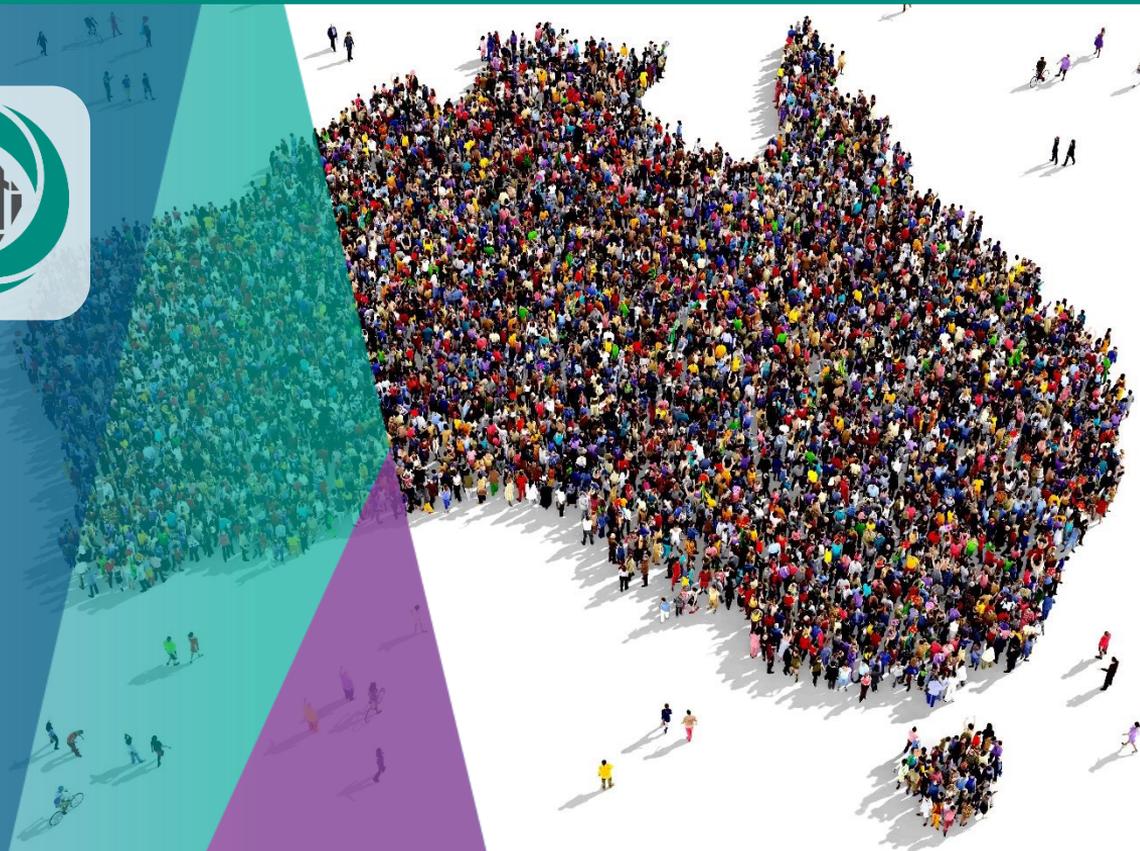


NAATI Online  
Certification Testing



Certified Interpreter  
Test Candidates



# Certification Testing goes online in Victoria!

**Due to the COVID-19 restrictions in Victoria, NAATI will conduct Certified Interpreter tests online until further notice.**

- There are no changes to our test policies for online testing.
- The main difference is that the test will be conducted via a video call using Microsoft Teams.

**To prepare you, NAATI will provide:**

- a group information session via video call;
- a designated Test Invigilator who will contact you to check your equipment is working properly, answer any questions you have and provide you with their direct phone number;
- a dedicated Test Invigilator who will supervise you throughout your test.

# Prior to the test

## Candidates will need:

- ✓ to download the [Google Chrome](#) internet browser (free download),
- ✓ to download the free [Microsoft Teams](#) application (no account needs to be created),
- ✓ an identity document ready (passport or driver's licence),
- ✓ an internet connected device with a camera and microphone e.g. laptop or desktop, charged and ready - N.B. mobile phones or tablets are not to be used for this test,
- ✓ a good internet connection – N.B. using a personal hot spot from your mobile phone is not permitted,
- ✓ a dedicated video conference style headset – N.B. wireless headset and separate and built in speakers are not allowed
- ✓ pen and paper to take notes,
- ✓ water available,
- ✓ power charger,
- ✓ mobile phone fully charged (switched on until asked to turn off),
- ✓ to be in a location that is free of distractions, background noise and other people,
- ✓ to be familiar with the NAATI [language policy](#).



