



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.**

WHO WE ARE

NAATI is a company that is jointly owned by the nine governments of Australia. We are governed by a Board of Directors, who are appointed by the owners.

Our mission, as outlined in the NAATI Constitution, is to set and maintain high national standards in translating and interpreting to enable the existence of a pool of accredited translators and interpreters responsive to the changing needs and demography of the Australian community.

NAATI services are available through any of our offices located across Australia.

WHAT WE DO

Some people get confused about what NAATI is and what we do. Essentially, NAATI is a standards organisation responsible for setting, maintaining and promoting high professional standards.

Our core focus is issuing accreditations for practitioners who wish to work as translators and interpreters in Australia.

Our aim is to be a respected and recognised global leader in the provision of certification services for translators and interpreters, providing quality services and being responsive to the individuals and organisations which benefit from NAATI's services.

NAATI's work enhances the translation and interpreting industry's competitiveness and contributes to a community demand for everyone to be able to communicate and interact with each other.

CONTENTS

APPLYING FOR A NAATI ACCREDITATION TEST.....	1
AVAILABLE ACCREDITATION TESTS	3
EXPRESSION OF INTEREST PROCESS.....	4
CHINESE, HAZARAGI, MANDARIN AND VIETNAMESE ACCREDITATION TESTING.....	4
TESTING AVAILABLE AT OVERSEAS LOCATIONS.....	6
AUSTRALIA AND NEW ZEALAND TESTING LOCATIONS.....	7
CERTIFIED COPIES AND TRANSLATIONS OF DOCUMENTS	8
TEST FORMATS	9
TEST CONDITIONS.....	19
TESTING POLICIES	19
TEST RESCHEDULING.....	20
ILLNESS AND SITTING A NAATI TEST	20
WITHDRAWING FROM A NAATI TEST	21
NAATI RETESTING POLICY	21
TEST PROPERTY RIGHTS	21
TEST RESULTS	21
REVALIDATION	21
THE USE OF DICTIONARIES IN TRANSLATION TESTS.....	21
RETAKING A FAILED TEST	22
GENERAL STANDARDS FOR TESTING.....	22
LANGUAGE SPECIFIC POLICIES	24
Arabic.....	24
Assyrian.....	24
Bangla	25
Bosnian, Croatian and Serbian.....	26
Chinese	26
German	28
Greek	28
Hazaragi	30
Hindi.....	31
Japanese	31
Khmer	32
Lao	32
Portuguese.....	32
Punjabi	33
Pashto	33
Romanian.....	33
Tetum.....	33
Urdu.....	34
PRIVACY POLICY	35

APPLYING FOR A NAATI ACCREDITATION TEST

Usually, accreditation tests may be arranged within 12 weeks of your application payment being processed. Applicants 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 at 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 applicant by email or telephone to confirm 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. Applicants must **usually sit their test within twelve weeks** of the date that payment for the application is successfully processed. This period may be greater at times of high demand for accreditation testing.
6. Test results will **normally be issued within ten weeks** after the test is sat. This means that they may take more than 10 weeks in some circumstances.

If this is **your first application** to NAATI, you must include:

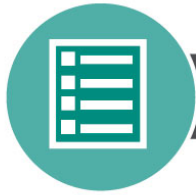
1. A correctly completed application form including a completed witness declaration;
2. Proof of your identity in the form of a certified copy of your passport, driver's licence or Australian state or territory ID card;
3. Proof of your residency status if you are an Australian Citizen or Permanent Resident;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

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

1. Proof of your identity in the form of a certified copy of your passport, driver's licence or Australian state or territory issued ID card;
2. A correctly completed application form including a completed witness declaration; **and**
3. Two passport photos endorsed by a witness in English.

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

ACCREDITATION BY TESTING



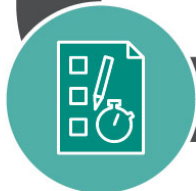
Prepare your application and supporting documentation.

Lodge your application via post or in person.



Your payment will be processed and you will be notified of your unique NAATI number within 2 weeks.

We will then contact you via email or phone to schedule the date, time and location of your test.



You will then sit your test.

Your test materials are then sent to our examiner panels for marking. This can take up to 10 weeks or more.



We will then post your test results to you. If you passed, congratulations!

If you have failed;

- you can apply to view your marked test;
- you can apply to have your test re-marked;
- or you can reapply to sit a new test once you've received your result.

AVAILABLE ACCREDITATION TESTS

The following table provides details of the languages and levels of accreditation that NAATI offers on demand testing for. You can apply at any time to sit a test in these languages.

NOTE: Languages available for testing can change. This list was accurate 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
Arabic		✓	✓	✓	✓	Hungarian		✓	✓	✓	
Armenian	✓	✓				Indonesian		✓	✓	✓	
Auslan		✓		✓		Italian		✓	✓	✓	✓
Bangla		✓	✓	✓		Japanese		✓	✓	✓	✓
Bosnian		✓	✓	✓		Macedonian		✓	✓	✓	
Cantonese		✓		✓		Mandarin [#]		✓		✓	
Chinese [#]			✓		✓	Pashto	✓	✓			
Croatian		✓	✓	✓		Persian		✓	✓	✓	
Dari		✓	✓	✓		Portuguese		✓	✓	✓	
Finnish		✓	✓	✓		Romanian		✓	✓	✓	
French		✓	✓	✓	✓	Russian		✓	✓	✓	✓
German		✓	✓	✓	✓	Serbian		✓	✓	✓	
Greek		✓	✓	✓	✓	Spanish		✓	✓	✓	✓
Hazaragi [#]		✓				Turkish		✓	✓	✓	
Hindi		✓	✓	✓		Vietnamese [#]		✓	✓	✓	

For some languages, scheduling of test dates are dependent on the *Expressions of Interest (EOI's)* that are submitted for that language[^]. Below are the languages for which you will need to submit an EOI form for.

Albanian		✓	✓	✓		Maltese		✓	✓	✓	
Amharic		✓	✓	✓		Nepali		✓			
Assyrian	✓	✓				Nuer	✓	✓			
Bulgarian		✓	✓	✓		Oromo	✓	✓			
Burmese		✓	✓	✓		Polish		✓	✓	✓	
Chaldean		?				Punjabi		✓	✓	✓	
Czech		✓	✓			Rohingya		✓			
Dinka	✓	✓				Samoan		✓	✓	✓	
Dutch		✓	✓	✓		Sinhalese		✓	✓	✓	
Filipino		✓	✓	✓		Somali		✓	✓	✓	
Khmer		✓	✓	✓		Swahili	✓	✓			
Korean		✓	✓	✓		Tamil		✓	✓	✓	
Kurdish, Southern (Feyli)		?				Tetum		✓			
Kurdish (Kurmanji)		?				Thai		✓	✓	✓	
Kurdish (Sorani)		?				Tigrinya	✓	✓			
Lao		✓	✓	✓		Tongan		✓	✓	✓	
Malay		✓	✓	✓		Urdu		✓	✓	✓	

[^] Please see page 4 in the information booklet for more information. The EOI form is online only.

