



<p>Croatian</p>	<p>In translation tests, standard Croatian is to be used. The language used in texts to be translated from Croatian and into Croatian is standard Croatian, with Ijekavian pronunciation using the Roman-script alphabet. Spelling and orthographical conventions used in texts are to follow normative orthographical guides that have been in use in Croatia over the last 30 years, eg. <i>Hrvatski pravopis</i> (2002) by Milan Moguš, Božidar Finka and Stjepan Babić. (Zagreb: Školska knjiga) or <i>Hrvatski pravopis</i> (2014), published by the Institute for Croatian language and linguistics (Zagreb: Institut za hrvatski jezik i jezikoslovlje).</p> <p>In terms of vocabulary and lexicon, those forms found in authoritative dictionaries such as the <i>Rječnik hrvatskoga jezika</i> (2002) by Jure Šonje (Ed.) (Zagreb: Leksikografski zavod Miroslav Krleža) or the <i>Veliki rječnik hrvatskoga jezika</i> (2003 – 4th edition) by Vladimir Anić (Zagreb: Novi Liber) are to be used. Terms identified in these dictionaries as being specific to particular dialects or regions are to be avoided. Grammatical and semantic expression used in translation tests should, in general, conform to normative guidelines such as: <i>Hrvatski jezični savjetnik</i> (1999) by Eugenija Barić et al. (Eds.) (Zagreb: Institut za hrvatski jezik I jezikoslovlje).</p> <p>In translation texts, neither source texts nor target texts should contain dialectal forms that are specific to one area or region, and which are unknown in others.</p> <p>Candidates' use of Croatian in written form should include the use of diacritic symbols. It is not acceptable to omit the diacritic symbols and omissions will be marked as orthographical mistakes.</p> <p>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 <i>Serbo-Croatian</i> language.</p>
<p>Dari</p>	<p>All NAATI candidates, while doing the test, are advised to observe the following:</p> <ul style="list-style-type: none"> As a candidate, you are expected to translate into non-dialectal, non-regional formal Dari. When translating official organization names for which an official Dari name exists, the candidate should use the Dari translation. For example, UN (سازمان ملل متحد); IOM (سازمان بین المللی مهاجرت), ATO (اداره مالیات). The candidate may also use the English word first and its Dari translation in brackets. For common Australian institution and organization names such as Centrelink, Medicare etc., the preferred way of translation is to use the English word. Transliteration of English words such as “online”, “app”, “download” are recommended as “آنلاین”, “آپ” and “دانلود” respectively. Proper English names should be written in Dari. For instance: Mark (مارک) and Mary (ماری). Sometimes, two Dari words can be written as a single word by combining them. For instance, words “می” and “کند” as “میکنند” or words “شب” and “ها” as “شبها”. Both variants are acceptable and will not be penalized. Some Dari words are written in the Arabic format or its Dari format; although the Dari format is preferred but if a candidate uses the Arabic format, it is acceptable. For example: The preferred/correct way writing plural format of the word “گناه” is “گناه ها” while it is also commonly written as “گناهان” which should not be penalized. Similarly, both formats for some Dari words such as “امپراطور” or “امپراتور” ; and “پترول” or “پترول” etc. are acceptable. <ul style="list-style-type: none"> Some widely-used modern technical words such as “iPad” or “app” can be kept unchanged from the source-language text. Other English words such as “like” or “file” maybe translated as “لایک” and “فایل” respectively. Proper names must be capitalized. For example: The United Nations (سازمان ملل متحد), Sony Company (شرکت سونی) etc.



