

CALIFORNIA

*Judicial Council of California
Administrative Office of the Courts*

*Candidate Information Bulletin
for those taking the
Court Interpreter Written Exam*

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Providing Examinations for the State of California

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Introduction

A message from the Judicial Council

The Judicial Council of California, Administrative Office of the Courts is responsible for the California Court Interpreters Program (CIP). The CIP works to ensure equal access to the courts for all persons regardless of their ability to communicate effectively in the spoken English language.

The Administrative Office of the Courts has contracted with Prometric Inc. to administer its certification and registration examinations. This bulletin provides you with information about the process for taking an examination and becoming certified or registered by the Judicial Council of California.

At a glance

Follow these main steps if you are interested in becoming a certified or registered California Court Interpreter.



To obtain your interpreter certification

- 1 Complete the written exam registration form and submit to Prometric. (See Page 20.)
- 2 Contact Prometric to schedule an appointment to take your written exam. (See Page 3.)
- 3 Prepare for your written exam using this bulletin and other materials. (See Page 11.)
- 4 Take the scheduled exam bringing required identification to the test center. (See Page 10.)
- 5 If you pass your written exam, refer to the Oral Interpreting Exam Candidate Information Bulletin posted online at www.prometric.com/california for information on scheduling your oral exam.
- 6 Take and pass the oral interpreting exam for certified languages or the oral English proficiency exam for registered languages.
- 7 Submit an application to the Judicial Council.



To get answers not provided in this bulletin

Direct all questions and requests for information about exams to:

Prometric

1260 Energy Lane

St. Paul, MN 55108

Phone: 866.241.3118

Fax: 800.347.9242

TDD User: 800.790.3926

Web site: www.prometric.com/california

Direct questions about the court interpreter certification and registration process to:

Judicial Council of California, Administrative Office of the Courts

455 Golden Gate Avenue

San Francisco, CA 94102-3688

Phone: 866.310.0689

E-mail: courtinterpreters@jud.ca.gov

Web site: www.courtinfo.ca.gov/programs/courtinterpreters

Understanding Certification and Registration Requirements

The California Constitution mandates that “[a] person unable to understand English who is charged with a crime has a right to an interpreter throughout the proceedings.” Courts must provide specially trained language interpreters for witnesses, victims, and defendants who understand little or no English. This mandate includes criminal, misdemeanor, and delinquency matters, as well as certain civil matters such as divorce or separation involving a protective order, and child custody and visitation proceedings. Persons who are deaf or hard of hearing are entitled to an interpreter for all court proceedings, whether criminal or civil.

Court interpreters must accurately interpret for individuals with a high level of education and an expansive vocabulary, as well as persons with very limited language skills, without changing the language register of the speaker. Interpreters are also sometimes responsible for orally translating written documents from English into the target language and from the target language into English (“sight translation”).

Although U.S. citizenship is not required to work for the courts, a court interpreter must be able to prove that he or she can work legally in the United States.

Certified court interpreters

Only interpreters who pass the Court Interpreter Certification Examination and submit an application to the Judicial Council are referred to as “certified court interpreters.”

The certification examination consists of written and oral components. In the written portion, candidates are tested on their knowledge of both English and the target language in the areas of vocabulary, reading comprehension, and grammar. If they pass the written component, they go on to the oral component, which tests their skills in simultaneous and consecutive interpreting and in sight translation.

Certified languages

Currently, court interpreters can be certified in 12 spoken languages: Arabic, Eastern Armenian, Western Armenian, Cantonese, Japanese, Korean, Mandarin, Portuguese, Russian, Spanish, Tagalog, and Vietnamese. Certified languages may change periodically, depending on the results of studies of language use in the courts.

Requirements for certified languages

Court interpreters must meet the following requirements for certification:

- Pass the State Certification Examination, offered by an approved testing entity;
- Submit an application to the Judicial Council;
- Pay the annual fee;
- Attend a Judicial Council Code of Ethics Workshop; and
- Meet the requirements developed for court interpreters regarding professional development.

Registered court interpreters

Registered languages

Interpreters of spoken languages for which there are no state certifying examinations are called “registered interpreters.” They must pass the oral and written components of an English proficiency examination. The written component covers vocabulary, grammar, and reading comprehension. The oral component tests English oral proficiency.

