

Certified Conference Interpreter

Candidate Instructions

OFFICIAL



**National Accreditation Authority
for Translators and Interpreters LTD**

Contents

Certified Conference Interpreter Candidate Instructions	1
Reminder for candidates	3
Equipment & system requirements	3
Preparing for test day	4
What you need to do before test day.....	4
Practice test	4
What you will need	4
Identity document	4
Resources	5
Food and water	5
What NAATI will & will not provide	5
Test conditions	5
Leaving the test environment	5
Behaviour on test day	6
Test materials	6
Use of electronic devices	6
Confidentiality	6
Test overview	7
Test description.....	7
Domains & topics	7
Duration	7
Test supervision & support from NAATI	7
Sitting the test	8
On test day	8
One Consecutive Interpreting (Unseen Speech) – Monologue Task.....	8
One Simultaneous Interpreting (Seen Speech) – Monologue Task.....	8
One Simultaneous Interpreting (Unseen Speech) – Monologue Task	9
Assessment & results	10
Assessment	10
Results & receiving your credential	10
Supplementary testing.....	10

Reminder for candidates

- Familiarise yourself with the Certified Conference Interpreter test page.
< <https://www.naati.com.au/certification/ccl/> >
- Read the Terms and conditions < <http://naati.com.au/resources/terms-conditions> >
- Understand the assessment process including how NAATI will assess your language use.

Equipment & system requirements

This test includes the use of videos which can be over 15 minutes long.

Please read the specifications carefully below.

You will need the following to sit this test:

Laptop or computer with the following:

- Working camera and microphone.
- Windows 10 or higher, Mac OS 11 (Big Sur) or higher, ChromeOS and most Linux distributions (64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+, or Fedora Linux 24+).
- Latest version of Google Chrome browser installed.
- You will be prompted to download and install the ProctorExam Google Chrome extension during your system check.
- Note: The test platform requires the use of Google products. Candidates must be able to access and use these without interference to sit the test.

Phone or tablet (in addition to the laptop or computer):

- With a working camera
- You will be prompted to download and install the ProctorExam app (34MB) during your system check. This app is compatible with Android 4.1 or higher or iOS (Apple) 10 or higher.
- Note: Huawei P30, Google Pixel, Sony Xperia, Iphone 6 and OnePlus are not compatible with the ProctorExam app.

Internet connection:

- At least 25mbps download speed, 10mbps upload speed, and internet speed (ping) of below 25 milliseconds
- You can check your internet speed on www.speedtest.net
- Note: using a public WiFi network or computer with firewalls that block access to the test platform may result in access to the test being restricted.

Other items:

- Any resources you intend to use during the preparation time for the **Seen Speech Task**

It is your responsibility to make sure your equipment is suitable and will function for the entire test. We recommend that your electronic devices be connected to a power source for the duration of your test. Note that small screens (such as laptop screens) may make it harder for you to see everything clearly.

Preparing for test day

What you need to do before test day

Completing a system check

The Certified Conference Interpreter test (spoken languages) is delivered online only via NAATI's testing platform, Televic. NAATI uses an online proctoring program called ProctorExam to make sure all tests are valid and are sat by the correct person.

Make sure you have the right equipment (see section: '[Equipment & system requirements](#)' above).

Candidates with test sessions will receive an email approximately one week before the test day from ProctorExam with a link to the online platform and instructions on how to set up for your test.

When you click the link, you will be prompted to complete a system check. The system check must be completed using the same setup as you will use on your test day (i.e. same computer, phone, headphones, location, internet connection).

If you have not received this email from ProctorExam, check your spam/junk folder. If it is not there, please email us at onlinetesting@naati.com.au so that we can follow up for you.

Watch the below video for system check instructions < <https://youtu.be/tUPCHT66CWo> >

Practice test

You can access a practice test through [NAATI Learn](#) < <https://learn.naati.com.au/> > to help prepare for the test.

It is important that you go through the whole practice test before your test day. If you experience any technical issues viewing the practice material videos on your computer, check and see if you have met the equipment and system requirements above.

If you have booked your test and are concerned about your computer equipment or internet access, please email us at info@naati.com.au as soon as possible to discuss the option of taking the test in a NAATI office.

What you will need

Identity document

You must have a photo identity document (passport or Australian driver's licence) ready when you begin your test. Click here to learn more about identity verification. < <https://www.naati.com.au/resources/identity-verification/> >

Resources

You are **not** allowed to use any resources or refer to any references during the test **except during the preparation time for the Seen Speech Task**. You will be required to show your desk and test room to your webcam before starting the test.

During the preparation time for the Seen Speech Task, you will be provided the Seen Speech Text on the testing platform and you can make notes on the document.

During the preparation time, you can use online, offline or hardcopy resources on the device you use for the test to research the topic, terminology or concepts only. You cannot use artificial intelligence technology or machine translation to translate any part of the seen speech text. A second device or second screen is also not allowed.