	<ul style="list-style-type: none"> Usage of borrow words such as اپاينتمنت، ويلچير، دريور، لايسنس، سيت (چوکی مونتر)، ريزرف، هيبي، بيتل و غيره that are commonly used and understood in the Dari language, are acceptable and will not be penalized. Candidates are advised to broaden their knowledge regarding the recognition and possible translation of more commonly used abbreviations. If the script is electronically produced, the Times New Roman, Calibri and Tahoma fonts are commonly used for translating texts but all fonts are acceptable.
<p>French</p>	<p>The Academy of the French language (<i>Académie française</i>) dictates the rules and standards of the usages, vocabulary, and grammar of the French language; it indicates the correct orthography for each word and determines whether a term is acceptable in French or not, e.g. neologisms, solecisms, barbarisms, use of English words and gender considerations, among others. The <i>Académie française</i> also recommends using the new spelling rules specified in “Les rectifications de l’orthographe” (1990); however it recognises both old and new spelling forms as correct and acceptable. For the purpose of the NAATI test, both forms are accepted. Candidates should however remain consistent with the spelling rule they opt for, e.g. if they decide to use “portemonnaie” instead of “porte-monnaie”, each occurrence of the term should follow the same spelling form.</p> <p>Test candidates are expected to translate into non-dialectical, non-regional French. Country-specific terms can be used but to a very limited extent, e.g. numbers such as <i>nonante</i> instead of <i>quatre-vingt-dix</i> by Belgian or Swiss speakers would be accepted.</p> <p>Candidates should note that when translating names of authorities (e.g. UN agencies) for which there is an official translation into French, they should use the standard equivalent in French.</p> <p>For translator certification tests NAATI expects French candidates to adhere to the above rules and standards.</p>
<p>German</p>	<p>Standard German (also referred to as <i>Hochdeutsch</i>, or in Swiss <i>Schriftdeutsch</i>) is the standardised variety of the German language used in both formal contexts and for communication between different dialect areas.</p> <p>Regarding the spelling and punctuation in Certified Translator tests, NAATI accepts the standard recommended by the Council for German Orthography which represents the governments of all majority and minority German-speaking countries and dependencies. The basics are „DUDEN. Die deutsche Rechtschreibung“ (as of the 24th edition, 2006) and WAHRIG. Die deutsche Rechtschreibung“ (editions as of 2006).</p>
<p>Greek</p>	<p>Modern Greek is the standardised variety of the Greek language used in both context and for communication between different dialect areas. Regarding the spelling and punctuation in Certified Translator tests, NAATI accepts the standard modern Greek as used in the recognised official language of Greece and Cyprus. Katharevousa texts will not be included in NAATI Certification Test.</p>
<p>Indonesian</p>	<p>Indonesian has adopted the new Indonesian Spelling System (<i>Ejaan Bahasa Indonesia</i>) in 2015 which replaced the previous Enhanced Indonesian Spelling System (<i>Ejaan Yang Disempurnakan</i>). Test candidates are expected to adhere to the rules and standards of the new spelling system.</p> <p>In addition, for assessment purposes the vocabulary and usages produced by candidates sitting a translator certification test from English to Indonesian should be clearly Indonesian and not Malay, in any instances where there is a significant difference between the two.</p>



Italian	<p>Candidates sitting the Italian CT test are expected to use the standard written form of the Italian language, its standard spelling and accentuation rules.</p> <p>As a point of reference in this regard, the Accademia della Crusca is the most prestigious authority on the Italian language. As well as having a dedicated role in research on the Italian language, it is also responsible for indicating the correct orthography for each word and determines whether a term is acceptable in Italian or not. To this end, candidates are also advised to consult the Treccani dictionary, published by the Istituto dell'Enciclopedia Italiana and universally accepted as the most authoritative Italian language dictionary.</p> <p>The use of some English words in Italian is acceptable where these words are commonly used by native Italian speakers and are part of the lexicon, e.g., il computer, lo spread (economics).</p> <p>Candidates should note that when translating names of authorities (e.g. UN agencies and inter-national organisations) for which there is an official or conventional translation into Italian, they should use the standard equivalent in Italian, e.g., the OECD (Organisation for Economic Co-operation and Development) in Italian is known as <i>l'OCSE – L'Organizzazione per la cooperazione e lo sviluppo economico</i>.</p>
Japanese	<p>Test candidates are expected to translate into non-dialectical, non-regional Japanese and should use standard Japanese (<i>Hyojungo</i>) in their translations.</p> <p>For translator certification tests NAATI expects Japanese candidates to adhere to the above rules and standards.</p>
Korean	<p>Candidates sitting the Certified and Certified Advanced Translator tests are expected to use the standard South Korean language, which is defined as 'the modern Seoul dialect widely used by the well-cultivated'.</p> <p>English words, and in some cases words from other languages, are regularly and commonly used and widely understood. Where this is the case, candidates will not be penalised for using a foreign language word, even if a Korean word could have been used to describe or express the same information.</p> <p>Candidates should follow the most recent Rules of the Korean Language (한글 맞춤법), including spelling, spacing, and punctuation rules, which can be found on the website of the National Institute of Korean Language (국립국어원, www.korean.go.kr)</p> <p>Candidates are expected to understand the basic rules of spacing. However, it is sometimes difficult to apply the spacing rules of the Korean language to specific words or elements. In such cases, the examiner may show leniency, provided that the spacing error does not distort the intended meaning of a word or element.</p>



The Academy of Persian Language and Literature (فرهنگستان زبان و ادب فارسی) formerly known as the Academy of Iran (فرهنگستان ایران) is the official regulatory body of the Persian language. It sets the rules and standards of the usage, vocabulary and grammar of the Persian language; it indicates the correct orthography of each word and determines if a word is acceptable in the Persian language or not.