Requirements for registered languages

Registered interpreters of non-designated languages must satisfy the following requirements:

- Pass an English proficiency exam, offered by an approved testing entity;
- Submit an application to the Judicial Council;
- Pay the annual fee;
- Attend a Judicial Council Code of Ethics Workshop;
- Attend a Judicial Council Orientation Workshop; and
- Meet the requirements developed for court interpreters regarding professional development.

Registered vs. certified interpreters

You must take and pass the **Certified** written and oral interpreting exam to become a court interpreter in any of the following languages: Arabic, Cantonese, Eastern Armenian, Japanese, Korean, Mandarin, Portuguese, Russian, Spanish, Tagalog, Vietnamese, or Western Armenian.

If you are seeking to interpret in the courts for *any other language*, you must take and pass the **Registered** written and oral English proficiency exam. Registered exam scores will not be valid for interpreting in any language offered through the Certified examination process.

Cantonese and Mandarin Interpreters may choose to take the Simplified **or** Traditional Chinese written exam. Once a candidate passes one of the written Chinese exams, he or she is eligible to take the Cantonese and/or Mandarin oral interpreting exam. A separate written exam is not required to sit for the oral interpreting exam in both languages.

Registering for and Scheduling Your Written Exam

The following instructions are intended to help you understand the registration and scheduling processes for the Judicial Council of California’s Court Interpreter Written Examination.

Exam registration and scheduling process for all languages

You must complete the following three steps with Prometric:

- 1** Complete the exam registration form on Page 20 and submit to Prometric.
The exam registration form may be faxed or mailed, or you may call Prometric and provide the form information by phone.
- 2** Pay for your exam.
- 3** Schedule an appointment to take your exam.

Testing centers. Your written exam will be given by computer at a Prometric testing center. You must test at a Prometric testing center in California. A list of testing centers in California may be found on Page 7.

Unique Prometric identification number (ID). Prometric’s data management system will assign a unique identification number, often called a Prometric ID, to every candidate effective March 1, 2009. This number, which follows the candidate throughout the entire testing process, protects a candidate’s sensitive information while still allowing the candidate to be tracked on attendance rosters and score reports. The candidate uses the identifier when completing the scheduling process and, if needed, when rescheduling. **Record and keep this number for your records as it will be necessary for all future exam scheduling.** This number will be provided to you by Prometric and cannot be provided to you by the Judicial Council at any time.

Photo identification and name. Candidates will be required to present a valid government-issued ID when they enter the testing center. **For security purposes, candidates must register with the exact same name that appears on the photo ID.** If your registered name does not exactly match your photo ID, you may not be allowed to take the exam.

Scheduling protocols. Candidates may schedule a written exam at any available time at a Prometric testing center in California. Candidates may take a written exam in a particular language a total of **two times per year.** While a candidate can call to re-register for a failed exam 48 hours after exam results are known, the candidate must wait a minimum of 90 days before retaking the written exam in a particular language.

Accommodations. If you require ADA accommodations, see “Special considerations” on Page 7 **before** registering.

Holidays. Testing generally does not occur on the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional holidays may be observed at the California testing center where you schedule your exam appointment.

Completing the registration and scheduling process

Registering for and scheduling your exam is a multi-step process. You may accomplish the process by completing all the steps in one of the following three charts.

Registering and scheduling by phone	
1	Register and schedule your exam at one time by calling 866.241.3118 between 5 a.m. and 6 p.m. (Pacific time), Monday through Friday. When you call, the Prometric representative will process your registration information and provide you with your unique Prometric ID.
2	The representative will then be able to schedule your exam appointment as well. Please have your Visa, MasterCard or American Express information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

3	Once you complete the exam registration and scheduling process, you will receive an email notice confirming your exam date, time and location. If you cannot receive confirmation via email, you will need to contact Prometric at 866.241.3118.
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Registering by fax

1	Fax your completed exam registration form (Page 20) to Prometric at 800.347.9242. You must include your Visa, MasterCard or American Express number and the cardholder's signature on the fax.
2	Once Prometric has received and processed your faxed exam registration form, your unique Prometric ID will be mailed to you. You must then SCHEDULE an exam appointment.