# What happens on Test day?

# Checking In

## **Check in will take place prior to both the morning and afternoon session:**

- To attend your test, click on the 'Join Microsoft Teams Meeting' link in the email sent to you.
- It is advisable to join the meeting 5 minutes prior to your start time and wait in the virtual lobby.
- Your Test Invigilator (TI) will admit you and ask to see your photo ID.
- The TI will ask you to show them around your room to confirm the location is test-appropriate.
- The TI will ask you to show your phone and turn it off.

## **Arriving late or not at all for a Test:**

- If you are late you will not be tested.
- If you experience unexcepted delays joining the test, please call your Test Invigilator.
- Information on [Identity Verification](#) for Test Candidates.

# Certified Interpreter Online Test

The test is divided into two sessions with a 45 minutes break in between. The order in which you complete the tasks will vary, however, you will be advised on the day of your personal schedule. The test includes the following tasks:

## SESSION ONE

- One Consecutive interpreting Face-to-face dialogue task.
- One Consecutive interpreting Remote dialogue task.
- One Sight Translation into LOTE task – related to, and immediately after, face-to-face dialogue task.
- One Sight Translation into English task – related to, and immediately after, remote dialogue task.

## SESSION TWO

- One Consecutive interpreting Monologue into LOTE task.
- One Consecutive interpreting Monologue into English task.
- One Simultaneous interpreting Monologue into LOTE task.
- One Simultaneous interpreting Monologue into English task.

# Online Testing Procedure

Once you have checked-in your Test Invigilator will virtually walk you through all the tasks and facilitate your transition between your virtual Preparation Room and each task. You must always follow the invigilator's instructions.

## **Preparation Time:**

- A written interpreting brief of your task will be shared with you via Microsoft Teams. You will be given 15 minutes to prepare before each task, at the end of which, the Invigilator will inform you when the time is up.
- You may use the internet on your device and any electronic and hard copy dictionaries, glossaries and thesauri, including self-developed glossaries to research your interpreting brief.
- You cannot use your device to type notes, but you can use pen and paper.

# TASK A:

## Consecutive Interpreting - Video dialogue tasks

**An English and a LOTE Role-player will join you online and will perform the task whilst you interpret consecutively. These tasks will be video recorded for assessment by NAATI Examiners.**

During these tasks you are required to use **consecutive mode** to interpret a dialogue between two role-players about a topic or situation. As this dialogue is a 'live' one, you need to demonstrate that you understand how to manage the interaction between the two Role-players just as you would in real life.

- The interpreting brief will be available to you on the screen throughout the test.
- You may use any handwritten notes made during the Preparation Time.
- You may also take notes during this task using pen and paper only.
- The duration of this task is 17 – 20 minutes.



## TASK B:

# Consecutive Interpreting - Telephone dialogue task

**An English and a LOTE Role-player will 'dial' into this task and conduct the role-play as if it were a phone call. There is no video connection with the Role-players so this task will be audio recorded for assessment by NAATI Examiners.**

During these tasks you are required to use **consecutive mode** to interpret a dialogue between two role-players about a topic or situation. As this dialogue is a 'live' one, you need to demonstrate that you understand how to manage the interaction between the two Role-players just as you would in real life.

- The interpreting brief will be available to you on the screen throughout the test.
- You may also use any handwritten notes made during the Preparation Time.
- You can take notes during this task using pen and paper only.
- The duration of this task is 17 – 20 minutes.



# Interacting with Role-players

**You can ask Role-players to repeat or clarify what they have said - there is no penalty for doing this, if done so appropriately and contributes to meaning transfer.**

At the start of each task you will have a brief informal conversation with the English Role-player, so you can familiarise yourself with the setting. This segment is recorded but NOT assessed. The Assessment task begins when the English Role-player says, **“Ok let’s start”**.

- In the introductory segment, you do not need to nor are you expected to explain your role as an interpreter; the purpose of the introduction is to help you settle into the role-play.
- You can assume that the Role-players have worked with interpreters before and understand your role. If you wish to introduce yourself, you should not use your name – introduce yourself as “the interpreter”.

# Managing interaction with Role-players

As the interpreter, you should listen to what the Role-players say and transfer the meaning accurately. You are also expected to demonstrate your ability to manage the interaction with the Role-players to make sure you accurately transfer the meaning.