NAATI expect the candidates for a CT/CAT test into Persian to observe the following rules as well:

- As test candidates, you are expected to translate into non-dialectical, non-regional formal Persian.
- You need to write English names in Persian alphabet using Persian phonetics as a general guideline, e.g. John = جان or Claudia = کلودیا. If unsure, you may add the English form in brackets.
- Long vowel alif (الف ممدوده) must have the symbol of length on it. For example: آنها – آيا
- The following signs may or may not be used:
 - 1- Tashdid (تشديد): Do not repeat the letter instead of tashdid. For example: نججار is incorrect.
 - 2- Sokoun (سكون): is not necessary in Persian.
 - 3- Short ya (ياى کوتاه): You can use either (ى) or (ء) For example: همه ى is also accepted.
 - 4- Tanvin (تنوين): Do not replace it with “Noon”. For example: قطعن is incorrect.

Note: If you choose to use Arabic words, the Arabic rules of dictation must be observed

Incorrect	Correct
موسا	موسى
حتا	حتى
هيئت	هيأت or هيات
واقعن	واقعا

Persian

- “به” must be written separately as in “به نام”, “به خاطر”
- “ها” as a sign of plural may be written attached to or separate from any noun except for foreign nouns where it must be written separately such as (ليبرال ها , کمونيست ها).
- If there are two dictation forms for one word, both of them are acceptable only if they refer to and mean the same thing. For example: (اطاق/اتاق , اطو/اتو).
- Candidates should note that when translating names of geographical locations (e.g. Sydney) or other nouns from English into Persian, they should use the standard equivalent Persian terms. However, in instances where no equivalent terms exist, they are advised to convey the ‘accurate meaning’ or the pronunciation of the term into Persian wherever appropriate and then place the English term in brackets after the translation. Examiners will accept this practice only in exceptional circumstances where a Persian equivalent does not exist. Example: Fast food (غذای حاضرى)
- Candidates should note that when translating names of authorities (e.g. UN agencies and international organisations) for which there is an official or conventional translation into Persian, they should use the standard equivalent in Persian, e.g., the OECD (Organisation for Economic Co-operation and Development) in Persian is known as (سازمان توسعه همکاري اقتصادى).
- The use of punctuation (؟!،) is very important. The candidates are required to use the Persian style of punctuation in their work.



Polish	Contemporary Polish to be used by candidates. When an established Polish term exists, candidates are not to use an English word, except when it is part of the lexicon and in common usage. Candidates are expected to add diacritical marks (characters), which are part of the standard Polish alphabet, to their translations (ą, ć, ę, ł, ń, ó, ś, ź, ż).
Portuguese	<p>Applicants should be aware that NAATI adheres to the Portuguese Language Orthographic Agreement of 1990 (<i>Acordo Ortográfico da Língua Portuguesa de 1990</i>), 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.</p> <p>Applicants must use one regional variety consistently (including grammar and vocabulary) and inconsistencies will be penalised.</p>
Punjabi	<p>NAATI Punjabi tests are delivered in Eastern Punjabi script (Gurmukhi) as used in India. NAATI tests are not available in Western Punjabi script (Shahmukhi) as used in Pakistan. Applicants more proficient in this variety of the language should consider sitting tests in Urdu.</p> <p><u>Certified Translator test from Punjabi into English: CTE</u></p> <ul style="list-style-type: none">• The Gurmukhi script is used in the Punjabi source text.• Test candidates are expected to translate into non-dialectical, non-regional Punjabi and should use standard Punjabi in their translations.• If a figure is provided in lakhs or crores in Punjabi it must be converted to thousands and millions in English. <p><u>Certified Translator test from English into Punjabi: CTO</u></p> <ul style="list-style-type: none">• 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.• Candidate needs to use RAAVI Punjabi font so that markers can easily read it.• 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.