[#] These languages have fixed test dates. Please see page 16 of the information booklet for these dates.

? NAATI is considering test demand for these languages. Please submit an EOI form if you are interested in taking a test.

EXPRESSION OF INTEREST PROCESS

As shown in the table on page 3, you cannot apply to sit an on demand test in some languages. If you are interested sitting a test for these languages, the process is as follows:

1. Fill out an online [Expression of Interest](#) (EOI) form through the NAATI website (accessible from the *Forms and Fees* page).
2. Once your EOI form has been lodged, NAATI will email you a confirmation of your application within 14 days.
3. Once NAATI has received enough EOI applications in your language, we will contact you to discuss the test date and levels available. Please note that NAATI may only be able to set a test date once every 12-24 months.
4. You will then be invited to submit an application form to sit the scheduled test. Please refer to the guide on page 1 for the normal application process.

CHINESE, HAZARAGI, MANDARIN AND VIETNAMESE ACCREDITATION TESTING

NAATI tests for Chinese Professional Translator accreditation and Hazaragi, Mandarin and Vietnamese Paraprofessional Interpreter accreditation are run quarterly on set dates.

There are limited places available in each state for each session. The maximum numbers vary depending on the location you wish to sit the test. To avoid the disappointment of not being able to be tested in your preferred session and location, you should make your application as early as possible. Should NAATI not be able to offer you a test in your nominated testing location, we will notify you as soon as possible and you may be given the option of another testing location or being assigned to the next available session.

NAATI will issue results for these tests as quickly as possible **but it may take ten weeks or more.**

[Test schedules](#)

Chinese Professional Translator tests

	All AUS & NZ test centres	Chinese test centres	All other overseas test centres
13 July 2016	✓		
8 September 2016		✓	✓
9 November 2016	✓		
15 February 2017	✓		
6 – 10 March 2017*		✓	✓
17 May 2017	✓		
23 August 2017	✓		
4 – 8 September 2017*		✓	✓
22 November 2017	✓		

* Please refer to page 6 for detailed overseas testing information.

Hazaragi, Mandarin and Vietnamese Paraprofessional Interpreter tests

	Mandarin		Hazaragi	Vietnamese
	All AUS & NZ test centres	NSW & VIC Only [#]	All AUS & NZ test centres	All AUS & NZ test centres
27 September 2016	✓		✓	✓
28 September 2016	✓		✓	✓
29 September 2016		✓		
6 December 2016	✓		✓	✓
7 December 2016	✓		✓	✓
8 December 2016		✓		
7 March 2017	✓		✓	✓
8 March 2017	✓		✓	✓
9 March 2017		✓		
30 May 2017	✓		✓	✓
31 May 2017	✓		✓	✓
1 June 2017		✓		
5 September 2017	✓		✓	✓
6 September 2017	✓		✓	✓
7 September 2017		✓		
5 December 2017	✓		✓	✓
6 December 2017	✓		✓	✓
7 December 2017		✓		

[#] This test date will only become available in New South Wales and Victoria if there is high demand.

[Test delivery for Hazaragi, Mandarin and Vietnamese Paraprofessional Interpreter accreditation tests](#)

To ensure NAATI is able to accommodate as many applicants as possible for the Hazaragi, Mandarin and Vietnamese Paraprofessional Interpreter accreditation test sessions, the testing is divided into two parts.

For Hazaragi, Mandarin and Vietnamese, Part one of the test will be run on the first day and Part two of the test will be run on the second day of testing as per the table. Applicants will be notified of the date and time of their written and oral tests.

[Part one: Social, cultural and ethics of the profession questions](#)

These sections will be completed based on written questions and written answers. The written test for these questions will take one and half hours to complete. All questions will be asked in English and applicants will be able to choose the language (English or Dari, Persian, Hazaragi/Chinese/Vietnamese) in which they write their responses.

[Part two: Dialogue interpreting](#)

This part will be conducted orally, with recorded materials being played back to applicants to interpret. All responses will be recorded. For more detailed information about the test format, please refer to the *Paraprofessional Interpreter Test* section.

Due to issues that have arisen with unauthorised publication of accreditation test materials on the internet the following additional conditions will be applied:

- (a) All applicants will be required to arrive for the test at the same time.
- (b) All applicants will be asked to wait in a separate waiting room, until they are required for their test.

- (c) Applicants will not be able to leave the venue until their test has been conducted: if they do leave they will not be permitted to return to complete their test. Some applicants may have to wait an extended period of time, with testing being conducted from 9am until 4pm in some locations.
- (d) All applicants should be prepared with food and drink as they may have to wait extended periods of time until their test can be conducted. NAATI will ensure that applicants are able to have a place to eat during the day.
- (e) The waiting room will have seating and access to toilet facilities.
- (f) Applicants are not allowed to use electronic communication devices during the test. This includes, but is not limited to, mobile phones, laptops, tablets and smart devices. Such devices must be turned off and removed from the examination room before the test starts. Any applicant found with such a device will have their test cancelled.
- (g) Access to written preparation or other materials including books will be allowed.
- (h) There may be other restrictions that have to be put in place due to the nature of the venues used in different states. All applicants will be advised of these conditions on the day.
- (i) The individual(s) appointed by NAATI to supervise the waiting room will have the final say in relation to acceptable conduct within the room.

If any applicant is unsure if a behaviour is acceptable, they should discuss this with the supervising officer or a NAATI staff member.

If applicants cannot comply with the conditions stated above, NAATI will be unable to test them.

TESTING AVAILABLE AT OVERSEAS LOCATIONS

Only **Professional Translator** 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.

Test venues

REGION	COUNTRY	CITY
Africa	South Africa	Johannesburg ‡
Asia	Bangladesh	Khulna ‡
	China	Hong Kong ‡
		Shanghai ‡
		Beijing ‡
		Guangzhou ‡
	India	New Delhi ‡
	Philippines	Manila ‡
Singapore	Singapore ‡	
Europe	England	London ‡
	Greece	Athens ‡
Middle East	Iran	Tehran
	Saudi Arabia	Riyadh ‡
	United Arab Emirates	Dubai ‡

‡ these venues are limited to two test sessions per year.