When interpreting in the Seen Speech Task, you can only refer to the Seen Speech Text and any notes made on the document during the preparation time. All other resources must have been removed.

At the end of the test, you will be required to permanently delete your notes and the Seen Speech Text.

Paper and pen

You may have loose sheets of paper and a pen ready for taking notes if needed.

Food and water

You may wish to have food or water available for the test session as long as it does not interfere with your test performance.

What NAATI will & will not provide

During the test NAATI will provide:

- Full support for NAATI testing platforms including live chat with a NAATI staff member during the test or you can email: onlinetesting@naati.com.au

NAATI will not provide:

- Technical support should you experience issues with your equipment
- Technical equipment, including laptop/tablet, mouse, adaptors and power cords/connectors
- Internet access

Test conditions

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.

Leaving the test environment

Leaving the test environment during a test session is not allowed.

In exceptional circumstances, you may request a 5-minute bathroom break during your test. This must be requested via the live chat before leaving the room.

Behaviour on test day

You are expected to be courteous and respectful towards NAATI staff. You cannot communicate with other external parties (e.g. via chat) on the test day once your test has started.

Test materials

The test materials are provided through the online testing platform. Access to the test will require downloading of the ProctorExam extension for Google Chrome, which is available for free. Links will be provided as part of your joining instructions.

Use of electronic devices

You are only allowed to use the following electronic devices:

- One laptop or computer on which you will:
 - Access the test materials
 - Access online/ offline resources from your desktop/home screen during the preparation time for the Seen Speech Task only
- One mobile phone or tablet which will be used as a second camera.

See section: '[Equipment & system requirements](#)' above.

You are not allowed to use any other electronic devices during your test, including your smartwatch or a second screen. When you check in for the test, you will be asked to turn off all the electronic devices that you are not allowed to use and put them aside.

You can only access the internet during the preparation time for the Seen Speech Task only. Any unauthorised web access will be flagged by the proctoring system and will result in the test being invalidated and could result in a ban from any future NAATI test. You must not use any communication and recording functions of electronic devices.

Confidentiality

All test materials are the property of NAATI. You are not permitted to make or record copies (paper or electronic) of any test material or reproduce the test or communicate the test content to a third party.

Any attempt to copy the test material will also result in disciplinary action being taken, which may involve the test being invalidated and a ban from any future NAATI test.

Test overview

Test description

The Certified Conference Interpreter test consists of three Monologue tasks.

- One Consecutive Interpreting (Unseen Speech) – Monologue task
- One Simultaneous Interpreting (Seen Speech) – Monologue task
- One Simultaneous Interpreting (Unseen Speech) – Monologue task

Each Certified Conference Interpreter test is in one language direction only. That is, 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).

Domains & topics

All tasks deal with high level speeches by academics, governments officials and representatives of international bodies set in different domains commonly found in the international conference interpreting context. Each speech will come from a different domain and setting, including one from each of the following domains:

- commerce and economics
- science and technology
- diplomacy and politics.

While the test is conducted online, the contexts of the test tasks include both online, in-person and hybrid conference settings.

Duration

Each of the three tasks should take no more than 20 minutes to complete and the Seen Speech Task is preceded by 20-minute preparation time. The test must be completed within 1.5 hours, and you will have an extra 15 minutes to set up your device and read the initial instructions.

The start time is flexible. You may start your test at any point within 2 hours of the start time listed in your confirmation email (later only; you may not start earlier than the start time).

Once your test starts, the Certified Conference Interpreter test must be completed within the 1.5 hours. You will not receive additional time for reading or toilet breaks.

Follow the instructions on the testing platform to complete the test. You will need to click 'Start' to start the monologues and click 'Finish task' at the end of each task.

Test supervision & support from NAATI

The test will be audio and video-recorded for identity verification, assessment and auditing purposes.

On your test day, NAATI's Digital Testing team will be available via live chat during your test to assist with any technical issues or you can get help by emailing onlinetesting@naati.com.au

Sitting the test

On test day

You will follow instructions received via email to begin your test on NAATI's online testing platform. Please ensure you use the same equipment as you used to complete your system check.

Watch the video for instructions on how to set up on test day. < <https://youtu.be/Y-ze7CTMsBY> >

The test must be completed in a location that is free of distractions, background noise and other people. The test location will be checked at the start of the test.

You will need to provide proof of your identity by showing your identity document (passport or Australian driver's licence) to the camera when asked, prior to beginning your test.

The test will be audio and video-recorded for identity verification, assessment and auditing purposes.

One Consecutive Interpreting (Unseen Speech) – Monologue Task

For the consecutive interpreting monologue task, you will use the consecutive mode to interpret a 3-part speech delivered from a video recording. The monologue is about 800 words long, and each segment will be about 300 words. You should look at the camera when interpreting as if there was an audience watching your performance in conference settings.

