

# Certified Provisional Interpreter

## Candidate Instructions

(Online via Microsoft Teams)

OFFICIAL



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

# Contents

<b>Certified Provisional Interpreter Candidate Instructions.....</b>	<b>1</b>
<b>Reminder for candidates .....</b>	<b>3</b>
<b>Equipment &amp; system requirements .....</b>	<b>3</b>
<b>Preparing for test day .....</b>	<b>4</b>
What you need to do before test day.....	4
Sample materials & test preparation	4
What you will need .....	4
What NAATI will & will not provide .....	4
Test conditions .....	5
Leaving the test environment	5
Behaviour on test day	5
Use of electronic devices	5
Confidentiality	5
<b>Test overview .....</b>	<b>6</b>
Test description.....	6
Domains & topics .....	6
Duration .....	6
<b>Sitting the test .....</b>	<b>7</b>
On test day .....	7
Two consecutive interpreting face to face dialogue tasks .....	7
One consecutive interpreting remote dialogue task (via telephone) .....	7
Interacting with role-players.....	8
Role-players	8
Managing interaction	8
<b>Assessment &amp; results .....</b>	<b>9</b>
Assessment .....	9
Results & receiving your credential .....	9
Supplementary testing.....	10

## 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.

## Equipment & system requirements

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.
- A power cord/connector.
- 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.
- You will be required to complete your test via Microsoft Teams using a browser. This test cannot be taken via the Microsoft Teams app.
- *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.*

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](http://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:

- An A4 page of pre-prepared notes per task
- Pen and extra blank paper

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

You will be invited via email to attend an online candidate information session and a separate equipment check. The equipment check **must** be completed using the same setup as you will use on your test day (i.e. same computer, phone, wired headphones, location, internet connection).

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. You will not have any additional preparation time on test day.

## Sample materials & test preparation

We have a Certified Provisional Interpreter test preparation module available on our learning management system, NAATI Learn < <https://learn.naati.com.au/> > , and anyone can access it for free.

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.

To access the preparation module, click here < <https://learn.naati.com.au/> >. You don't need to create an account. Just select the CPI Preparation Module from the dashboard.

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## What you will need

- You must bring a photo identity document (e.g. Australian 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 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

During the test NAATI will provide:

- An appointment before the test day for an equipment check
- Task briefs which will be emailed 3 days before the test
- Basic technical support relating to Microsoft Teams

- A direct contact number

NAATI will not provide:

- Technical support should you experience issues with your device or internet connection
- 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 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.

### Use of electronic devices

Only the laptop or computer used to access the test is permitted to be used during your test. When you check in for the test, you will be asked to turn off all your electronic devices.

You must not use any communication and recording functions of any devices for the duration of your test session, other than those required by NAATI.

### 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.

# 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 usually takes 1.5 hours per candidate from the time it starts.

For online tests, NAATI will provide you with an exact attendance time one week before your test day.

## Test supervision & support from NAATI

NAATI staff manage logistics, the equipment recording your test, start and finish times, and any other issues.

For online testing, a NAATI staff member will remain with you during the whole test. You will also be given a direct contact number for further support.

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.

# Sitting the test

## On test day

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

When you are ready, click the link to your test you will have received via email. You must check in for your test at the time advised in your test invitation email.

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.

## 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 online meeting as you for the online test. The role-players will have their video turned on for these tasks.

For each task, the role-play dialogue begins as soon as the role-players are admitted into the online meeting. 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 will be audio-recorded from the time you enter the test room (onsite test) or from the start of the video call (online test). NAATI examiners will not assess this introductory part of the task.

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 (via telephone)

You will use the consecutive mode to interpret a remote dialogue between two role-players about the topic and situation described in the interpreting brief.

The role-players will be in the same online meeting as you for this task, but they will have their video turned off. The NAATI staff member will play the role of the English-speaking telephone operator.

The role-play dialogue begins as soon as the role-players are admitted into the online meeting.

The NAATI staff member will play the role of an English-speaking telephone operator. They will initiate the conversation and will ask if you are available to take a telephone interpreting job. You will accept the job, and then the 'telephone 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 will be audio-recorded from the start of the phone call. NAATI examiners will not assess this introductory part of the task.

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 regards 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, which make it 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 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 test responses will be marked against each criterion, outlined below.

For the Translation of a Non-Specialised Text tasks, NAATI examiners will assess your:

- Transfer competency: meaning transfer skill, follow translation brief and application of textual norms and conventions.
- Language competency: language proficiency enabling meaning transfer in the target language (either English or other language depending on the language direction of your test).

For the Revision of a Non-Specialised Translation task, NAATI examiners will assess your:

- Transfer competency: revision skills and application of translation standards knowledge.

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.