Scheduling by phone or online

3	<p>You may schedule an exam appointment by calling Prometric at 866.241.3118 between 5 a.m. and 6 p.m. (Pacific time), Monday through Friday. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.</p> <p>OR</p> <p>You may schedule an exam appointment online at www.prometric.com/california. At the end of the online registration process, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.</p>
4	Once you complete the scheduling process, you will receive an email notice confirming your exam date, time and location. If you cannot receive confirmation via email, you will need to contact Prometric at 866.241.3118.

Registering by mail

1	Mail your completed exam registration form (Page 20) to Prometric at 1260 Energy Lane, St. Paul, MN 55108. When registering by mail, you may pay the exam fee by including a Visa, MasterCard or American Express number, company check, cashier's check or money order.
2	Once Prometric has received and processed your exam registration form, your unique Prometric ID will be mailed to you. You must then SCHEDULE an exam appointment.

Scheduling by phone or online

3	<p>You may schedule an exam appointment by calling Prometric at 866.241.3118 between 5 a.m. and 6 p.m. (Pacific time), Monday through Friday. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.</p> <p>OR</p> <p>You may schedule an exam appointment online at www.prometric.com/california. At the end of the online registration process, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.</p>
4	Once you complete the scheduling process, you will receive an email notice confirming your exam date, time and location. If you cannot receive confirmation via email, you will need to contact Prometric at 866.241.3118.

Confirmation notice

Once you complete the exam registration and scheduling process, you will receive an email notice confirming your exam date, time and location. You will need to reference this email if you need to reschedule for any reason. Please note you will **not** receive a mail copy of your appointment details. If you do not receive your email confirmation, or if you do not have email, you are responsible for contacting Prometric at 866.241.3118.



Note An exam registration remains valid for one year after it has been processed. If you have not scheduled your exam within one year, your registration will expire without further notice and your fee will be forfeited. We recommend that you do not register for your exam until you are prepared to take your exam.

Rescheduling your appointment

To avoid an additional fee, you must contact Prometric at least **three full business days** (does not include weekends and holidays) before the day of your originally scheduled appointment.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule on the fourth business day or sooner prior to your appointment date.
- **\$100 fee** if you reschedule one to three business days before your appointment date.
- **Another full examination fee** if you cancel on or after your appointment date.

Refer to the following table to determine the **last day** you may reschedule without paying a rescheduling fee.

Last day to reschedule with no fee

If your exam is on:	Call by 6 p.m. (Pacific time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Call Prometric at 866.241.3118 to reschedule your appointment.

If absent or late for your appointment

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric at 866.241.3118. Prometric reserves the right to request documentation to support any illness or emergency claim.

If you miss your appointment or arrive late and are not allowed to test, you will forfeit your exam fees and will need to pay another exam fee when you schedule your next examination.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to resubmit a new exam registration form and pay the exam fee(s) again.

Special test considerations

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406. You must submit professional medical documentation of your disability with your registration form to help us determine the necessary testing arrangements. Advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

Blind interpreters. Blind interpreters are not required to take the written examination and will receive a modified version of the oral examination. Please note when you register that you will be needing this modified exam.

Testing Centers

California

Test center locations are subject to change. Exam sites cannot answer questions regarding exam registrations, scheduling or rescheduling. If you have these types of questions, please call 866.241.3118.