One week prior to the test you will receive the interpreting brief for the consecutive monologue task so that you can prepare. On the day of your test, you will not have any preparation time for this task.

Follow the instructions on the testing platform to complete the test.

Before the task begins, the interpreting brief will be played. The monologue that you need to interpret will begin on the next page. You will begin interpreting no more than 5 to 10 seconds after each of the three segments has been played. You will hear a chime sound indicating that you can start interpreting. You cannot ask for any clarifications, repeats or pauses of the recording.

You are required to complete interpreting all three segments within 20 minutes after the monologue begins.

While the whole task will be marked, examiners will be lenient towards the first 60 seconds of interpreting to allow you to warm up. The end of these 60 seconds will not be indicated in any way during the test.

One Simultaneous Interpreting (Seen Speech) – Monologue Task

For the Seen Speech simultaneous interpreting monologue task, you will use the simultaneous mode to interpret a monologue delivered from a video recording. The monologue is about 1500 words long.

One week prior to the test you will receive the interpreting brief for the Seen Speech so that you can prepare. 24 hours before the test, you will receive a journal article on the same topic as the speech. On the day of your test, you will have 20-minute preparation time.

Follow the instructions on the testing platform to complete the test.

The interpreting brief will be played before the 20-minute preparation time begins.

During the preparation time, you will be provided the Seen Speech Text on the testing platform and you can make notes on the document. Note that the text of the speech will differ slightly from the video-recorded speech, and you will need to be able to adapt to this while interpreting. You can use online, offline or hardcopy resources on the device you use for the test to research the topic, terminology or concepts only. You cannot use artificial intelligence technology or machine translation to translate any part of the seen speech text. A second device or second screen is also not allowed.

Once the preparation time has finished, the test will automatically navigate to the monologue. You can only refer to the seen speech text and any notes you made on the document during preparation when interpreting. All other resources must have been removed.

You should start interpreting as soon as possible after the monologue begins and continue to interpret for the duration of the monologue. You cannot ask for any clarifications, repeats or pauses of the recording. You are required to complete interpreting within 30 seconds after the end of the monologue.

At the end of the test, you will be required to permanently delete your notes and the Seen Speech Text.

While the whole task will be marked, examiners will be lenient towards the first 60 seconds of interpreting to allow you to warm up. The end of these 60 seconds will not be indicated in any way during the test.

One Simultaneous Interpreting (Unseen Speech) – Monologue Task

For the Unseen Speech simultaneous interpreting monologue task, you will use the simultaneous mode to interpret a monologue delivered from a video recording. The monologue is about 1500 words long.

One week prior to the test you will receive the interpreting brief for the Unseen Speech so that you can prepare. On the day of your test, you will not have any preparation time for this task.

Follow the instructions on the testing platform to complete the test. Before the task begins, the interpreting brief will be played to you. The monologue that you need to interpret will begin on the next page. You should start interpreting as soon as possible after the monologue begins and continue to interpret for the duration of the monologue. You cannot ask for any clarifications, repeats or pauses of the recording. You are required to complete interpreting within 30 seconds after the end of the monologue.

While the whole task will be marked, examiners will be lenient towards the first 60 seconds of interpreting to allow you to warm up. The end of these 60 seconds will not be indicated in any way during the test.

Assessment & results

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, which are the same for all task types, as outlined below.

For each task, NAATI examiners will assess your:

- **Transfer competency:** Meaning transfer skill, Application of interpreting mode, and Rhetorical skill.
- **Language competency:** Language proficiency enabling meaning transfer into the target language.

Refer to our [language policy](https://www.naati.com.au/resources/language-policy-interpreting/) < <https://www.naati.com.au/resources/language-policy-interpreting/> > to understand how the examiners will assess your use of language in your test.

You need to achieve at least Band 2 for each criterion, and you must pass all three tasks to pass the test.

You can read the [assessment rubrics](https://www.naati.com.au/wp-content/uploads/2023/07/Certified-Conference-Interpreter-Assessment-Rubrics.pdf) < <https://www.naati.com.au/wp-content/uploads/2023/07/Certified-Conference-Interpreter-Assessment-Rubrics.pdf> > here.

Results & receiving your credential

NAATI aims to issue results within 8-10 weeks of the test date. We will issue results as they are finalised, so some candidates will receive their results earlier than others even if they sit the test on the same day.

If you have already passed any prerequisite screening tests (Ethical Competency and/or Intercultural Competency), we will issue your credential if you pass this test.

Supplementary testing

You must attempt all tasks and pass at least two interpreting tasks to be eligible to apply for a supplementary test. You must apply for the supplementary test from your myNAATI account within 30 days of receiving your test results. The supplementary test will involve re-sitting only the failed task.

If you pass the supplementary test, NAATI will award you the Certified Conference Interpreter credential in the relevant language direction.