SESSION	TEST DATE (a fixed date within the period)	APPLICATION CUTOFF
1	First week in March 2017	1 December 2016
2	First week in September 2017	13 June 2017

Overseas testing locations provide test supervision only and **will not** provide any information or support on the application process or sitting a test. Applicants will need to ensure they are available to sit the test at any time during the week. Generally, tests will start at **9am local time**.

If you intend to apply to sit a test in March 2017 NAATI would need to **receive** your complete application by **1 December 2016**. For the September 2017 session NAATI would need to **receive** your complete application by **13 June 2017**.

For other overseas 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.

Applicants are responsible for arranging their own travel and any visas required to sit the test in their chosen location. **NAATI cannot assist with travel or visa requirements.**

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 availability

Professional Translator accreditation tests are available to be sat in all testing venues. Professional Interpreter accreditation tests are not available at overseas locations, except New Zealand.

Privacy information for applicants requesting overseas testing

By applying for overseas testing, the applicant consents to NAATI disclosing their personal information to supervisors located at the overseas NAATI test venue and on the following basis. Any overseas disclosure does not affect NAATI's commitment to safeguarding the applicant's personal information. In some circumstances NAATI's contracts with overseas test supervisors require them to comply with the *Australian Privacy Principles (APPs)* contained in the *Privacy Act 1988 (Cth)*.

However, by applying for overseas testing, the applicant acknowledges and agrees that NAATI won't be:

- Required to take reasonable steps to ensure the overseas supervisors' compliance with the APPs in relation to the applicant's personal information; **or**
- Liable to the applicant for any breach of the APPs by the overseas supervisor.

AUSTRALIA AND NEW ZEALAND TESTING LOCATIONS

Australia	Adelaide	Brisbane	Canberra	Darwin
	Hobart	Melbourne	Perth	Sydney
	Depending on demand NAATI may be able to offer testing in Australian regional locations. Please contact the appropriate NAATI state office.			
New Zealand	Auckland	Christchurch	Wellington	

CERTIFIED COPIES AND TRANSLATIONS OF DOCUMENTS

NAATI accreditation is extremely valuable to anyone wanting to work as a translator or interpreter. Because of this, we require certain information on our application forms to be certified because we need to be confident that applicants are providing genuine information.

This means that applicants should collect and organise all their relevant documentation before they lodge or send in their application. If you live overseas, an individual authorised to do so in your country must certify any copies of original documents and photos as true copies.

Where documents are not in English, you must provide a certified copy of the original language document plus an **original** English translation of the document (please note that copies of the translation will not be accepted). Normally this translation must be carried out by a NAATI accredited translator. Photos must be endorsed in English.

The signature, name, and NAATI number of the translator must be provided on every page of the English language version, preferably as part of the NAATI translator stamp. Should access to a NAATI accredited translator be an issue, please contact our National Office at info@naati.com.au and NAATI will consider your circumstances and whether a translation completed by another party would be acceptable.

So who can certify my application documents?

If you choose to visit your local NAATI office, they can provide you with details of some local justices of the peace (JP's) that will be able to assist you.

Otherwise, you can have any of the following people certify your application documents:

- Members of the legal profession (solicitors, judges, magistrates)
- Full-time teachers (with a minimum of 5 years' employment at a school or tertiary institution)
- Public service employees (state or commonwealth with a minimum of 5 years' service)
- Accountants
- Bank managers
- Chartered professional engineers
- Clerks of courts
- Dentists
- Justices of the peace (JP)
- Pharmacists
- Registered nurses, medical practitioners or veterinary surgeons
- Police officers
- Translators or interpreters who hold NAATI accreditation

The person certifying documents must be 18 years of age or over, must not be related to the applicant by birth or marriage, and must not be in a de facto relationship with the applicant.

NAATI will not accept certified copies and translations of documents provided by persons with a conflict of interest, for example where the person certifying or translating a document is a relative or acts as a migration agent for the applicant.

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.

Please do not send original documents (except original translations of non-English language documents), as we do not return these.

Processing of your application will be delayed if you send incorrect or improperly certified documents.

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.

[Assessment of the ethics of the profession](#)

Interpreters and translators encounter a variety of ethical issues and questions in the course of their work. Ethical behaviour and the maintenance of high ethical standards are essential to good practice, in developing the profession and in maintaining positive opinions and perceptions.

While NAATI does not prescribe the codes of ethics for the profession, NAATI does wish to assure the community that accredited translators and interpreters are aware of the issues involved in professional ethics and of the need for practitioners to accept and observe a suitable code of conduct.

To that end, knowledge of ethical standards is an integral part of the NAATI accreditation system. All accreditation tests contain questions which assess an applicant's knowledge of the ethics of the profession. For more information, please refer to *Booklet E - Ethics of Interpreting and Translating: A Guide to Obtaining NAATI Credentials*.

PARAPROFESSIONAL INTERPRETER TESTING

[Languages available](#)

Please refer to the language tables on page 3. For Auslan testing please refer to the separate information booklet available at www.naati.com.au.

[Eligibility for testing](#)

To be eligible to sit for NAATI Paraprofessional Interpreter tests applicants must have 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 for all languages other than Mandarin, Hazaragi and Vietnamese](#)

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

Section 1: Social and cultural awareness (5 marks)

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

Applicants are required to answer four oral questions on the cultural and social aspects of interpreting. Two questions are in English and must be answered in English. Two questions are in the LOTE and must be answered in the LOTE.

Section 2: Ethics of the profession (5 marks)

The questions in this section are designed to assess whether applicants have a sound understanding of the code of ethics and the professional conduct expected in situations where an interpreter would typically be used.

Applicants are required to answer four questions based on the *AUSIT Code of Ethics* (or *ASLIA Code of Ethics* if taking an Auslan test). Two questions are in English and must be answered in English. Two questions are in the LOTE and must be answered in the LOTE.

Section 3: Dialogue interpreting (2 x 45 = 90 marks)

The dialogues are designed to assess the applicant's ability to serve as a channel of communication between two persons who do not speak the same language. Paraprofessional Interpreter applicants must be able to participate effectively in exchanges where relatively simple information is exchanged without any great deviation from the norms of pronunciation, with reasonable accuracy, standard of expression, style and register.

Paraprofessional Interpreters must give the sense of what is said by the speakers and demonstrate good quality language in both English and the LOTE.

Topics will reflect the kind of material that an interpreter accredited at this level would normally be required to interpret in the Australian context.

Two dialogues, of 300 words each, between an English speaker and a speaker of the LOTE are given in two differing subject areas. The dialogues will be divided into suitable segments that generally will not exceed 35 words each.

