

# Certified Provisional Interpreter (Auslan)

## Candidate Instructions

(Online via Zoom)

OFFICIAL

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

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## Reminder for candidates

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

## Equipment & system requirements

Please carefully read the specifications below. It is your responsibility to make sure your equipment is suitable and will function for the entire test.

### Equipment

You will need the following to sit this test:

- Laptop or computer with the following:
- Windows, Linux or Apple Mac computer
  - It is recommended that your computer is less than 5 years old
  - Zoom video conferencing app (latest version)
  - High-definition web camera
  - Microphone
  - Speakers OR headset/earphones
  - A power cord/connector: your electronic device should be connected to a power source for the duration of your test.

### Internet connection:

- At least 25mbps download speed, 10mbps upload speed, and internet speed (ping) below 25 milliseconds.
- You can check your internet speed on < <https://speed.measurementlab.net/> >.
- Using a public Wi-Fi network or computer with firewalls that block access to the test platform may result in access to the test being restricted.
- A mobile phone to help us get in touch with you if there are any issues connecting on test day. Before commencing the test, the invigilator will ask you to turn it off.

## Other items you will need:

- You must bring a photo identity document (e.g. Australian or New Zealand driver's license 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).
- Pen and extra blank paper.
- Appropriate area for sitting the test (quiet location, plain background)

## Preparing for test day

### What you need to do before test day

#### Test time and link

You will receive your exact test time and the Zoom link **4-7 days** before your test.

This email will specify the time you should join your test's Zoom meeting and indicate when the test will finish.

*Important: The start and finish times may vary from your original confirmation email depending on the number of candidates confirmed to attend the session.*

#### Auslan/Deaf Online Test Preparation Checklist

You'll receive a Test Preparation Checklist (PDF) at least 2–3 weeks before your test. It covers the online test's system requirements:

- Internet connection stability and speed requirements
- Webcam, microphone, and audio requirements
- Suitable test area requirements
- Computer and software requirements (zoom, chrome)

If you require assistance with preparing for your test you can email [info@NAATI.com.au](mailto:info@NAATI.com.au).

#### Q&A Session

Prior to your test, you will be invited to a question-and-answer session on Zoom, led by a NAATI staff member, to review the test procedures and address any questions you may have. You are required to join this session using the exact setup (the same computer, location, and internet connection) that you plan to use for the actual test so that NAATI can verify its suitability. Please note that only limited technical assistance will be available during this session. This session is normally held at least one week prior the test.

#### Test task briefs

NAATI will send you the task briefs before your test day via email. You will receive the monologue task brief 7 days before and the dialogue task briefs 3 days before. The number of days includes weekends and public holidays. For example, if your test is on a Tuesday, you will receive your brief on Saturday. If you haven't received it by then, please check your spam/junk folder before contacting us.

You should use these to prepare for your test, and you will not have any additional preparation time on test day.

If you have not received your task briefs by this time, please contact us at [info@naati.com.au](mailto:info@naati.com.au).

## Zoom (app)

You should familiarise yourself with Zoom video conferencing software prior to attending the test and ensure your audio and video settings are working properly. You must use the app version of zoom; you cannot use zoom through a web browser.

When joining the zoom meeting, you must use your NAATI Attendance ID as your name. Your NAATI Attendance ID can be found on your test confirmation email.

Video guides on how to zoom can be found here: <https://learn-zoom.us/show-me>

## 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 are available in 46+ languages, with more languages to be added.
- Self-assessment tools, including a self-review sheet, allow you to assess your performance critically.

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## What NAATI will & will not provide

NAATI will provide:

- Zoom meeting link to join your test session (4-7 days prior to your test).
- Test preparation Checklist (PDF)
- Invite to mandatory Q&A session hosted by NAATI staff via Zoom at least 1 week prior the test.
- Task briefs
  - Monologue task brief emailed 7 calendar days before your test day.
  - Dialogue task briefs are emailed 3 calendar days before your test day.
  - Note: This includes weekends and public holidays. For example, if your test is on a Tuesday, you will receive your brief on Saturday. If you haven't received it by then, please check your spam/junk folder before contacting us.
- Basic technical support relating to Zoom video conferencing app.

NAATI will not provide:

- Technical support should you experience issues with your devices or internet connection.
- Other resources to prepare for the dialogue and monologue 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 between tasks. 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, reproduce the test or communicate the test content to a third party.

## What if something goes wrong on my test day?

Please have your mobile phone turned on and nearby as a NAATI staff member will call if you do not join the meeting on time. You will be asked to switch your phone off once you've joined the meeting and the test is about to start.

If you have connected to the Zoom meeting and issues arise during your test, the NAATI staff member will provide support to fix these as quickly as possible.

- If IT issues can be resolved quickly, your test will continue.
- If IT issues cannot be resolved, the NAATI staff member will stop the test and discuss the next steps with you.

# Test Overview

## Test description

The Certified Provisional Interpreter test assesses your ability to provide quality, professional interpreting of non-specialised dialogues and monologues commonly encountered in daily-life situations, using appropriate interpreting modes.

The Certified Provisional Interpreter test consists of the following three tasks:

- two Simultaneous Interpreting Face-to-Face Dialogue tasks.
- one Simultaneous Interpreting Monologue into Auslan task.

Each task involves a different situation from a different domain.

The dialogue tasks are live role-plays. There will be two Role-Players involved in each dialogue task, one English-speaker and one Auslan signer.

## **Domains & topics**

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

## **Duration**

The test can take up to 1.5 hours per candidate from the time it starts. NAATI will provide you with an exact attendance time and Zoom meeting link 4-7 days prior to test day.