California Test Sites	Directions
Alameda 2412 Central Avenue Alameda, CA 94501 510.521.2843	From Interstate 880 (Nimitz Freeway): Take the 29th Avenue southwest exit. Continue as 29th Avenue turns into Park Street. Turn left on Central Avenue. The center will be on the left side.
Anaheim 1290 North Hancock Street Suite 250 Anaheim, CA 92807 714.695.1801	From the 91 freeway just east of the 55 freeway: Take the Lakeview Avenue exit. Turn left onto Lakeview Avenue and proceed back over the freeway. Turn right on La Palma Avenue and turn left at Hancock Street. The testing center is located halfway down Hancock Street on the right. Enter the building on the north side and go up the stairs to the right.
Camarillo 501 Mobil Avenue, Suite D Camarillo, CA 93010 805.389.6595	From the north: Take the 101 freeway south to the Carmen Drive exit. The exit will put you on a side street that intersects with Carmen Drive. Take a left and another quick left onto Carmen Drive and cross the freeway. Take a right onto Daily Drive and a left onto Mobil Avenue. From the south: Take the 101 freeway north to the Carmen Drive exit. Turn right on Daily Drive and left onto Mobil Avenue.
Culver City/Los Angeles 5601 West Slauson Avenue, Suite 110 Culver City, CA 90230 310.337.6696	From the 405 freeway: Exit at Slauson Avenue. Go east to Buckingham Parkway and turn left. Turn right into the first parking lot.
Diamond Bar 1241 Grand Avenue Sunset Village Shopping Center Suite F Diamond Bar, CA 91765 909.861.1146	From the 57/60 Interchange, exit south on Grand Avenue. Cross Diamond Bar Boulevard. Turn into the Sunset Village Shopping Center, which is the third small driveway on the right. Co-located with the Sylvan Learning Center.
Fair Oaks/Sacramento 11733 Fair Oaks Boulevard Almond Orchard Shopping Center Fair Oaks, CA 95628 916.961.7323	From I-5: Take I-80 east to the Madison Avenue exit. Turn right onto Madison Avenue and cross over the Sunrise Boulevard intersection. Turn left onto Fair Oaks Boulevard and left into the Almond Orchard Shopping Center.

TESTING CENTERS

<p>Fremont 48860 Milmont Drive Suite 103C Fremont, CA 94538 510.249.9179</p>	<p>From I-880: Take the Dixon Landing Road exit. From Dixon Landing Road, turn left on Milmont Drive and go straight through the Kato Road intersection. From I-680: Take the Scott Creek Road exit and head west. Scott Creek Road becomes Kato Road. Turn right on Milmont Drive. The testing center is on your right. Parking is available around the building.</p>
<p>Fresno 125 East Barstow Avenue Suite 136 Fresno, CA 93710 559.226.0964</p>	<p>From Highway 99 north: Take the Highway 41 north ramp to Shaw Avenue. From Highway 41: Exit west on Shaw Avenue; turn right (north) on Blackstone Avenue. Turn right (east) on Barstow Avenue. At 125 E. Barstow Avenue, turn right on Diana Street, and then right into the parking area. The testing center is located on the corner of Barstow Avenue and Diana Street. Parking is available around the building.</p>
<p>Gardena 1045 West Redondo Beach Blvd. Suite 170 Gardena, CA 90247 310.329.1844</p>	<p>From 110: Exit on Redondo Beach Boulevard and turn west. The testing center is 1-1/2 blocks down Redondo Beach Boulevard on the right-hand side. Co-located with the Sylvan Learning Center.</p>
<p>Glendale 701 North Brand Blvd., Suite 210 Glendale, CA 91203 818.246.8023</p>	<p>From 5 North or 5 South: Take 134 East to Central Avenue/Brand Boulevard exit. Go east one block to Brand Boulevard and turn left (north) onto Monterey Road. From 210 West: Take 134 West to Brand Boulevard/Central Avenue exit. Go right (north) one block to Monterey Road. Turn left onto Monterey Road. The testing center is in the California Credit Union building on the northwest corner of Brand Boulevard and Monterey Road. There is no validated parking.</p>
<p>Lake Forest 24551 Raymond Way, Suite 180 Lake Forest, CA 92630 949.770.7410</p>	<p>From the San Diego Freeway: Turn northeast on El Toro Road. Turn northwest on Raymond Way. Parking is located in the back of the building.</p>
<p>Rancho Cucamonga 7365 Carnelian Street, Suite 107 Rancho Cucamonga, CA 91730 909.466.5136</p>	<p>From the 10 freeway: Exit at Vineyard Avenue and go north. Vineyard Avenue becomes Carnelian Street. The testing center is located at the southeast corner of Base Line Road and Carnelian Street. From the 15 freeway south: Exit at Base Line Road and head west. Co-located with the Sylvan Learning Center..</p>
<p>Redlands 413 East Palm Avenue Redlands, CA 92373 909.792.2145</p>	<p>From Freeway 10: Exit Ford Street and travel south. Turn right on Redlands Boulevard and left on East Palm Avenue. The testing center is on the right side.</p>
<p>San Diego (University City area) 5075 Shoreham Place, Suite 180 San Diego, CA 92122 858.866.2120</p>	<p>From the 805 Freeway: Exit west onto Governor Drive. Go to the first light, which is Greenwich Drive, and turn left. Go one block to Shoreham Place and turn right. The test center is located on the left side of the road. Free street parking is available on Shoreham and Greenwich.</p>
<p>San Francisco (California Street) 100 California Street, Suite 105 San Francisco, CA 94111 415.362.1311</p>	<p>From I-80: Take the Fremont Street exit. Go north on Fremont Street, which becomes Front Street at Market. Take Front Street north. The testing center is on the right just past Davis Street. Paid parking is available at Embarcadero Center #1, which is located one block north of the testing center on Front Street. From BART/MUNI, the testing center is one block from the Embarcadero Station.</p>

