



Certified Translator Test CANDIDATE INFORMATION

PREPARING FOR TEST DAY	
Checking in for your test	<p>You must check in for your test between the arrival time and the registration closing time listed in your test confirmation email. NAATI staff will check you in by verifying your identity. You can view more information about our identity verification policy on the website.</p> <p>NAATI will not admit you to the test if you arrive after the registration closing time.</p>
Test conditions	<p>You must follow these conditions. If you do not, NAATI may cancel your test or not issue your test result. If this happens, you will not receive a refund of your test fee.</p> <p><u>Leaving the test venue</u> Once testing has started, you are not allowed to leave the test venue until your test is complete. If you do, you cannot re-enter the venue or continue your test at a later time.</p> <p><u>Behaviour on test day</u> You are expected to be courteous and respectful towards NAATI staff, supervisors and other candidates. You cannot communicate with other candidates on the test day once your test has started.</p> <p><u>Use of internet and communications devices</u> You are not allowed to access the internet or use the communication or video/photo functions of any electronic device, at the test venue. This includes your electronic dictionaries, laptop or tablet. You are not allowed access to your phone and other smart devices during the test.</p> <p><u>Confidentiality</u> All test materials are the property of NAATI. You are not permitted to make or take away copies, paper or electronic, of any test material, or reproduce the test or communicate the test content to a third party.</p>
What to bring	<p><u>Identity Document</u> You must bring an acceptable photo identity document (e.g. passport) to check in for your test.</p> <p><u>Equipment</u> You must bring one laptop or tablet to complete your translation test, with the following:</p> <ul style="list-style-type: none">• at least one USB port (Type-A/Regular)• a power cord/connector• word processing software installed (able to open and edit .docx files, and convert to PDF)• any software or input tools you need to type in your Language Other Than English (LOTE) installed, with ability to use offline. You should download the example task from the website to trial your language input tools on your laptop/tablet and confirm that they are operating correctly prior to your test, and• a mouse if you usually use one.



What to bring	<p>You can find information about language input tools here:</p> <ul style="list-style-type: none">• Microsoft: https://support.microsoft.com/en-us/help/4027670/windows-10-add-and-switch-input-and-display-language-preferences• Mac: https://support.apple.com/kb/PH25082?locale=en_US&viewlocale=en_US <p>It is your responsibility to make sure your equipment will function for the entire test. You must mute all electronic devices during the test.</p> <p>Resources</p> <p>You may bring and use resources during the test. Permittable resources are dictionaries, glossaries and thesauri. These resources can be:</p> <ul style="list-style-type: none">• commercially available products and self-developed materials• hard copies, standalone electronic dictionaries and/or offline electronic resources. You must download electronic resources onto your device prior to the test. You can only access electronic resources on the laptop or tablet on which you complete your translation test, and you must access them from the desktop or home screen. <p><u>You are not allowed to</u></p> <ul style="list-style-type: none">• use translation software, or• access electronic resources through a second device such as a phone, laptop or tablet. <p>NAATI will check resources and electronic devices on the day of the test and may not allow you to use them if they do not meet these requirements.</p>
What NAATI will & will not provide	<p>During the test NAATI will provide:</p> <ul style="list-style-type: none">• a pen and paper for note taking (to be returned at the conclusion of the test)• a glass of water• access to a power point for your laptop, and• a hard copy of the List of Error Categories for Candidates. <p>NAATI will not provide:</p> <ul style="list-style-type: none">• technical support should you experience issues with your equipment• technical equipment, including laptop/tablet, mouse, adaptors and power cords/connectors• internet access for candidates• resource materials.



Certified Translator Test TEST STRUCTURE & CONTENT

ADMINISTRATION	
Test supervision	<p>A NAATI test supervisor will record start and finish times, and manage any other issues. The supervisor is not permitted to talk about the content of the task or comment on your performance.</p> <p>If you need help during the test, please raise your hand to alert the supervisor. You must always follow the supervisor's instructions.</p>
Recording of tests	<p>NAATI will provide the test materials to you on the day of the test on a USB memory stick. You will complete the tasks within the document on the USB.</p> <p>You are responsible for regularly saving your responses on the USB.</p> <p>Once you finish the test, you must save your completed test in both .docx and .pdf formats to the USB with your attendance ID in the file name. After checking that the documents have been saved to the USB you can safely remove your USB and wait for the test supervisor to collect it.</p> <p>These documents will be the record of your test and will be provided to NAATI examiners to assess your responses.</p>
OVERVIEW	
Test description	<p>The Certified Translator test consists of three tasks, each on a different topic from a different domain.</p> <ul style="list-style-type: none">• Two Translations of a Non-Specialised Text tasks (out of a choice of three), and• One Revision of a Non-Specialised Translation task. <p>The language of the source text for each task will depend on the language direction of your test (i.e. English into LOTE or LOTE into English). You will complete all tasks on your own laptop.</p>
Domains & topics	<p>All texts deal with topics set in different domains of daily life in Australia or the relevant LOTE society. These domains include government, legal, health, technology, science, business, community, society, culture, education, tourism, finance, consumer affairs, insurance, economics, employment, housing, environment, social services, industries and immigration/settlement.</p>
Duration	<p>You will have 3.5 hours to complete the test.</p>