A chime will indicate the end of each segment. Applicants must wait until they hear the chime before commencing their interpretation. The testing officer will pause the test recording at each chime and allow the applicant to interpret the segment. The testing officer will restart the recording and play the next segment only when the applicant has finished his/her interpretation.

NOTE: The use of dictionaries or other reference aids are not permitted in the test.

Method

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 applicants.

Accordingly, all interpreting tests are conducted from a master recording of the test which is played to the applicant in the presence of a supervisor only, and the applicant's responses are recorded for later marking. Interpreting tests are therefore conducted individually.

Test format for Mandarin, Hazaragi and Vietnamese

The test is divided into two parts. Part one involves providing written answers to the social and cultural awareness and ethics of the profession questions. Part two is providing oral interpretations for dialogue interpreting. The two parts are usually conducted over two days.

Part one: Written questions

The written part of the Paraprofessional Interpreter test must be completed in 1 hour and 30 minutes.

The questions for both Sections 1 and 2 described below are in English and must be answered in writing in either English or the Language Other Than English (LOTE), i.e. Hazaragi/Chinese/Vietnamese. Every question must be answered in the same language in both sections (for example, if you choose to answer Section 1 in English, you must also answer every question in Section 2 in English).

For Hazaragi test applicants choosing to write responses in LOTE, written Dari, Persian or Hazaragi will be accepted, provided that every response is written in the same language.

Section 1: Social and cultural awareness (5 marks)

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

Four written questions will be put to the applicant based on the social and cultural awareness of interpreting.

Section 2: Ethics of the profession (5 marks)

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

Four written questions will be put to the applicant based on the *AUSIT Code of Ethics for Translators and Interpreters*.

Part Two: Dialogue interpreting (2 X 45 = 90 marks)

This part will be conducted orally, with recorded materials being played back to applicants to interpret. All responses will be recorded.

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.

A chime will indicate the end of each segment. Applicants must wait until they hear the chime before commencing their interpretation. The testing officer will pause the test recording at each chime and allow the applicant to interpret the segment. The testing officer will restart the recording and play the next segment only when the applicant has finished his/her interpretation.

Testing for the dialogues will occur independently of the written testing.

NOTE: The use of dictionaries or other reference materials are not permitted in the test.

Method

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 applicants.

Accordingly, all interpreting tests are conducted from a master recording of the test which is played to the applicant in the presence of a supervisor only, and the applicant's responses are recorded for later marking. Interpreting tests are therefore conducted individually.

Policy on repeats for all languages

Dialogues: If needed, applicants may ask for a repeat of the preceding segment of dialogue. This request must be made at the end of the particular segment, and prior to the commencement of the next segment.

Applicants are advised that only one repeat per dialogue may be requested without penalty. A dialogue will consist of approximately 300 words made up of several English segments and several segments in the other language. Over the entire dialogue, the first repeat will not be penalised. All other repeats will attract a penalty of at least 1 mark.

Social, cultural and ethics questions: If needed, applicants may ask for a maximum of three repeats of a question. This request must be made at the end of the particular question, and prior to the commencement of the next question or part of the test. If an applicant asks for excessive repeats, examiners may question the applicant's ability to listen and/or comprehend.

Policy on corrections for all languages

When applicants realise, during interpreting, that they have made an error, they are permitted to insert a correction of that part before continuing. In these cases, the correction should be prefaced by a suitable phrase (e.g. "sorry, I'll just say that part again").

Provided these corrections are reasonably justified, and done in an appropriate manner, they are not normally penalised; however, some marks may be deducted for constant rephrasing which disrupts the flow of communication.

Pass mark for all languages

In order to pass this test and be eligible for accreditation as a Paraprofessional Interpreter, applicants must obtain:

- a) **At least 2.5** marks out of 5 for social and cultural awareness questions
- b) **At least 2.5** marks out of 5 for ethics of the profession questions
- c) **At least 63** marks out of 90 for both dialogues with a **minimum of 29 marks** in each dialogue
- d) **At least 70** marks out of 100 in total

PARAPROFESSIONAL TRANSLATOR TESTING

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

Languages available

Please refer to the language tables on page 3.

[Eligibility for testing](#)

To be eligible to sit for NAATI Paraprofessional tests applicants must have:

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

In cases where an applicant's education has been interrupted for 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 includes:

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

This section consists of two passages of between 120 and 140 words each. Each passage is in English and of contrasting subject areas. Applicants 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. Applicants 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. Applicants **MUST** answer two of the questions. Answers should be clear and concise. Answers may be written in either English or the Language Other Than English (LOTE).

[Testing policies](#)

Applicants who translate more than the one required passage will only have the first passage in their answer booklet marked. Similarly, applicants who answer more than the two required ethics of the profession questions will only have the first two answers marked.

The use of dictionaries, printed glossaries and thesauri will be permitted; applicants are to supply their own. Please see our policy on resource use on our website for more details.

[Pass mark](#)

In order to pass this test and be eligible for accreditation as a Paraprofessional Translator, applicants must obtain:

- a) At least 5 marks** out of 10 for ethics of the profession questions
- b) At least 29 marks** out of 45 for each translation passage
- c) At least 63 marks** out of 90 for both translation passages
- d) At least 70 marks** out of 100 in total

PROFESSIONAL INTERPRETER TESTING

This represents the minimum level of competence for professional interpreting.

[Languages available](#)

Please refer to the language tables on page 3. For Auslan testing, please refer to *Booklet AUS – Auslan/English Interpreting Information Booklet* which is available on the NAATI website.

[Eligibility for testing](#)

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

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

[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 passages 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 applicant 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 applicant will be advised of the topics for each of the two passages two weeks prior to the test.

NOTE: The use of dictionaries or other reference materials is not permitted in the test.

Method

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 applicants.

Accordingly, all interpreting tests are conducted from a master recording of the test which is played to the applicant in the presence of a supervisor only, and the applicant's responses are recorded for later marking. Interpreting tests are therefore conducted individually.

Policy on repeats

Dialogues: If needed, applicants may ask for a repeat of the preceding segment of dialogue. This request must be made at the end of the particular segment, and prior to the commencement of the next segment. Applicants are advised that only one repeat per dialogue may be requested without penalty. A dialogue will consist of approximately 400 words made up of several English segments and several segments in the other language. Over the entire dialogue, the first repeat will not be penalised. All other repeats will attract a penalty of at least one mark.

Social, cultural and ethics questions: If needed, applicants may ask for a maximum of three repeats of a question. This request must be made at the end of the particular question, and prior to the commencement of the next question or part of the test. If an applicant asks for excessive repeats, examiners may question the applicant's ability to listen and/or comprehend.