**There may be instances during the test, which make it challenging for you to capture or comprehend what has been said, including:**

- the Role-players speaking for an extended period,
- the Role-players mumbling or talking at the same time,
- there is a distracting noise or other interference,
- the 'phone' cuts out,
- the Role-players using a phrase you don't know.



# Managing interaction with Role-players

**You should use a range of verbal techniques to deal with these instances, including:**

- cutting-in in an unobtrusive way by making use of the Role-players' natural pauses and indicating that you are about to interpret by using conversational cues,
- asking the Role-player to repeat or clarify what they have said,
- asking the Role-player to pause or slow down,
- asking the Role-player to speak louder or softer,
- inserting a correction if you realise you have made an error,
- using other techniques to manage the interaction and transfer meaning.

# Managing interaction with Role-players

**The use of these techniques is considered acceptable if:**

- they result in accurate transfer of meaning,
- you are courteous,
- you inform the other Role-player about what occurred in the other language,
- the flow of the conversation is NOT hindered.



# TASKS C & D: Consecutive Interpreting Monologue

**Candidates receive the interpreting briefs one week prior to the test.**

- No additional preparation time on test day.
- Three-part monologue delivered from audio recording – total of 300 words (approx.).
- The end of each part is indicated by a chime - candidates should begin interpreting 5-10 seconds after each segment.
- Candidates cannot request repeats, clarifications or pauses but can take notes.
- First monologue is into LOTE and the second into English.
- The duration of these two tasks is approximately 25 minutes.
- Up to 5 minutes break between monologues is permitted.

# TASKS E & F: Simultaneous Interpreting Monologue

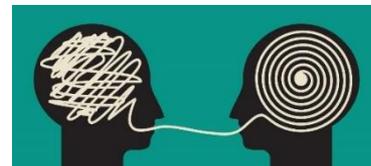
**Candidates receive the interpreting briefs one week prior to the test.**

- No additional preparation time on test day.
- Each monologue is delivered from audio recording – each monologue 300 words (approx.).
- Candidates must start interpreting only a few seconds after the speaker starts and continue to interpret for duration of monologue.
- Maximum 5 minutes to complete each simultaneous monologue task.
- Candidates cannot request repeats, clarifications or pauses but can take notes.
- One monologue is to be interpreted into LOTE, the other into English.
- The duration of these two tasks is approximately 25 minutes.
- Up to 5 minutes break between monologues is permitted.

# TASKS G & H: Sight Translation

**Sight translation tasks immediately follow and are related to the previous dialogue task.**

- Each text approximately 200 words long.
- Test invigilator (TI) provides the task material to the candidate - 5 minutes to prepare.
- TI indicates when time is up and to start.
- One text is to be translated into LOTE, the other into English.
- Candidates have 5 minutes to complete this task.



# Test Conditions

You must follow NAATI test conditions. If you do not, NAATI may cancel your test or not issue your test result. Should this happen, you will not receive a refund of your test fee.

## **Behaviour on test day**

You are expected to be courteous and respectful towards all NAATI staff.

## **Leaving the Microsoft Teams Meeting**

Once the test has started, you are not allowed to leave the Microsoft Teams Meeting. You cannot leave your room or communicate with anyone until your test is complete, if you do, your test may be cancelled. If you wish to use the bathroom between tasks the Test Invigilator will advise you of the procedure.

## **Use of internet and electronic devices**

You can use one electronic device only for your test – for both preparation and tasks. You are not allowed to use your phone or smartwatch during the test nor any communication or recording functions on your chosen test device.

**N.B. Failure to abide by these conditions may result in your test being cancelled.**

# Use of internet and electronic devices - Summary

## CAN

### You can use:

- one electronic device only for your test e.g. a laptop or desktop – for both Preparation Time and Tasks
- your internet browser for research during Preparation Time
- an electronic or online dictionary and/or thesaurus

## CANNOT

### You cannot use:

- your mobile phone, tablet or smartwatch at any time
- any communication or recording functions on your chosen test device
- a second monitor attached to your device
- or have any programs open during a Task except for Microsoft Teams
- your device to type notes during Preparation Time or any Tasks

# Troubleshooting

## Internet issues during the test



In the event of a technical/internet issue please don't panic. We understand that this may occur and we can pause the test and timer while we assist you to resolve the issue.