<p>San Francisco (Kearny Street) 222 Kearny Street, Suite 603 San Francisco, CA 94108 415.402.0163</p>	<p>From I-280: Take the King Street exit and travel to Third Street. Take a right on Third Street and continue to Market Street, where Third Street becomes Kearny Street. The testing center is on the right side of the road. Paid parking is available at St. Mary's Square parking garage located two blocks north of the testing center. The nearest BART/MUNI station is at Montgomery Street.</p>
<p>San Jose 4030 Moorpark Ave., Suite 280 San Jose, CA 95117 408.246.0072</p>	<p>From I-280: Take the Saratoga Avenue exit and travel west to Moorpark Avenue. Turn left (east) onto Moorpark Avenue.</p>
<p>Santa Rosa 1360 North Dutton Ave. Suite 100 Santa Rosa, CA 95401 707.579.5163</p>	<p>From Highway 101: Take the College Avenue exit. Go west to the third stoplight and turn right (north) onto North Dutton Avenue. The testing center is on the right.</p>
<p>South San Francisco 400 Oyster Point Boulevard Suite 101 South San Francisco, CA 94080 650.244.9558</p>	<p>From 101: Take the Oyster Point Exit and follow until it dead ends. The testing center is located in the first building on the right.</p>
<p>Van Nuys 5805 Sepulveda Boulevard Suite 601 Van Nuys, CA 91411 818.780.9827</p>	<p>From I-405: Take the Burbank Boulevard exit and travel east. Turn left (north) on Sepulveda Boulevard. Turn left at Hatteras Street, then take a sharp right into the testing center parking lot. Paid parking is available in the lot; free parking may be available on the street.</p>

Understanding the Computer-Based Written Exam

Knowing what to expect when taking your exam may help you prepare for it. This section contains:

- An overview of the computer testing process.
- Detailed information about the type of identification you need to bring with you.
- Regulations that will be enforced at the testing center.

Arrival. You should arrive at least **30 minutes before** your scheduled appointment. This allows time for you to sign in and for the testing center staff to verify your identification.

The computer testing process

Your exam will be given by computer at a Prometric test center using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. Before you start the exam, you will receive a personalized tutorial to the testing system.

The tutorial features:

- Moving the mouse and using the mouse to select answers and to change answers.
- Marking a question for review.
- Reviewing questions.
- Viewing a summary list of questions showing answered and unanswered questions.
- Submitting a test for scoring.

You have 15 minutes for the tutorial. The tutorial is not included as part of the testing time. The time remaining for your exam is displayed in the upper right-hand corner of the computer screen.

You will be permitted to take one, five-minute break during the exam that will not count against your time. The tutorial will instruct you of the details. For all other personal breaks, the clock will continue to run and will not be turned off. If there is a power outage, the time will stop counting down. When power is restored, the examination will resume at the point where it left off.

Once the exam is finished, you will be asked to complete a brief survey sponsored by the AOC, as well as a computer-delivered questionnaire about your testing experience.

Required identification

You must present a valid form of identification to be admitted to a test center. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, passport or military identification card).
- Contain **both** a current photo and your signature.
- Have a name written in the English alphabet that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").