Consecutive passages: No repetition of any part or all of the consecutive passages are permitted.

Policy on corrections for all languages

When applicants realise, during interpreting, that they have made an error, they are permitted to insert a correction of that part before continuing. In these cases, the correction should be prefaced by some suitable phrase (eg, Sorry, I'll just say that part again).

Provided these corrections are reasonably justified, and done in an appropriate manner, they are not normally penalised; however, some marks may be deducted for constant rephrasing which disrupts the flow of communication.

Pass mark

In order to pass this test and be eligible for accreditation as a Professional Interpreter, applicants must obtain:

- a) **At least 5** marks out of 10 for the social and cultural awareness questions
- b) **At least 5** marks out of 10 for the ethics of the profession questions
- c) A total of **at least 35** marks out of 50 for both dialogues
- d) A total of **at least 14** marks out of 20 for both sight translations
- e) A total of **at least 21** marks out of 30 for both consecutive passages
- f) A total of **at least 70** marks out of 100 for the interpreting part of the test (consecutive dialogues, sight translations and consecutive passages)

PROFESSIONAL TRANSLATOR TESTING

This represents the minimum level of competence for professional translating.

[Languages available](#)

Please refer to the language tables on page 3.

[Eligibility for testing](#)

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

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

[Test format](#)

All Professional Translator tests are in one language direction only, i.e. from English into the Language Other Than English (LOTE) or the 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. Applicants 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 applicants. Answers should be clear and concise. Answers may be written either in English or the Language Other Than English (LOTE), no matter which language direction the applicant 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. Applicants 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 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 applicants. Answers should be clear and concise. Answers may be written either in English or the Language Other Than English (LOTE), no matter which language direction the applicant 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) applicants 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 applicants 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 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 applicants. Answers should be clear and concise. Answers may be written either in English or the Language Other Than English (LOTE), no matter which language direction the applicant is taking the test.

[Testing policies](#)

Applicants who translate more than the two required passages will only have the first two passages in their answer booklet marked. Similarly, applicants who answer more than the two required ethics of the profession questions will only have the first two answers marked.

The use of dictionaries, printed glossaries and thesauri will be permitted; applicants are to supply their own. Please see our policy on resource use on our website for more details.

[Pass mark](#)

In order to pass this test and be eligible for accreditation as a Professional Translator, applicants must obtain:

- a) **At least 5 marks** out of 10 for ethics of the profession questions
- b) **At least 29 marks** out of 45 for each translation passage
- c) **At least 63 marks** out of 90 for both translation passages
- d) **At least 70 marks** out of 100 in total

ADVANCED TRANSLATOR TESTING

[Languages available](#)

Please refer to the language tables on page 3.

[Eligibility for testing](#)

Applicants **must**:

- Hold a **degree (or higher), in any field**, from a recognised higher education institution. This requirement may be waived for those who can demonstrate equivalent professional knowledge and experience in the appropriate skill relevant to their application; **and**
- Hold **current NAATI accreditation at the Professional Translator level** in the language and direction relevant to their application. This requirement may be waived for those who can demonstrate equivalent professional knowledge and experience in the appropriate skill relevant to their application; **AND**
- Provide **an employer reference** as proof that they have been practising regularly and recently 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

Applicants 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: Compulsory translation passage

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: Translation passages

Four passages of a highly technical and intellectual nature, drawn from legal, economic, medical or scientific subject areas. You will be **required to translate two of the four passages given**. Applicants 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 allowed](#)

Applicants will be allowed a total of eight hours from 9am to 5pm to produce their three translations. You will be free to organise your time as you wish and will be allowed meal/coffee breaks, etc. However, examination conditions will apply throughout the entire eight hours.

[Reference material and aids](#)

Applicants are allowed to use dictionaries and all types of reference materials, such as encyclopaedias, handbooks, technical and scientific journals, terminology lists and private notes.

Applicants are permitted to use computers or laptops for this test but must bring their own. You should specify on your test acceptance form whether or not you 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.

Pass mark

In order to pass this test and be eligible for accreditation as an Advanced Translator, applicants must obtain:

- a) **At least 35 marks** out of 50 for each translation passage
- b) **At least 120 marks** out of 150 in total

TEST CONDITIONS

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

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

TESTING POLICIES

The following policies apply as part of the application process:

- You must meet the eligibility requirements for the specific level of testing chosen. This means you must provide all the supporting documents required for your application.
- You must normally sit your test within 12 weeks from the date that payment for the application is successfully processed.
- A test fee must be paid each time you sit a test.
- All test materials are and remain at all times the property of NAATI.
- NAATI provides each applicant with the test material for the sole purpose of taking the test, and on the condition that the test material is returned immediately upon the conclusion of the test.
- If test fees are paid for by an organisation or sponsor, NAATI will provide, if requested, information to that third party about the outcome of the test.
- During the test, you must follow the instructions given by the test officer and the guidelines set out in the general instructions provided to you in your test confirmation letter. Failure to follow instructions may result in the test being invalidated.
- NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or processes.

- You must advise NAATI in writing within 14 days from the test date if you believe your performance in the test was adversely affected by the conduct of their test. Conduct may include technical and administrative issues, but not personal circumstances, such as illness.
- NAATI does not release copies of test materials or copies of applicant responses to those test materials.
- In accordance with the principle of confidentiality within the code of ethics for the translation and interpreting profession, you must not disclose the contents of the test to any party.
- All applicant translation test scripts and interpreter test recordings are retained by NAATI for nine months.
- NAATI is not defined as an agency in the *Freedom of Information Act* and is therefore not subject to it. Test materials are also exempt under the act.

TEST RESCHEDULING

NAATI may, at its discretion and on one occasion only, agree to reschedule your test. Requests to reschedule must be received in writing prior to the scheduled test date.

A reschedule will only be considered where there is a valid reason for the request, evidence is provided to support the request and a suitable alternative test date is available.

A rescheduling fee will apply. (refer to the fee schedule published at www.naati.com.au). Please note that:

1. Once you have submitted an application for a test and payment has been taken, you cannot transfer the test venue. If you wish to change the test venue, you must withdraw the current application and submit a new application for the new test venue (cancellation fees will apply).
2. No test date can be confirmed by any office other than the office where the test is to be sat.
3. If you wish to transfer from a translator test to an interpreter test (or vice versa) then you are required to withdraw from the first test application and reapply for the new test by completing a new application form (cancellation fees apply).
4. If you request to transfer from a Professional Interpreter to Paraprofessional Interpreter test, your request must be made in writing (NAATI may refund the difference if the request is received prior to confirmation of the test date).
5. If you wish to transfer a Professional Translator test to the other direction, a request must be received in writing (no cancellation fees apply). However, for the purposes of scheduling the new test date, it is considered that the applicant has cancelled the original test and reapplied for a new test. This may mean, for Chinese Professional Translator tests, that an applicant cannot sit in the session in which the original test was scheduled if there are other applicants already wait-listed for that session.

