



Ethical Competency Screening Test (Spoken Languages) INSTRUCTIONS FOR CANDIDATES

Check-in process	<p>The arrival time in your test confirmation email indicates the time to arrive at the test venue. You will not be admitted to testing if you arrive late.</p> <p>NAATI staff will check you in by verifying your identity before you enter the test venue. You need to bring the same identity document that you provided with your test application - your passport or Australian driver's licence.</p> <p>Once admitted to the Test Room you will:</p> <ol style="list-style-type: none">1. be told where to sit.2. switch off and put all resources and equipment you cannot use during the test in your bag.3. place your bag in the secure storage area. <p>You should not leave the test venue until your test is complete. If you do:</p> <ul style="list-style-type: none">• You cannot re-enter.• No result will be issued.• Your test fee will not be refunded.
Equipment & facilities provided	<p>In the testing room you will be provided with the test materials and an answer booklet to hand-write your responses.</p> <p>A clock will be placed in the test room in order for you to keep track of time. Access to toilet facilities will be provided.</p>
Equipment required	<p>You will need to bring your own pen (blue or black ink only).</p>
Use of resources & equipment	<p>You cannot use any paper-based resources or electronic devices during the test.</p> <p>If you use a device to record or photograph test materials or communicate with another person at any time you will have your test cancelled immediately.</p>
NAATI supervision of test	<p>A supervisor will be in each test session to track start and finish times of the test and handle any issues. The supervisor will not engage in a discussion about the content of the test.</p> <p>If you require assistance during the test please raise your hand to alert the supervisor. You must follow the supervisor's instructions at all times. Failure to do so may result in your test being cancelled immediately.</p>
Recording of tests	<p>Your answer booklet will form the record of your test and will be used for assessment purposes. Please be aware your test session may be video recorded. Some test venues that NAATI uses have video surveillance.</p>
Confidentiality	<p>All test materials are the property of NAATI and you are not permitted to make or take away copies, (paper or electronic) of any test material.</p>
Testing terms & conditions	<p>By agreeing to sit this test, you have accepted NAATI's testing terms and conditions. If you are unsure of the Terms and Conditions for Certification Test Candidates, please ask a NAATI staff member. If you do not comply with these terms and conditions you will not be tested and no refund will be offered.</p>



Ethical Competency Screening Test (Spoken Languages) TEST INFORMATION

Test description	<p>The ethical competency test involves two types of short answer question:</p> <ul style="list-style-type: none">• Question Type A: 3x Knowledge-based short answer questions; and• Question Type B: 5x Scenario-based short answer questions (you will need to answer 3). <p>All questions should be answered with reference to the <i>AUSIT Code of Ethics and Code of Conduct</i> (see AUSIT's website).</p>	
Task descriptions	Question Type A: Knowledge-based short answer questions	Question Type B: Scenario-based short answer questions
	<p>You will be presented with three questions in English relating to different principles of the <i>AUSIT Code of Ethics</i>.</p> <p>You need to define the principle and provide one brief example from translation or interpreting practice to demonstrate your understanding of the principle.</p>	<p>You will be presented with five scenario descriptions in English involving an ethical issue relating to being a translator or interpreter and/or your clients, employer or colleagues.</p> <p>You need to choose 3x questions to answer and for each:</p> <ul style="list-style-type: none">• identify the relevant ethical principle(s) depicted in the scenario,• demonstrate your ability to apply the relevant principle(s) by clearly stating the requirements of the principle; and• describe a course of action in translation or interpreting practice to remedy the situation.
Example questions	<p>You can download a copy of the <i>Sample Questions & Answers: Ethical Competency Screening Test</i> available from the NAATI website.</p>	
Task preparation	<p>The questions in the test relate specifically to the <i>Australian Institute of Translators & Interpreters (AUSIT) Code of Ethics and Code of Conduct (November 2012)</i>. You should familiarise yourself with the contents of this document prior to sitting this test.</p>	
Test duration	<p>You will have 1.5 hours to complete the test.</p>	
Resources allowed	<p>No reference materials or other resources are allowed during the test. You are not allowed to compare answers with other candidates or discuss the test content. You may not use any communicative or internet functions on any electronic device.</p>	
Task materials	<p>You will be presented with the Test paper in written English that provides:</p> <ul style="list-style-type: none">• 3x Knowledge-based questions: you must answer all of the questions;• 5x Scenario-based questions: you must answer 3 of the 5 questions <p>You will also be provided with an answer booklet in which you must handwrite your responses. You must clearly identify which question you are answering</p>	