For security reasons, Prometric uses the Candidate Identity Management System (biometrics) at all Prometric test centers. When you arrive at the test center, you will be required to sign a signature log and have your fingerprints scanned. The date and time you enter and exit the exam room will be recorded and the signature log will be verified against the signature on your identification documents and your digital fingerprint. The fingerprint template is permanently erased within 48 hours after your exam is completed. If you leave the examination room while an examination is in progress, you must sign out/in on the log and your fingerprints will be rescanned to verify identity.



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment. As a result, you must pay another exam fee before scheduling another appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items

Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:

- Electronic equipment— cell phones, PDAs, pagers, cameras, tape recorders, etc.— is not permitted in the testing room and must be powered off while stored in a locker.
- Pocket items—keys, wallet, etc.—must remain in your pocket or be stored in a locker during testing.
- Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

Breaks

- If you leave the testing room while an exam is in progress at any time, you must sign out/in on the roster and show your ID. If you leave the testing room at any time other than the break detailed in the tutorial, you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed at the testing center.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing exam materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.

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Preparing for Your Exam

Being well prepared may help you pass your exam. This section offers:

- An overview of the exam content outline.
- Suggestions about self study.
- A list of reference materials.
- General test-taking strategies.

Certified written exam content outline overview

The written examination covers a wide range of important language skills. This section provides information on the specific knowledge, skills and abilities covered in the exam. The written examination for certified languages contains 155 questions, and you will have 4 hours and 15 minutes to complete it.

- English vocabulary: 20 questions
- Foreign language vocabulary: 20 questions
- English grammar and usage: 20 questions
- Foreign language grammar and usage: 20 questions
- Reading comprehension – English: 15 questions
- Reading comprehension – foreign language: 15 questions

- English to foreign language vocabulary: 15 questions
- Foreign language to English vocabulary: 15 questions
- Foreign language sentence translation: 15 questions



Hint Do not schedule your exam until you are familiar with all subject areas in the content outline.

Registered written exam content outline overview

The written examination for registered languages is composed of multiple-choice questions that measure knowledge in the following four sections:

- English vocabulary: 20 questions
- English grammar and usage: 20 questions
- Reading comprehension – English: 15 questions
- Interpreting principles, practices, and procedures: 15 questions

Candidates are given two hours to complete the registered written exam.

Self-study suggestions

Court interpreting is a very demanding job that requires complete fluency in both English and the foreign language. The level of expertise required for this profession is far greater than that required for everyday bilingual conversation. The interpreter must be able to handle the widest range of language terms that might be presented in the courts, everything from specialized legal and technical terminology to street slang. Although there are no minimum requirements that must be met in order to apply to take the state certification exam, applicants are encouraged to complete formal, college-level course work and training in both languages and in modes of interpreting before applying for the examination.

A list of institutions that offer interpreter training programs is available online at www.courtinfo.ca.gov/programs/courtinterpreters/intrainprog.htm. This is not a complete list. You are encouraged to call your local college or university and ask if it offers such a program. This list does not constitute an endorsement of these programs but is provided for your information only.

The following self-study techniques are also suggested:

- Expand your vocabulary;
- Develop your own glossaries;
- Develop interpreting techniques; and
- Attend proceedings in the California trial courts to gain familiarity with them.

Suggested skills-enhancing exercises are available to help you develop interpreting techniques:

- Consecutive interpretation;
- Simultaneous interpretation, and
- Sight translation.

A Skill Building Exercise document containing suggestions on effective listening techniques, memorization techniques, and exercises in public speaking, is available in the Additional Resources section online at www.prometric.com/california.

Sample exams. There are two sample exams located online at www.prometric.com/california. One is an English/Spanish exam and the other is an English/Foreign Language exam. Your performance on a sample exam does not ensure similar performance on the actual exam. However, if your sample exam score is low, you may want to complete additional study before taking the actual exam.

Reference lists

The references contained in this list are a sample of reference materials available to assist you in studying for your exam. Exam items are not necessarily taken directly from these references, but content of these materials covers many of the topic areas in the exam.

