Certified Provisional Interpreter

Candidate Instructions

(In-person test)

OFFICIAL

National Accreditation Authority for Translators and Interpreters LTD

Contents

Reminder for candidates

- Familiarise yourself with the Certified Provisional Interpreter test page
  < https://www.naati.com.au/certification/cpi/ >
- Read the Terms and conditions < http://naati.com.au/resources/terms-conditions >
- Understand the assessment process, including how NAATI will assess your language use.
- Read the Language Policy for Interpreting Tests <Language Policy for Interpreting Tests - NAATI>.

Preparing for test day

What you need to do before test day

Test task brief

NAATI will send you the task brief for your test tasks three days before your test day. You should use these to prepare for your test, and you should contact us at info@naati.com.au if you have not received them. You will not have any additional preparation time on test day.

Test preparation & sample materials

A Certified Provisional Interpreter test preparation module is available on the NAATI learning management system. You can access NAATI Learn for free at this link < https://learn.naati.com.au/ >. You don't need to create an account. Just select the CPI Preparation Module from the dashboard.

It provides you with:

- Practice dialogues available in 46+ languages, with more languages to be added.
- A built-in audio recorder allows you to record and download your own performance.
- Self-assessment tools, including a self-review sheet to allow you to critically assess your own performance.

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What you will need

- You must bring a photo identity document (e.g. Australian or New Zealand driver's licence or passport) to check in for your test. Click here to learn more about identity verification.
  https://www.naati.com.au/resources/identity-verification/
- You may wish to bring food to the test venue as you may need to wait several hours for your test to start. Any food must be consumed in the Waiting Room.
- You can bring a single printed A4 sheet containing the test task brief and your preparation notes for each task (i.e. three sheets of paper in total).

What NAATI will & will not provide

NAATI will provide:

- Task briefs. These will be emailed 3 days before the test.
- A pen and paper for note-taking during each dialogue task (to be returned at the conclusion of the task)
- A glass of water

NAATI will not provide:

- Internet access for candidates
- Other resources and equipment to prepare for the dialogue tasks.

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 venue

Once the test session 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.

Behaviour on test day

You are expected to be courteous and respectful towards NAATI staff, including role-players, and other candidates. You cannot communicate with other candidates on the test day once your test has started.

Use of electronic devices

You are not allowed to use any electronic devices in the Waiting Room or Test Rooms. These devices include your phone, laptop, tablet, smartwatch, and any other electronic device. When you check in for the test, you will be asked to turn off all your electronic devices, put them in your bag and leave your bag in a secure storage space.

You must not use any communication and recording functions of any devices for the duration of your test session.

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 Provisional Interpreter test assesses your ability to provide quality, professional interpreting of non-specialised dialogues commonly encountered in daily-life situations using the consecutive interpreting mode.

- Two consecutive interpreting face-to-face dialogue tasks
- One consecutive interpreting remote dialogue task

Each task involves a different situation from a different domain and is a live role-play. There will be two role-players involved in each task, one English-speaking and one speaking the other language.

Domains & topics

All tasks deal with situations set in different domains of daily life in Australia. These domains include health, legal, community, immigration/settlement, education, social services, finance, housing, business, employment, insurance and consumer affairs.

Duration

The test can usually take up to 1.5 hours per candidate from the time it starts.

You may need to wait a few hours for your test to start after you check in, depending on the number of candidates that day. The expected completion time of the test session is listed in your test confirmation email.

You may wish to contact your local NAATI office in the week prior to your test to get a more accurate indication of the test day schedule.

Test supervision & support from NAATI

NAATI staff manage logistics, the equipment recording your test, start and finish times, and any other issues. A NAATI staff member will be in each room and will tell you when to move between the different rooms.

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

You must always follow NAATI's instructions.

Waiting room and test room/s

Waiting room

After you check-in, a NAATI staff member will direct you to sit in the Waiting Room. You will wait in this room until it is time to start your test. In the Waiting Room, you can only access your printed A4 sheets containing your task briefs and preparation notes. You cannot use any electronic devices in this room.

