language used must be appropriate and necessary to the communication and the circumstances.

NAATI will use the Australian Government Style Manual as the most relevant guide for the use of Inclusive Language. Both NAATI examiners and test candidates should use this manual as the most appropriate reference.