Test task instructions	<ol style="list-style-type: none">1. You will be directed to the testing room where a supervisor will direct you to your seat and you will have approximately 5 minutes to set up.2. When advised to do so by the supervisor read the instructions on the front page of the test materials. Do not move beyond the first page until advised by the supervisor.3. Make sure you have the right test materials and write your Attendance ID and other information requested on the Answer booklet. Once all candidates are ready the supervisor will indicate the start of the test.4. You must write your responses in clear, legible handwritten English. You may include some LOTE words (with English equivalent in brackets afterwards) if needed to illustrate the point you are making.5. You can answer the question in any order but you must clearly identify which question you are answering. There is no need to write out the question. <p>Each short answer is expected to be 100-200 words.</p>
Assessment	<p>NAATI examiners will assess your test responses using a rubric of 4 bands. Each criterion will be assessed separately and your performance on each question will be assessed separately.</p> <p>Band 1 represents the highest level of performance and Band 4 the lowest:</p> <ul style="list-style-type: none">• Band 1 & 2: Candidate has achieved above or at adequate a level of performance for the criteria being assessed.• Band 3 & 4: Candidate has not achieved the level of performance for the criteria being assessed.
Minimum pass requirement	<p>In order to pass you must achieve an average of Band 2 (Good) for all questions.</p>

ATTACHMENT 1: Assessment Rubric Information

Question Type A: Knowledge-based short answer questions (40% weighting in test)		
Assessment criteria	Define the requested ethical principle (50%)	Describe a relevant example of the principle in a translating or interpreting context (50%)
Band 1: Excellent	Comprehensively and accurately defines the ethical principle.	Provides one example that perfectly illustrates the principle in a translating or interpreting context.
Band 2: Good	Defines the main aspects of the principle but does not or inaccurately defines aspects of the principle.	Provides a relevant example of the principle in an translating or interpreting context.
Band 3: Poor	Mostly misses or inaccurately defines main aspects of the principle.	Describes an example from an interpreting or translating context that is only superficially relevant to the ethical principle discussed.
Band 4: Very Poor	Inaccurately defines principle or Does not define principle.	Does not provide an example. OR Provides examples unrelated to the principle. OR Provides an example that is not from a translating or interpreting context.

ATTACHMENT 1: Assessment Rubric Information

Question Type B: Scenario-based short answer questions (60% weighting in test)			
Assessment criteria	Identify main and relevant ethical principles (25%)	Clearly states the requirements of the ethical principles (25%)	Clearly formulates actions which apply the relevant ethical principles to the scenario (50%)
Band 1: Excellent	Comprehensively identifies all principles relevant to the scenario without identifying any irrelevant principles	Comprehensively states the requirements of the relevant principles.	Describes a course of action that addresses all the dilemma(s) present in the scenario by accurately referencing and applying the corresponding relevant ethical principles.
Band 2: Good	Identifies main ethical principle but not all relevant principles needing consideration. OR Identifies all of the relevant principles plus one or two irrelevant principles.	Clearly states the requirements of the main ethical principle but not all relevant principles needing consideration. OR States the requirements of all of the relevant principles plus one or two irrelevant principles.	Clearly describes a course of action that mostly addresses the dilemma(s) present in the scenario by applying the relevant ethical principles. References to unnecessary (but not unethical) actions may be present.
Band 3: Poor	Identifies some relevant ethical principle but not the main ethical principle for consideration of scenario. OR Identifies at least one relevant principles as part of naming most/all of the principles.	States the requirements of a relevant ethical principle but not the main ethical principle for consideration for scenario. OR States the requirements of at least one relevant ethical principle as part or stating the requirement of most/all of the principles.	Describes a course of action for the scenario that does not sufficiently address the dilemma(s) present in the scenario, does not apply the corresponding relevant ethical principles, and/or mostly includes actions that would result in unethical conduct.
Band 4: Very Poor	Identifies no relevant principles for scenario.	Does not state the requirements of the relevant principles. OR Misstates the requirements of the relevant principles.	Does not address the ethical dilemma or describes no relevant course of action for the scenario presented.