



# POLICY FOR THE USE OF RESOURCES IN PARAPROFESSIONAL TRANSLATOR AND TRANSLATOR TESTS

NAATI permits and encourages the use of the following resources in translation tests:

- a. Dictionaries
- b. Glossaries
- c. Thesauri

These must be commercially available products (that is, not personally developed) and may be printed or electronic. Use of all such resources is subject to the following conditions:

1. NAATI does not supply resources for use in tests. Candidates are responsible for providing their own resources and ensuring that those resources meet the requirements of this policy.
2. Candidates are not permitted to share resources during a test.
3. Personally-developed resources are not permitted (for example, handwritten notes on paper).
4. NAATI recommends that candidates bring at least one suitable hard-copy resource to the test.
5. NAATI will check the suitability of all resources on the day of the test and, where practicable, may be able to check them prior to the test.
  - a. Candidates who wish to consult with NAATI about the suitability of an electronic resource must provide the make and model number in writing to NAATI at least ten business days prior to the test date.
  - b. All resources will be checked on the day of the test even if they have been checked beforehand.
  - c. NAATI reserves the right to decline the use of a resource on the day of the test even if it has been checked beforehand.
6. NAATI staff must be able to adequately check whether an electronic resource meets this policy (for example, functions being displayed in English). If this is not possible, NAATI will not permit the use of that resource.
7. If any unacceptable resources are found or suspected of being in the possession of the candidate, NAATI may prevent the use of those resources and/or the candidate may be disqualified from the test.
8. The following are specifically not permitted:
  - a. Laptop/notebook computers, Personal Digital Assistants (PDAs) or mobile phones
  - b. Devices that enable
    - Electronic note/memo-taking
    - Sound and image recording
    - Internet access
    - Electronic translation (phrases or sentences)
    - Electronic checking of spelling and/or grammar
  - c. Handwritten notes on any pages of a printed resource
  - d. Electronic resources that cannot be set to a silent mode of operation
9. Candidates are required to declare, on the front cover of the examination answer booklet, the type of electronic resource(s) used during the test by quoting the make and model number.
10. The final decision on the acceptability of a resource lies with NAATI.