ILLNESS AND SITTING A NAATI TEST

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

You must immediately contact NAATI, prior to the test date if possible, if you are unable to attend a test due to illness. NAATI may reschedule a test depending on the circumstances (see *Test Rescheduling*).

WITHDRAWING FROM A NAATI TEST

NAATI will consider each case for withdrawal on its merits and a cancellation fee may apply. You will need to note that:

- a) Any 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) Cancellation fees will be applied as follows:

1. Refund requested before the test date	The test fee minus 50%
2. 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 retest will be conducted at no cost to the applicant.

TEST PROPERTY RIGHTS

All NAATI test materials are and remain at all times the property of NAATI. NAATI provides each applicant 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 applicant's participation.

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

TEST RESULTS

NAATI conducts testing of eligible applicants as described in this booklet. It does not guarantee a successful result in any test – even in situations where an applicant may sit on multiple occasions.

REVALIDATION

Any accreditation issued is automatically part of the revalidation system. This means the accreditation will be valid for a period of three years. To retain the accreditation after this time, the accredited individual must meet the revalidation requirements for work practice and professional development. For more information refer to the revalidation information on the NAATI website at www.naati.com.au.

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.

RETAKING A FAILED TEST

A test in the same language, skill and direction cannot be retaken until a formal fail result has been issued by NAATI. If you have applied for a review, the test cannot 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 you have 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, you can register for another test and pay the relevant test fee as soon as you are ready. You should be advised, however, that it is unlikely that a better score can be obtained unless significant effort is undertaken to improve your translating or interpreting skills.

GENERAL STANDARDS FOR TESTING

Use of capital letters

Where the use of capital letters differs between English and the Language Other Than English (LOTE), applicants must use them correctly in each language. If an applicant uses all capital letters in a translation, the examiners will assume that the applicant is unaware of the correct use of capital letters and will penalise the translation accordingly.

Language varieties

Languages used in different countries may show variations in vocabulary and usage, e.g. Portuguese in Portugal and in Brazil; French in France and in Canada; Arabic in Sudan, Syria, Libya and other countries. Interpreters and translators must be able to recognise and interpret/translate regional varieties within the language.

In these cases, NAATI examiners accept any of the existing varieties within the language, provided that the applicant uses one variety consistently, and the translation or interpretation is comprehensible to the majority of speakers of that language in Australia (unless a particular target group is specified in the test scenario).

Applicants may indicate the particular accepted variety in which they are interpreting or translating. Examiner panels usually have representation from the various countries in which the particular language is spoken.

Inclusive language

NAATI expects test applicants to use inclusive language in their tests. The language used must be appropriate and relevant to the communication and the circumstances.

Inclusive language is most applicable for translation and interpreting from the Language Other Than English (LOTE) into English, but may also apply for translation and interpreting into LOTE.

NAATI refers to the *Australian Government Style Manual* as the most relevant guide for the use of inclusive language.

Some examples of inclusive language usage are:

1. Gender

References to a person's gender through the use of pronouns, titles etc. should be avoided except where a person's gender is relevant to the communication. This can be achieved through the use of gender-neutral terms:

- Avoid gender-specific pronouns:

*An interpreter encounters a variety of ethical issues in the course of **his/her** work; or
Interpreters encounter a variety of ethical issues in the course of **their** work; or
As interpreter, you will encounter a variety of ethical issues in the course of **your** work.*

- Use gender-free terms for occupational and position titles:

Police officer (instead of policeman) or chairperson (instead of chairman)

2. Disability

References to a person's physical or mental disability should be avoided except where it is relevant to the communication. Where a person's disability is relevant in a context, the emphasis should be on the person, not the disability:

- Use terms such as:

Person with a disability or person with a vision/hearing impairment

3. Culture, race and ethnicity

References to a person's culture, race and ethnicity should be avoided except where it is relevant to the communication. This can be achieved through the use of generic expressions, including:

- *Australians* (to refer to all citizens and communities in Australia, irrespective of their background)
- *Migrants or immigrants* (to refer to newcomers to Australia)
- *Aboriginal and Torres Strait Islander peoples* (to refer to Indigenous Australians)

Where a person's culture, race and ethnicity is relevant in a context, the use of stereotypes, generalisations and derogative terms is to be avoided.

Additional examples of inclusive and non-inclusive language are set out in the *Australian Government Style Manual*.

LANGUAGE SPECIFIC POLICIES

Arabic

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

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

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

Applicants 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 applicants who submit a translation that includes vowels are subject to penalties for incorrect usage of vowels.

Translator tests

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. Applicants have to use the acceptable, standard Arabic.

Interpreter tests

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 could be interpreting for any Arab client, whether Omani, Qatari, Saudi or Egyptian.

Hence the interpreter should be able to express him/herself in appropriate adialectal Arabic, and 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 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.

Bangla

Diglossia

The Bangla language has two distinct standards for writing, the *Sadhu* standard and the *Chalit* standard (a linguistic feature known as diglossia). *Sadhu Bangla*, the conventional literary standard (CLS) is based on a traditional writing practice, while *Chalit Bangla*, the modern colloquial standard (MCS) is based on contemporary spoken Bangla.

The CLS contains a vast number of archaic word forms as well as longer forms of verbs and pronouns, while the MCS has shorter or phonologically modified and contracted forms of these words. Also, both standards have a small set of words which are exclusively used in each of them.

Interactional status markers

Bangla has honorific, ordinary and affectionate/contemptuous forms of verbs and pronouns to indicate interactional status of individuals involved. These should be used appropriately according to the context of a passage and dialogue.