Reference List	
1	<i>American Heritage College Dictionary</i> , Houghton Mifflin Company, 2002.
2	<i>The Elements of Style</i> , William Strunk Jr., & E.B. White, Longman, 2000.
3	<i>Random House Webster's College Dictionary</i> , Random House, 2000.
4	<i>Roget's II: The New Thesaurus</i> , American Heritage Dictionaries, eds., Houghton Mifflin, 2003.
5	<i>What's the Rule? A Simple Guide to Perfect Punctuation</i> , Kathy Sole, Real World Publications, 1999.

A Spanish reference list is available in the Additional Resources section online at www.prometric.com/california.

Additional references. While you are free to use materials of your own choosing to prepare for your exam, you may find the following sources to be a good starting point in your search for study materials.

General Interest	
1	<i>An Introduction to Court Interpreting: Theory and Practice</i> , E.M. DeJongh, University Press of America, Lanham, MD, 1992.
2	<i>The Bilingual Courtroom: Court Interpreters in the Judicial Process</i> , Susan Berk-Seligson, University of Chicago Press, Chicago, 1990.
3	<i>The Bilingual Family: A Handbook for Parents</i> , Edith Harding and Philip Riley, Cambridge University Press, 1986; reprinted 1991.
4	<i>But They Don't Speak the Language: Achieving Quality Control of Translation in Criminal Courts</i> , Carlos A. Astiz, <i>The Judges' Journal</i> , Spring 1986, 32-35.
5	<i>Ethical Conduct for the Court Interpreter, The Court Manager</i> , National Association Management, 1988.
6	<i>Fundamentals of Court Interpretation: Theory, Policy and Practice</i> , R.D. Gonzalez, V.F. Vasquez and H. Mikkelson, Carolina Academic Press, Durham, NC, 1991.
7	<i>How Best to Use an Interpreter in Court</i> , Alexander Rainof, <i>California State Bar Journal</i> , Vol. 55, No. 5, May 1980, 196-200.
8	<i>It's Greek to Me!</i> , Michael Macrone, Cader Books, Harper Collins Publishers, New York, 1991.
9	<i>Language Interpretation and Communication</i> , David Gerver and H. Wallace Sinaiko, Eds., Plenum Press, New York & London, 1978.
10	<i>The Language of Judges</i> , Lawrence M. Solan, University of Chicago Press, Chicago, 1994.
11	<i>Linguistic Evidence: Language, Power, and Strategy in the Courtroom</i> , William N. O'Barr, Academic Press, New York, 1982.
12	<i>L'interpretation à Aupres des Tribunaux</i> , Roda P. Roberts, Ed., Editions de L'Universite d'Ottawa, Ottawa, 1981. (Articles in both French and English).

13	<i>The Miracle of Language</i> , Richard Lederer, Pocket Books, Simon & Schuster, Inc., New York, 1991.
14	<i>The New Interpreters Handbook: A Step-by-Step Guide to Becoming a Professional Interpreter</i> , Iberia Language Press, Anaheim, 1987.
15	<i>Rules Versus Relationships: The Ethnography of Legal Discourse</i> , John M. Conley and William M. O'Barr, University of Chicago Press, 1990.
16	<i>Skills for Bilingual Legal Personnel</i> , M.R. Frankenthaler, South-Western Publishing Co., Cincinnati, 1982.
17	<i>That's Not What I Meant!</i> , Deborah Tannen, Ballentine Books, New York, 1987; reprinted 1991.
18	<i>Where Showing the Finger Points to the Truth</i> , Alexander Rainof, <i>California Attorneys for Criminal Justice Forum</i> , Vol. 1-8, No. 4, July-August 1991, 50-52.
19	<i>Witness for the Defense: The Accused, the Eyewitness and the Expert Who Puts Memory on Trial</i> , Elizabeth Loftus and Katherine Ketcham, St. Martin's Press, New York, 1991.

Slang/Idioms

1	<i>Handbook of Commonly Used American Idioms</i> , Adam Mikkai, Maxine T. Boatner and John E. Gates, Barron's Educational Series, New York, 1984.
2	<i>NTC's Dictionary of American Colloquial Expressions</i> , Richard A. Spears, National Textbook Company, Illinois, 1989; 1992.
3	<i>Smaller Slang Dictionary</i> , Eric Partridge, Dorset Press, New York, 1986.
4	<i>Thesaurus of American Slang</i> , Robert L. Chapman, Harper & Row, New York, 1989; 1991.