1. If you experience a minor glitch hearing the Role-players or their voice drops out, please ask them to repeat - remember there are no penalties for asking for a repeat.
2. If the video of the Role-players freezes but you can still hear them, please listen to the end of the segment, complete your interpretation, then announce to your Test Invigilator that you have an issue.
3. If at any point during the test you cannot hear, advise the Test Invigilator straight away.
4. If you experience a major issue such as losing connection to the test, call the Test Invigilator straight away.

# General information

**NAATI Staff are not permitted to talk about the content of the task or comment on your performance.**

- Role-players, Test Supervisors and Test Invigilators are not Examiners, they are not there to assess your performance.
- You may know the Role-player, but they will be in character for the entire role play and are actors only; they may not always represent the actual age and gender of the characters involved in the scenario.
- In some briefs, characters are given female and male names because their role is not gender-specific; you should refer to the Role-player by the name with which they introduce themselves.
- Under the test setting, you should not ask the Role-players to speak in short sentences or segments for the entire dialogue as they will not be able to accommodate such a request.

# Confidentiality

**All test materials are the property of NAATI.**

You are not permitted to make copies or recordings, paper or electronic, of any test material, or reproduce the test or communicate the test content to other candidates or a third party.

By participating in the testing, you agree to maintain the confidentiality of the test materials.

Failure to comply to the NAATI policy will result in the Test being cancelled.

**CONFIDENTIAL**

# Cancellation Policy

## Test cancellations:

- You can reschedule your test any time up to the day of your test
- Non-attendance on the test date is considered a cancellation and no fees will be refunded.
- Applications for test cancellations should be sent in writing to [finance@naati.com.au](mailto:finance@naati.com.au)



# What happens after my Test?

# Assessment

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).

Your task performance will be marked against each criterion, outlined below.

For the Consecutive Interpreting Face-to-Face Dialogue and Consecutive Interpreting Remote Dialogue tasks, NAATI examiners will assess you:

- transfer competency: meaning transfer skill, application of interpreting mode, Interactional management skill, and rhetorical skill
- language competency: language proficiency enabling meaning transfer into the target language (both English proficiency and LOTE proficiency).

For the Consecutive Interpreting – Monologue, Simultaneous Interpreting – Monologue and Sight Translation tasks, NAATI examiners will assess you:

- transfer competency: meaning transfer skill, application of interpreting mode and rhetorical skill
- language competency: language proficiency enabling meaning transfer into the target language (either English proficiency or LOTE proficiency).

You should aim to achieve at least Band 2 for each criterion, and you must pass all eight tasks to pass the test. You can find detailed information about the assessment rubrics and criteria on the website.

# Supplementary Testing

If you attempt all tasks and pass at least five tasks, but fail the test overall, you are eligible to apply for a supplementary test. You must apply for the supplementary test within 6 months of receiving your test results. The supplementary test will involve re-sitting only task(s) from the task type(s) that have been failed, but with different situation(s).

If you pass the supplementary test, NAATI will award you the Certified Interpreter credential. If you fail the supplementary test, you will fail the overall Certified Interpreter Test, and you can apply for another test if you wish.

# Any questions?

Email: [info@naati.com.au](mailto:info@naati.com.au)

Sterkte!  
 Vai que é tua **Srento**  
 행운을 빕니다 **Held Og Lykke** **Srečno Edu**  
 ἄριστον: ἄριστον **Ни пуха ни пера / Удачи**  
 حظا سعيدا بالتوفيق ان شاء الله  
**Vocë vai conseguir** **Bona Sort**  
 In bocca al lupo **Hodně štěstí**  
 Tú puedes! **Onnca Buona Fortuna** **Suette**  
**Veel Geluk** **Bon astre** **Co sreka!** **حظ سعيد** **Paç fat!**  
**頑張る** **Sretno** **Lykke Till** **Powodzenia**  
**頑張る** **Tyi Sanslar** **bettawfêq** **موفق باشيد** **Lycka Till** **Muchos éxitos mas**  
**حظا طيبا** **Veel Geluk** **Sretno** **Bonne Chance** **Xewqat sbieh** **Bonsancon**  
**Sretno** **Bol Sanslar** **Edu** **Καλή επιτυχία** **Meri doa hey ley aap Kanayab hun** **موفق باشيد**  
**Hayirli olsun** **Boa Sorte** **حظا سعيدا ان شاء الله**  
**حظ سعيد** **Vill Glèck** **Buena Suerte** **موفق باشيد** **Vela štastia**  
**祝您一切** **Chons da** **حظا طيبا** **Успех** **Lykke Til** **Sretno**  
**كاميابي اب ع قديح**