Translator tests

- You may choose to use either CLS or MCS, but its use must be consistent through a passage. Inconsistencies will be penalised.
- Forms of verbs and pronouns which mark interactional status should be used appropriately, according to the context of a passage. The inconsistent use of these markers for the same individuals in a passage will be penalised.
- **Orthography:**
 - Bangla words have been developed and enriched by six major sources - *Tatsama* (Sanskrit), *Tatbhaba* (evolved from Sanskrit, Prakrit and Abahatta), *Ardha-Tatsama* (phonologically modified Tatsama), *Perso-Arabic*, *indigenous words* and *new loan words* (mainly English). Of these sources, only Tatsama words should be spelt according to the Sanskrit grammatical rules. Tatbhaba, Ardha-Tatsama, Perso-Arabic and indigenous words use symbols for short vowels ('l', 'u'), long vowels ('ii', 'uu'), syllabic vibrant ('r'), sibilants (dental 's', alveopalatal 'sh', retroflex 'sh') and nasals (dental 'n', retroflex 'n'), according to the general convention. On the other hand, a simpler spelling system has recently been developed, avoiding symbols for long vowels, syllabic 'r' and retroflex consonants, which has resulted in two parallel spelling systems. You may choose to use either the traditional spelling system or the simpler system. Its use must be consistent through a passage and inconsistency will be penalised.
 - New loan words, including acronyms and words referring to recent technologies, which have no equivalent words in Bangla should be transliterated in the simpler spelling system, avoiding symbols for long 'ii' and 'uu', syllabic 'r' (particularly consonant final syllabic 'r') and retroflex consonants. No penalty will be applied if those words are transliterated in the simpler spelling system while the rest of a passage uses the traditional spelling system.

- Bangla has more than 200 consonant conjuncts (compound writing symbols) that represent more than one consonant. Modern printing technology has developed a new form of consonant conjuncts by splitting them into recognisable signs for constituent sounds. The new development has resulted in two parallel systems. You may choose to use either the traditional conjunct system or the new system. Its use must be consistent through a passage and inconsistency will be penalised.

Interpreter tests

- Candidates must only use MCS in an interpreting test.
- Forms of verbs and pronouns which mark interactional status should be used appropriately, according to the context of a dialogue and passage. The inconsistent use of these markers for the same individuals in a passage or dialogue will be penalised.
- The minimal use of regional or dialectal variations of nominal and postpositional forms are permissible where they are widely understood by the Bangla speaking population.

Bosnian, Croatian and Serbian

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

In translation tests, applicants 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. Applicants 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.

Cantonese

See *Chinese*.

Chinese

Interpreter tests

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 dialects have seven or eight tones. Among the more important of these dialect groups are the following:

Northern or Mandarin dialects (known as *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 to set the standards of pronunciation for the variety of Mandarin.

This language has been adopted as the official language for all China and 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 (including Cantonese): These dialects are widely spoken in Hong Kong and Guangdong Province. Many overseas Chinese, including many residents of Australia with ethnic Chinese background, are speakers of Cantonese.

Wu dialects: These are spoken mainly in the Changjiang (Yangtze) Delta, including the cities of Shanghai and Suzhou.

Hakka or Kejia dialects: These are spoken in many parts of southern China as well as in areas of Chinese settlement in South-East Asia, especially Indonesia.

Min or Hokkien dialects (including the *Northern Minbeihua* and *Southern Minnanhua* dialect groups): The Min dialects are spoken mainly in Fujian Province and Taiwan, as well as among overseas Chinese, especially those settled in Malaysia, Singapore, Thailand, Philippines, Vietnam and other countries of South-East Asia.

Xiang or Hunanese dialects: These are spoken throughout most of Hunan Province.

Gan or Jiangxi dialects: These are spoken throughout most of Jiangxi, southern Anhui and south-Eastern Hubei.

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, 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.

At present, NAATI conducts interpreter tests in Mandarin and Cantonese only. Mandarin applicants should be able to recognise some of the vocabulary variations between Mandarin as spoken in the People's Republic of China and in Taiwan. The sight translation sections of the test are in simplified form for Mandarin applicants and traditional full-form for Cantonese applicants.

[Translator Tests](#)

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

[Translator tests from English into Chinese](#)

Modern Standard Chinese can be written in two different forms of scripts: the traditional full-form or the simplified form. During the test, applicants may use either the traditional full form or the officially approved simplified form, as long as the same form is consistently used for both passages. The inconsistent use of these scripts and the use of non-standard variant forms of scripts may be penalised. The characters must be written either in the regular script (*Kaishu*) or in the legible running hand (*Xingshu*). The use of cursive script (*Caoshu*) is not allowed.

When translating names of geographical locations (e.g., Sydney) and authorities (e.g., UN) from English into Chinese, candidates should use standard Chinese equivalents.

However, in instances where no Chinese equivalent exists, they are advised to convey the accurate meaning of the term in Chinese and may then place the original English term in brackets after the translation. This practice is acceptable only in exceptional circumstances where a Chinese equivalent does not exist. Its use will otherwise be penalised accordingly.

[Translator tests from Chinese into English](#)

Modern Standard Chinese can be written in two different forms of scripts: the traditional full-form or the simplified form. Applicants for the Professional Translator test into English are expected to know both forms of script. During the test, applicants 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.

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

Croatian

See *Bosnian, Croatian and Serbian*.

German

A new set of rules for German spelling and punctuation (*Neue Deutsche Rechtschreibung*) was introduced in Germany, Austria and Switzerland and other German-speaking countries and regions in August 1998. Transitional arrangements were put in place until 31 July 2005 after which the old system was to be no longer officially valid.

Since 2006, the current German orthography has become more widely accepted in German speaking countries. All NAATI test materials conform to current orthography rules and applicants are expected to adhere to these current orthography rules. The standard reference guide for the current official rules is the latest version of *DUDEN: Die Deutsche Rechtschreibung*. NAATI examiners will mark the test according to the current orthography rules.

NAATI examiners acknowledge that there may be regional varieties in educated usage of German in spelling, vocabulary, grammar etc. To ensure fairness to all applicants, NAATI will require applicants to specify on the examination booklet for translator tests whether they will apply German consistent with usage in Germany, Switzerland, Austria or another country.

Applicants will have to apply the regional variety consistently and their tests will be marked according to the relevant official policies for educated usage. If no specification regarding usage is made, NAATI examiners will mark the test according to rules for standard German.

Greek

[Translator tests from English into Greek](#)

The use of standard modern Greek (Demotic Greek)

Applicants translating from English into Greek must use demotic Greek. They are required to adhere consistently to the current grammar and spelling rules as introduced in 1976 and 1983, including verb endings (subjunctive, future, and infinitive) and comparative and superlative suffixes.

Departures from these rules (including isolated Katharevousa and dialectal features) will be penalised unless they are justified by the original English context or represent widely used alternative spellings. Applicants can refer to grammar and spelling rules for modern Greek in official school grammar books published from 1983.

Monotonic accentuation in target texts

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 applicants for translation tests from English into Greek use only the official monotonic system throughout the entire examination paper. Applicants are expected to apply this system accurately and consistently, and marks will be deducted for any departures from its rules.