Test room	<p>The Test Room is where you will complete the tasks. There will be no further explanation of the tasks or test conditions once the test starts.</p> <p>You are only allowed to use the following electronic devices in the Test Room:</p> <ul style="list-style-type: none">• one laptop or tablet on which you will:<ul style="list-style-type: none">• access the test materials and type your responses, and• access offline electronic resources from your desktop/home screen• standalone electronic dictionaries, thesauri and glossaries. <p>You can use offline functions and commands that are available in the locked Word document during your test, such as spell and grammar checks and the thesaurus.</p> <p>You may write notes during the test using the pen and paper provided. You must leave any hand-written notes in the Test Room.</p>
SITTING THE TEST	
Two Translation of a Non-Specialised Text tasks	<p>You will be provided with three texts, from which you must choose two to translate. Each text will be equivalent to approximately 250 English words in length.</p> <p>You will receive a translation brief for each text. This brief will include:</p> <ul style="list-style-type: none">• domain and text type• information about the source text, including author; and• target audience and purpose of the translation, i.e. who you are translating the text for, and why. <p>You must provide a translation of the entire text for your two chosen texts, including the title and full content of the text.</p> <p>You will need to click your cursor in the response text box to enter your translation. Note that the source text has been 'locked' to ensure candidates cannot amend or delete it.</p>
One Revision of a Non-Specialised Translation task	<p>You will be provided with a source text and a translation of that text. The source text will be equivalent to approximately 250 English words in length. The translation contains errors of meaning transfer and language.</p> <p>You will receive a revision task brief including the:</p> <ul style="list-style-type: none">• domain and text type• information about the source text, including author; and• target audience and purpose of the translation, i.e. who the text was translated for, and why. <p>You must revise the translation to identify, correct and categorise errors of meaning transfer and language, but not for style or personal preference of expression.</p>



**One Revision
of a Non-
Specialised
Translation
task**

To do this, you will compare the source text and translation to:

- **identify errors in the translation:** insert a comment over each error to highlight the incorrect word, phrase, clause or sentence (the comment function is located in the Review tab in Microsoft Word).
- **provide appropriate corrections:** type your suggested correction in the comment box, using the target language for the translation.
- **categorise the errors:** in the same comment box, type the error category name as outlined in the list of errors document.

You can find instructions on how to revise the translation and example materials on the website.

In preparation for your test, **you should familiarise yourself with the *List of Error Categories for Candidates*, including the definitions and examples of each of the different error types** (either in English or LOTE depending on the direction of your test). They include:

- Transfer of meaning errors, such as distortions, unjustified omissions and insertions; and
- Language errors, such as inappropriate register, unidiomatic expressions, errors of grammar, spelling or punctuation.



ASSESSMENT	
Assessment	<p>At least 2 NAATI examiners will independently assess your performance in the test. They will assess each task separately using assessment rubrics with 5 bands (with Band 1 representing the highest level of performance and Band 5 the lowest).</p> <p>Your task performance will be marked against each criterion, outlined below.</p> <p>For the Translation of a Non-Specialised Text tasks, NAATI examiners will assess your:</p> <ul style="list-style-type: none">• Transfer competency: <u>Meaning transfer skill</u>, <u>Follow translation brief</u> and <u>Application of textual norms and conventions</u>; and• Language competency: <u>Language proficiency enabling meaning transfer</u> in the target language (either English or LOTE depending on the language direction of your test) <p>For the Revision of a Non-Specialised Translation task, NAATI examiners will assess your:</p> <ul style="list-style-type: none">• Transfer competency: <u>Revision skills</u> and <u>Application of translation standards knowledge</u>. <p>You should aim to achieve at least Band 2 for each criterion, and you must pass all three tasks to pass the test. You can find detailed information about the assessment rubrics and criteria on the website.</p>
Supplementary testing	<p>You must attempt all three tasks, and pass two of them, to be eligible to apply for a supplementary test. You must apply for the supplementary test within one month of receiving your test results.</p> <p>The supplementary test will involve re-sitting only the failed task. If you pass the supplementary test, NAATI will award you the Certified Translator credential.</p>