<p>Russian</p>	<p>Test candidates are expected to translate into the non-dialectical and non-regional standard Russian.</p> <p>Candidates should follow the rules set in Розенталь Д. Э., Джанджакова Е. В., Кабанова Н. П. Справочник по правописанию, произношению, литературному редактированию (<i>A Manual on Spelling, Pronunciation and Literary Editing</i> by D.E. Rozental, E.V. Dzhandzhakova and N.P. Kabanova) and in Зализняк А. А. Грамматический словарь русского языка. Словоизменение. (<i>A Grammar Dictionary of the Russian Language. Word Modification.</i> by A.A. Zaliznyak) or any other relevant resource approved by Институт русского языка имени В. В. Виноградова Российской академии наук (V.V. Vinogradov Russian Language Institute of the Russian Academy of Sciences).</p> <p>Candidates can use spelling, grammatical and word variations approved by the above-mentioned Russian Language Institute (e.g. neutral gender for «кофе» («чёрное кофе») instead of masculine («чёрный кофе»), or any of the word equivalents («прото́к», «прото́ка»), as long as they do it consistently throughout the text.</p> <p>Candidates should note that when translating names of authorities for which there is an official Russian translation, they should use the latter. For companies and brand names they can choose between transliterating them into Cyrillic or retaining the Latin script, as long as they do it consistently throughout the text.</p>
<p>Spanish</p>	<p>The Royal Academy of the Spanish Language (<i>Real Academia Española</i>), in agreement with the Association of Academies of the Spanish Language, dictates the rules and standards of the Spanish language; it indicates the correct orthography for each word and determines whether the term is acceptable Spanish or not, e.g. neologisms, solecisms or barbarisms.</p> <p>For translator certification tests NAATI expects Spanish candidates to adhere to these rules and standards.</p>
<p>Sinhalese</p>	<ol style="list-style-type: none"> 1. There may be some different words used in different regions in Sri Lanka to define the meaning of same words, but this is insignificant, and the meaning of those words are easily identifiable. 2. Commonly accepted and widely used English abbreviations can be used, e.g., UNESCO යුනෙස්කෝව -එක්සත් ජාතීන්ගේ අධ්‍යාපන, විද්‍යාත්මක සහ සංස්කෘතික සංවිධානය, NASA නාසා සංවිධානය, OECD, NATO UNHCR etc. 3. Candidates are expected to perform their tests electronically using the following Sinhala fonts. Kaputa, FM Malithi, Iskola Potha or FM Abhaya 4. In Sinhalese language, there are two forms, spoken and written Sinhalese. Candidates are expected to write in Written Sinhalese for their translation tests.



Turkish	<p>Candidates sitting for the Turkish Certified Translator test are expected to use the standard, non-dialectal, non-regional written form of the Turkish language, complete rules of its standard spelling, punctuation form and accentuation.</p> <p>Türk Dil Kurumu [The Turkish Language Institution] is the reference point in this regard. It is the authority to determine whether a word/ a term/ spelling/ usage are acceptable in Turkish or not.</p> <p>It should be noted by the candidates that when names of authorities are translated (e.g. Australian Departments, International organizations) for which there is an official or conventional translation in Turkish, the standard Turkish equivalent must be used (e.g., EU European Union= Avrupa Birliği, NATO North Atlantic Treaty Organization= Kuzey Atlantik Anlaşması Örgütü, Department of Home Affairs= İçişleri Bakanlığı).</p> <p>If the script is electronically produced, font Times New Roman and size 11 will be acceptable.</p> <p>For Translator Certification tests, NAATI expects Turkish candidates to adhere to the above rules and standards.</p>
Urdu	<p>NAATI Urdu tests are delivered in Urdu as used in Pakistan.</p> <p>Candidates are expected to use current standards for the Urdu script and grammar. Archaic or uncommon usage may be penalised.</p> <p>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.</p> <p>Numerical concepts i.e. "29, millions, billions etc." should be translated.</p> <p>Candidates are expected to use the correct gender verbs for Urdu nouns, regardless of whether these nouns refer to living things. The use of incorrect gender verbs will be penalised.</p> <p>Candidates are expected to use the correct spellings of the words.</p>
Vietnamese	<p>Test candidates are expected to translate into non-dialectal, non-regional Vietnamese, using the Vietnamese modern writing system.</p> <p>For translator certification tests NAATI expects Vietnamese candidates to adhere to the above rules and standards.</p>