[Translator tests from Greek into English](#)

Katharevousa Greek used in source texts

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

Given that Katharevousa ceased to be taught in mainstream secondary education in Greece soon after 1976, applicants need to be aware that specific lexical, grammatical and syntactical knowledge is required for the test. It is advisable they improve their skills in those areas prior to the test.

Applicants are recommended to consider the following resource materials to assist in further enhancing your skills in Katharevousa and with the translation process:

1. Γεράσιμος Μαρκαντωνάτος: Λεξικό Αρχαίων, Βυζαντινών και Λογίων Φράσεων της Νέας Ελληνικής, Gutenberg, Athens, 1992
2. <http://www.sartzetakis.gr/bio/cvgr.html>
3. <http://www.sartzetakis.gr/points/nikiethnous.html>

Accentuation in source texts

The official monotonic system is used in source texts in Modern Greek. However, Katharevousa passages may be presented with their original accentuation.

[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 συμπφέρονται 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 συνηθισμένοι 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 παροξύτονη προστακτική (π.χ. δώσε μού το, φέρε μάς τους).

Hazaragi

NAATI acknowledges that there are regional variations and 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, an applicant 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.

Applicants 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 non-Hazaragi words when interpreting will be penalised.

Hindi

Professional Translator tests from Hindi into English

- The Devanagari script is used in the Hindi source text.
- Applicants must be able to translate numbers in Hindi into English in digits as well as in words (e.g., millions, billions, trillions).

Professional Translator tests from English into Hindi

- Applicants are expected to use standard modern Hindi (*Khadi Boli*) written in the Devanagari script. Provincial variations and non-standard usages may be penalised.
- Hindi words should be used where they are commonly used (e.g., B//rt/ for India, s/]y/ukt/ r/{qM for United Nations, k+/l/l K//|]s/l for whooping cough).
- Where Hindi words are uncommon or unavailable, proper nouns can be transliterated in Hindi. In such cases, Hindi words, where available, should be written within brackets following the transliterations.
- Some proper nouns may contain a common noun. In such cases, it is acceptable to use a Hindi word for translating the common noun and transliterate the rest of the proper noun (e.g., m//en//x/ iv/xv/iv/ê/l/y/ for Monah University).
- Applicants must be able to translate numbers in digits as well as in words into Hindi (e.g., l//K/, करोड़, arb/, K/rb/).

Interpreter tests

- Oral form of the Hindi language should be used in interpreting tests.
- English words referring to recent technologies which are widely adopted in the Hindi language can be used in Hindi where Hindi words are uncommon or unavailable.
- Applicants must be able to interpret numbers as is customary in English (e.g., millions, billions, trillions) and in Hindi (e.g., l//K/, करोड़, arb/, K/rb/).

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, applicants will therefore be required to limit themselves to the 1945 *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, applicants 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.

Khmer

All applicants for English into Khmer translation accreditation tests must adhere to the spelling set out in the Khmer dictionary sanctioned by the Royal Government of Cambodia. The spelling set out in the *Chuon Nath Khmer dictionary* needs to be observed at all times, other spellings will receive deductions from examiners.

Lao

NAATI understands that the Lao language is going through changes. 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 applicants 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 applicants 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. If an official dictionary is adopted NAATI will reconsider its policy in relation to acceptable spelling for the Lao language.

Mandarin

See *Chinese*.

Pashto

NAATI has offered accreditation for this language since 2002, at that time a decision was made to call this language Pushto. In May 2016 NAATI made a decision to move to the name Pashto and amended all existing and new credentials. Pashto accreditation tests are delivered in Afghanistan's Southern Pashto dialect, an official national language. NAATI does not currently offer accreditation testing in Pashto dialects, spoken in Pakistan.

Portuguese

Applicants should be aware that NAATI adheres to the Portuguese Language Orthographic Agreement of 1990 (*Acordo Ortográfico da Língua Portuguesa de 1990*), which was ratified by some countries including Brazil and Portugal. This agreement acknowledges common orthographies, that is, recognition

of one language with agreeable variations in spellings. Applicants must use a regional variety consistently, and inconsistencies will be penalised. To ensure fairness to all applicants, NAATI will require applicants to specify on the examination booklet for translator tests whether they will apply Portuguese consistent with usage in Portugal, Brazil or another country.

Punjabi

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

Professional Translator test from Punjabi into English

- The Gurmukhi script is used in the Punjabi source text.

Professional Translator test from English into Punjabi

- Applicants are expected to use the Gurmukhi script when translating from English into Punjabi. The use of other scripts (e.g. Urdu) will be penalised.
- English numerals are commonly used in the Punjabi language; therefore, it is acceptable for applicants to use English numerals in their translations.
- English words referring to recent technologies, e.g. iPad, which are widely adopted in the Punjabi language can be transliterated in Punjabi.

Professional and Paraprofessional Interpreter test in English and Punjabi

- The use of Western Punjabi and Urdu will be penalised.
- English words referring to recent technologies, e.g. iPad, which are widely adopted in the Punjabi language can be used in Punjabi.

Romanian

Applicants 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.

Serbian

See *Bosnian, Croatian and Serbian*.

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.

Useful references

- 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.

Urdu

NAATI Urdu tests are delivered in Urdu as used in Pakistan. NAATI tests are not available in Western Punjabi as used in Pakistan. NAATI Punjabi tests are delivered in Eastern Punjabi as used in India. Applicants that are more proficient in Western Punjabi 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.

Translator tests

- Applicants are expected to use current standards for the Urdu script and grammar. Archaic or uncommon usage may be penalised.
- The transliteration of English terms in Urdu may be appropriate and/or necessary in some contexts, for instance, for household appliances, medical or other technical terms that do not

have adequate equivalents in the Urdu language. The unnecessary or inappropriate use of English words will be penalised.

Interpreter tests

- The use of English terms may be appropriate and/or necessary in some contexts, for example, for household appliances and medical or other technical terms that do not have appropriate equivalents in the Urdu language. The unnecessary or inappropriate use of English words will be penalised.
- The minimal use of Hindi words is permissible when those words are widely adopted in the Urdu language.

NAATI PRIVACY POLICY

NAATI is committed to protecting the privacy of personal information. Personal information collected by NAATI, like other agencies operating in Australia, is protected by the *Privacy Act 1988* and associated legislation.

NAATI adheres to the *Australian Privacy Principles* contained with the *Privacy Act 1988* which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

NAATI's *Privacy Policy* is intended to inform people who deal with NAATI, particularly applicants for NAATI products and services, about:

- The kind of personal information that NAATI may gather;
- How that information may be used;
- How that information may be shared or disclosed;
- The choices individuals have regarding NAATI's use of their personal information; and
- How individuals may correct personal information held by NAATI about them.

For more information please see www.naati.com.au.