Test room/s

The Test Room is where you will complete the actual tasks. You are not allowed to ask for further explanation of the task or conditions once you enter the Test Room.

The only resources you can bring into this room are the interpreting brief and any handwritten notes you made when preparing for the tasks. Notes should be contained on one A4 page per test task.

You may take notes during the test. After the task, you must leave the interpreting brief and any handwritten notes in the Test Room.

Sitting the test

On test day

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.

NAATI will not admit you to the test if you arrive after the registration closing time.

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

Two consecutive interpreting face to face dialogue tasks

You will use the consecutive mode to interpret two face to face dialogues between two role-players about the topic and situation described in the interpreting brief. The role-players are in the same room as you for these tasks.

For each task, the role-play dialogue begins as soon as you enter the Test Room. The English-speaking role-player will greet you.

You should introduce yourself to both role-players (in English and LOTE as appropriate) as 'the interpreter'. Do not use your real name. The introductory part is not recorded or assessed. Shortly after the introduction, the test invigilator will make an announcement and start recording the session.

The English-speaking role-player will begin the timed assessment part of the task by saying, "ok, let's start." or similar. You must interpret what the role-players say from this point on. You should interact with the role-players to accurately transfer the meaning between them.

Each task will finish when the dialogue between the two role-players ends or 12 minutes after the start of the assessed part.

One consecutive interpreting remote dialogue task

You will be asked to complete an audio only interpreting task. This task intends to simulate a telephone interpreting assignment, and you will not be able to see the role players.

You will use the consecutive mode to interpret this remote dialogue between two role-players about the topic and situation described in the interpreting brief. The role-players are in a separate room from you for this task.

The role-play dialogue begins as soon as you answer the call. An English-speaking telephone operator will ask if you are available to do the interpreting job. You will accept the job, and the operator will connect you to the role-players.

Once you are connected to the role-players, you should introduce yourself to both role-players (in English and LOTE as appropriate) as 'the interpreter'. Do not use your real name. The introductory part is not recorded or assessed. Shortly after the introduction, the test invigilator will make an announcement and start recording the session.

The English-speaking role-player will begin the timed assessment part of the task by saying "ok, let's start" or similar. You must interpret what the role-players say from this point on. You should interact with the role-players to accurately transfer the meaning between them.

The task will finish when the dialogue between the two role-players ends, or about 12 minutes after the start of the assessed part.

Interacting with role-players

Role-players

The age and gender of the role-players may not accurately represent the age and gender of the characters described in the brief. 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. The role-players will not be able to accommodate the candidate with regard to such a request.

Managing interaction

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 where it will be challenging for you 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.

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.

The use of these techniques is considered acceptable if:

- they result in an 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.

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 skill, interactional management skill 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/ > 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 here < https://www.naati.com.au/wp-content/uploads/2023/07/Certified-Provisional-Interpreter-Assessment-Rubrics.pdf >

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 three tasks and pass two of them 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 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, this means you have failed the test. You can apply for another Certified Provisional Interpreter test with NAATI if you want to sit the test again.

CPI In-person Test: Checklist

What to do before the test	Y/N
Read the NAATI Terms and conditions http://naati.com.au/resources/terms-conditions	
Read the Language Policy for Interpreting Tests Language Policy for Interpreting Tests - NAATI	
Read the CPI Face to Face Candidates' instructions https://www.naati.com.au/resources/candidate-instructions-cpi/	
Complete the free practice tests on NAATI Learn https://learn.naati.com.au/	

What NAATI will provide you before the test	Y/N
3 days before the test: email from NAATI containing the Task briefs	

What to bring into the test	Y/N
Task briefs (single printed/handwritten on A4 sheets): They can contain your preparation notes. Only one sheet per task brief is allowed.	
Snack food and water bottle	
Photo identification (Passport or Australian/New Zealand driver's licence)	