

IoLET LEVEL 6 DIPLOMA IN POLICE INTERPRETING

Candidate Briefing Sheet

Please read this sheet carefully before coming to the examination. Please note that it is intended only as a guide to the examination, and is not an exhaustive list.

Please arrive in plenty of time. Professionalism will be marked. Latecomers will not be admitted if disruption is caused to other candidates.

Please read the Candidate Regulations before your examination for more details.

ORAL EXAMINATION

Throughout the Oral Examination there will be four participants:-

The Candidate: the Interpreter who is acting on behalf of the Police, liaising between the English Language-speaker and the Other Language-speaker.

English-Language Interlocutor: who has no knowledge of the Other Language-speaker's native tongue. Whose role it is to read the parts of the text that are in English.

Other-Language Interlocutor: whose mother tongue is the language being examined but who is also fluent in English. Whose role it is to read out the parts of the text that are in the Other Language.

The Oral Examiner: who is fluent in both languages and who is there to mark the candidate.

Unit 01: Interpret consecutively two-way in a Police context and take a Police statement (Time allowed: 45 minutes)

Part A (15 mins)

Aim of the task:

- *to act as an interpreter in a Police interview between a Police Officer who only speaks English and a suspect who only speaks the Other Language (15 mins)*
- a) You may take notes if you wish.
 - b) You are allowed to ask for repetition, but may lose marks for doing so.
 - c) In your interpretation, you should try to preserve the original tone of the dialogue as well as its substance.

- d) The interlocutor will read the text with set pauses to allow you to interpret; do not start interpreting until they pause.

Part B (30 mins, of which not more than 15 minutes can be spent on the oral interpretation and note-taking part of the task)

Aim of task:

- *to provide an oral interpretation of the statement into English and make notes*
- *to provide a written transcription of the statement in your language from your notes*

- a) As the Other Language speaker is reading out the statement, he/she will pause at set intervals to enable you to take notes and to give the oral interpretation into English. You are allowed a maximum of 15 minutes for this part.
- b) You are allowed to ask for repetitions while the Other Language speaker is reading the statement. However, once the statement has been read out and interpreted no further repetitions will be allowed.
- c) You will then have 15 minutes, or whatever time remains, to write up the statement from your notes. The statement must be written on the Statement Form provided. Notes cannot be submitted as part of your statement.
- d) Ensure that you complete ALL the information requested at the top of the Statement Form, which includes:

Name of Suspect	Date of Birth
Address	Age
Telephone number	Occupation

- e) If there is any time remaining, you may then read your version of the statement back to the Other Language speaker, who will confirm whether your statement is accurate. If the Other Language speaker hears an error, they will inform you of the correct information. The Other Language speaker will not provide information which has not been included.
- f) Note that you will later, as part of the written examination, be required to translate this document into English, and that both this document in the Other Language and the English translation will be marked.

Unit 02: Interpret simultaneously – whispered – from English in a Police context (Time allowed: 5 minutes)

Aim: To interpret simultaneously into the Other Language the text read by the English Interlocutor.

- a) The English Interlocutor will read the text without pausing and at a slow and steady speed and at an acceptable volume.
- b) The English Interlocutor will not pause to allow you to 'catch up'.
- c) You can also verbally request the English Interlocutor to speak more slowly if you wish. In this section you are not allowed to ask for repetitions.
- d) You must not treat this part of the examination as a consecutive interpreting task, if you do so you will automatically fail this part of the test.
- e) You will be informed of the context of the passage before the task begins.

Unit 03: Provide a Sight Translation from English in a Police context (Time allowed: 10 minutes)

Aim: to orally interpret two short written pieces of texts from English into the Other Language

- a) The English Interlocutor will give you the material you are required to sight translate. You must present the whole of the material, even though it may be two different passages.
- b) You will have four minutes to prepare, then six minutes to interpret. You will be told when to start and finish.
- c) You may write on the material and make notes for yourself, though the paper must be handed back to the English Interlocutor at the end of the test.
- d) You must interpret clearly, including all the relevant information and in the correct order.

WRITTEN EXAMINATION

Unit 04: Translate a Police statement into English (Time allowed: 25 minutes)

- a) You will have twenty-five minutes to translate the statement you took in the oral examination into English.
- b) You are not permitted to use dictionaries for this part of the written examination.
- c) Your English version will not be marked against your other language version but rather against the original statement read to you in the oral examination. **Your other language version/ transcript will also be marked.**

Unit 05: Translate from English in a Police context (Time allowed: 60 minutes)

- a) You will have one hour exactly to translate technical passages from English into the Other Language.
- b) You must translate all of the passages set.
- c) If you do not finish the translation in the allotted time, this is not an automatic fail, but you will be penalised.
- d) You are allowed to use dictionaries for this part of the written examination.

UNIT 04

Candidates applying to sit Unit 04 (Translate a Police statement into English) will be required, as part of the examination, to complete Unit 01B (taking a Police statement) in order to obtain the relevant Statement for Translation. The result for Unit 01B under these circumstances will not be taken into account, if the candidate has already passed Unit 01 in a previous session (within the five-year time period).

Candidates who do not follow the correct procedure for Unit 01B in the oral room will be disqualified from sitting Unit 04.

General Points to Note:

- 1) You should conduct yourself with professionalism at all times. Candidates will be failed on a component if they are not professional (this will also include your dress code).
- 2) You must not exceed the time given for each component. If you are asked to stop, you must do so immediately.
- 3) You may take notes at any time during the examination, though these notes must all be handed in at the end.
- 4) Electronic dictionaries are not allowed. Please note that the IoL Educational Trust (IoLET) does not provide dictionaries on the day of the examination.
- 5) If you have any questions regarding the procedures try to ask the Centre Supervisor before you go in to your examination. **Do not hold up proceedings whilst in the examination rooms unless it is absolutely necessary.**
- 6) If you have any problems in the oral examination room, please do not discuss these with the examiner but raise them with the English Interlocutor and the Centre Supervisor.
- 7) If you are late for the examination, we cannot guarantee that you will be allowed into the examination.
- 8) Abusive or unprofessional behaviour towards IoLET staff or representatives will not be tolerated and could result in immediate disqualification from the examination with no refund of fees.

Further Information:

Please ensure you have read the **Candidate Regulations** before coming to the examination.

Past papers and a glossary of terms are available from IoLET. Please see our website for more details.