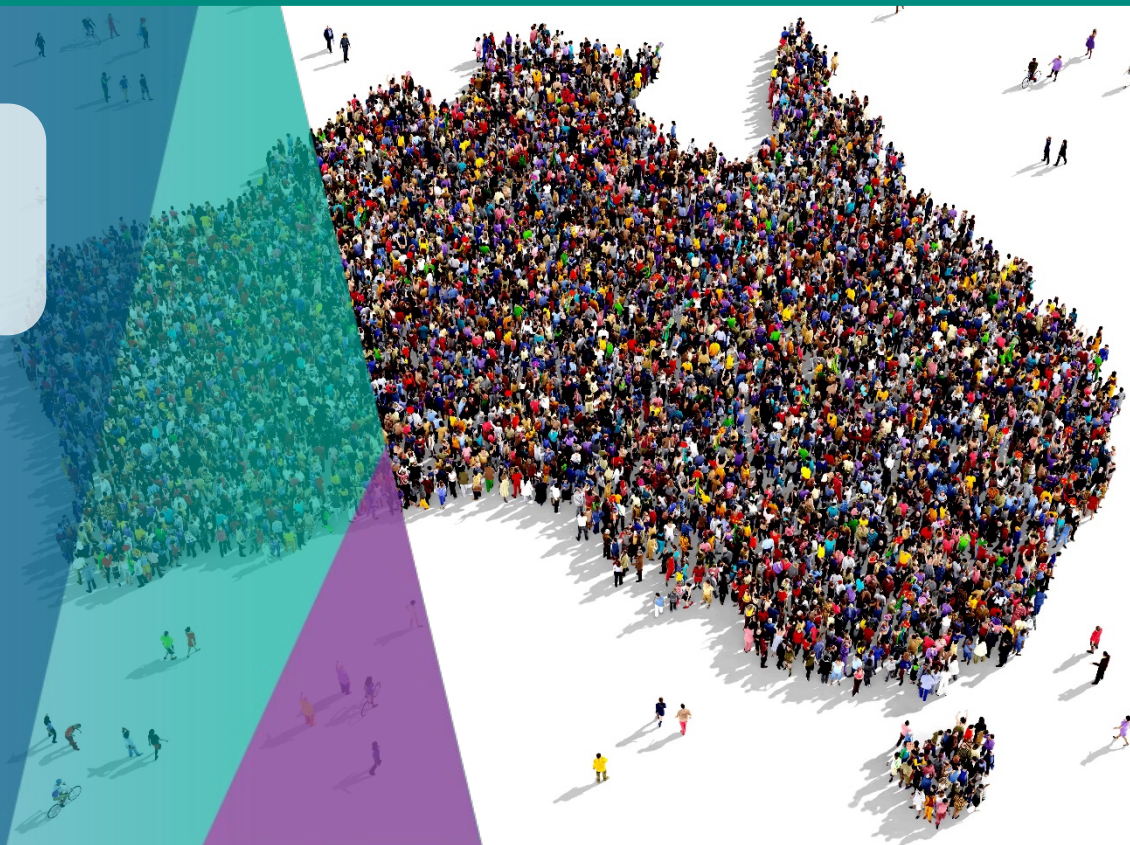




NAATI Online Certification Testing

Certified Provisional
Interpreter Online Test
Candidate Information



Certification Testing goes online in Victoria!

Due to the COVID-19 restrictions in Victoria, NAATI will conduct Certified Provisional 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 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.
- Headset - no wireless headphones to be used, including bluetooth, due to latency issues.
N.B. 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](#).



Online Test Cancellation policy

- Candidates can reschedule their test any time up to the day of their test.
- Non-attendance on the test date is considered a cancellation and no fees will be refunded.
- Applications for test cancellations refunds should be sent in writing to finance@naati.com.au . The email should include the [Refund Application Form](#).



What happens on test day?



Checking in

Checking in requirements:

- You must check in for your test at the time allocated in the confirmation email by clicking on the '[Join Microsoft Teams Meeting](#)'. Ensure you have your ID ready as NAATI staff will conduct the registration by verifying your identity.
- You are advised to join the meeting at least 5 minutes prior to the start time and to wait in the virtual lobby.
- Additional information on [Identity Verification](#) is available on our website.

Arriving late or not at all to your test:

- Should you arrive late to your test, you will be advised by the supervisor whether you can be admitted to the test. If testing of other candidates has started, you may not be tested.
- Should you arrive late and not be admitted, or should you not attend the test at all, you will not receive a refund of your test fee.

Online Testing Procedure

Once checked-in, the 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 the task will be shared via Microsoft Teams. You will be given 15 minutes to prepare before each task. The Invigilator will inform you when your 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 may use pen and paper.

Consecutive Interpreting: Video dialogue tasks

An English and a LOTE Role-player will join you online and will perform the task. 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 both dialogues are live tests, 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 on the screen throughout the test.
- You may use any handwritten notes made during the preparation time.
- You may take notes during this task using pen and paper only.



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 this task you are required to use consecutive mode to interpret a dialogue between two role-players about a topic or situation. You will 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 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.



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 there will be a brief informal conversation with the English Role-player, to assist you to 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 their role. This segment is recorded but NOT assessed. When introducing 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 accurately transfer the meaning.

There may be instances, during the test, where it may be challenging to capture and comprehend what has been said, including:

- the Role-players speak for an extended period,
- the Role-players mumble or talk at the same time,
- there is a distracting noise or other interference,
- the phone cuts out,
- the Role-players use a phrase you don't know.



Managing interaction with Role-players (2)

You should use a range of 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 (3)

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.



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 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



General information

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

- Role-players 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 situation, the candidate 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.

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.

- 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.
- 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.
- If at any point during the test you cannot hear, advise the Test Invigilator straight away.
- If you experience a major issue such as losing connection to the test, call the Test Invigilator straight away.



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.



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 your:

- 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)

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 more detailed information about the assessment rubrics and criteria on the website

Supplementary testing

If you attempt all tasks and pass at least two 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 one task from the task type that has been failed, but with a different situation.

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

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Sterkte!
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 Ни пуха ни пера / Удачи Srečno Edu
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