## **Test supervision & support from NAATI**

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

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 free of distractions, background noise and other people.

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

In the zoom meeting, your attendance ID should be set as your display name.

You will need to provide proof of your identity by showing your identity document (passport or Australian/New Zealand driver's licence) to the NAATI staff member 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 primarily use the simultaneous mode to interpret two face-to-face dialogues between two role-players about the topic and situation described in your 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. You may switch between simultaneous and consecutive mode during these tasks if needed.

During the test you can choose whether to stand or sit during the task, if your camera is set up to effectively show your upper body and face, and capture all elements of your signing

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

For each task, the role-play dialogue begins as soon as the role-players enter the online meeting. The Auslan-signing role-player will greet you and you will have a brief informal conversation (1-2 minutes). You can use this time to settle into the task and familiarise yourself with the role-player's style of signing. After this brief conversation, the English-speaking role-player will join in.

You should introduce yourself to both role-players (in English and Auslan as appropriate) as 'the interpreter' or using only your first name. Do not use your full name. NAATI examiners will not assess this introductory part of the task.

When ready to begin the task, the invigilator will start the recording and announce the test title. The English-speaking role-player will then begin the timed assessment part of the task by saying "ok, let's start" or similar. You must interpret what the role-players say and sign 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 about 10 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 or sign in short sentences or segments for the entire dialogue. The role-players will not be able to accommodate the candidate with this request.

### Managing interaction

As the interpreter, you should listen and watch what the role-players say/sign 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 or signed, for example:

- the English-speaking role-player mumbles, speaks too softly, speaks while the other role-player is signing, or uses a word/phrase you do not know.
- the Auslan-signing role-player finger spells too quickly or not very clearly, turns away from you or uses a sign you do not know.
- there is a distracting noise or other interference.

You should use a range of strategies to deal with these instances, including:

- asking the role-player to repeat or clarify what they have said or signed

- asking the role-player to pause or slow down
- asking the role-player to speak more loudly or softly
- switch briefly to the consecutive mode if needed
- inserting a correction if you realise you have made an error
- using other strategies 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-players about what occurred in the other language.
- the flow of the conversation is NOT hindered.

## One simultaneous interpreting monologue into Auslan task

You will use the simultaneous mode to interpret a monologue of about 3 minutes into Auslan. The monologue is played from an audio recording.

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

The monologue task is conducted via our web-based testing platform. You will be sent the link to access the monologue during your test session. Online proctoring will be used to monitor you throughout this task, and you can reach out to a NAATI staff member if you need any help. Instructions are provided to allow you to independently navigate the platform and initiate the recording process.

Please note that the [NAATI Learn monologue sample materials](#) utilise the same test platform, enabling you to become familiar with it.

At the start of the recording, the interpreting brief will be played to you. The monologue that you need to interpret will begin immediately after the interpreting brief. 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.

The task will finish when you complete the interpreting, or about 4 minutes after the start of the source monologue.

## Assessment & results

### Assessment

At least two 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 the Simultaneous Interpreting (Face-to-face Dialogue) tasks, NAATI examiners will assess your:

- Transfer competency: Meaning transfer skill, Interactional management skill, and Rhetorical skill.
- Language competency: Language proficiency enabling meaning transfer into the target language.

For the Simultaneous Interpreting (Monologue) 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 Auslan).

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-Auslan-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 on a different topic.

If you pass the supplementary test, NAATI will award you the Certified Provisional Auslan Interpreter credential. If you fail the supplementary test, this means you have failed the test. You can apply for another Certified Provisional Auslan Interpreter test with NAATI if you want to sit the test again.

# CPI Online Test: Checklist

<b>What to do before the test</b>	<b>Y/N</b>
Read the NAATI Terms and conditions <a href="http://naati.com.au/resources/terms-and-conditions">http://naati.com.au/resources/terms-and-conditions</a>	
Read the Language Policy for Interpreting Tests <a href="https://www.naati.com.au/resources/language-policy-interpreting/">https://www.naati.com.au/resources/language-policy-interpreting/</a>	
Read the CPI Online Candidates' instructions <a href="https://www.naati.com.au/resources/candidate-instructions-cpi-auslan/">https://www.naati.com.au/resources/candidate-instructions-cpi-auslan/</a>	
Complete the free practice tests on NAATI Learn <a href="https://learn.naati.com.au/">https://learn.naati.com.au/</a>	
Attend the NAATI Q&A session	

<b>What NAATI will provide you before the test</b>	<b>Y/N</b>
2-3 weeks prior Auslan/Deaf Online Test Preparation Checklist (PDF)	
2-3 weeks prior to the test: Invite from NAATI to attend mandatory Q&A Session	
4-7 days before the test: email from NAATI with zoom meeting invitation and test start time	
7 days before the test: email from NAATI containing the monologue task brief	
3 days before the test: email from NAATI containing the dialogue task briefs	

<b>What to bring into the test</b>	<b>Y/N</b>
Laptop or PC	
Power cord for laptop	
Microphone	
Functional high-definition webcam	
Working audio speakers or headset	
Mobile phone	

Good internet connection	
Access to Zoom	
Quiet room with plain background	
Pens	
Blank paper to take notes	
Water	
Photo identification (Passport or Australian/New Zealand drivers' licence)	
Zoom meeting link to join the test (refer to email from NAATI 4-7 days before the test)	
Task briefs (single printed/handwritten on A4 sheets): They can contain your preparation notes. Only one sheet per task brief is allowed.	