Legal Terminology

1	<i>Dictionary of Criminal Justice Terms</i> , Gould Publications, New York, 1984.
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Dictionaries

1	<i>Random House Word Menu</i> , Stephen Glazier, Random House, New York, 1992.
2	www.glossarist.com.

Bilingual Glossaries

1	<i>Articles of Clothing and Adornment Terminology Including Accessories, Textiles, Jewelry, Cosmetics, and Colors, English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
2	<i>Consecutive Forensic Interpretation, Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
3	<i>Financial, Real Estate and Automotive Terminology</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
4	<i>Fingerprints Terminology English/Spanish with Definitions and Illustrations</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1986.
5	<i>Firearms and Ballistics Terminology English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
6	Free glossary of English-Spanish legal terms at http://ernestoromero.net/LS.pdf .
7	<i>Glossary of Insults and Invective English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
8	<i>GRE Level General Spanish and English Terminology: False Cognates and Translation/Interpretation Annotated Bibliography</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1993.
9	<i>The Interpreter's Companion</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1991.
10	<i>Medical and Drug Terminology</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.

11	<i>Penal and Civil Terminology English-Spanish</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
12	<i>Weapons Other Than Firearms and Tools Used as Weapons</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.

Bilingual and Generic Books for Skills Enhancement

1	<i>The BBI Combinatory Dictionary of English: A Guide to Word Combinations</i> , Morton and Evelyn Benson, and Robert Ilson, John Benjamin's Publishing Co., Philadelphia, 1986.
2	<i>Consecutive Forensic Interpretation Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
3	<i>The Interpreter's Edge</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
4	<i>The Interpreter's Edge, Generic Edition, Self Study Packet</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
5	<i>The Interpreter's Edge, Self Study Packet</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
6	<i>The Interpreter's Edge (With Korean Tape Set)</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
7	<i>The Jury Process in the United States and Mexico: English-Spanish Reference and Simultaneous Interpretation Training Manual</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
8	<i>Translation Spanish into English, Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
9	<i>Using the BBI: A Workbook with Exercises for the BBI Combinatory Dictionary of English</i> , Richard Young, John Benjamin's Publishing Co., Philadelphia, 1991.

Tapes for Simultaneous Practice

1	ACEBO Press, P.O. Box 7485, Spreckels, CA 93962, 831.455.1507, fax: 831.455.1541.
2	Alexander Rainof, 2835 Colorado Avenue, Santa Monica, CA 90404, 310.828.4950, fax: 310.828.4911.
3	Alicia Ernand Productions, P.O. Box 802382, Santa Clarita, CA 91380-2382, 661.296.4682, www.aliciaernand.com.
4	Bryan College of Court Reporting, 2511 Beverly Blvd., Los Angeles, CA, 213.484.8850, www.bryancollege.edu/.
5	Tapes in various speeds; get 110 words per minute and above; English only.
6	<i>The Interpreter's Edge Self-Study Package</i> , interpreter training (includes tapes).
7	<i>The Interpreter's Edge Turbo Supplement</i> , advanced training.
8	<i>The Jury Process</i> , three tapes in English with Spanish translations.

General exam-taking strategies

The following suggestions are designed to help you do your best on the written exam.

Long-term exam preparation

To maximize your study time, keep these tips in mind.

- Plan to study every day in preparation for the examination. Budget your time; set aside a definite study period for each day. Begin concentrating as soon as you sit down to study. Shorter periods of daily study are often more effective than occasional periods of longer study.
- Study both by yourself and with others to encourage an exchange of ideas. Your study should focus on learning the principles and practices of a language interpreter as well as gaining a broad understanding of the exam content areas.

- Take coursework in language and interpreting whenever possible or seek out study materials in your language to gain the breadth and depth of language skills necessary to perform the varied duties of a professional interpreter.
- Make sure you fully understand the basic terms for each content area. Create your own glossary of terms and look up any new words in a reference book.
- Build a personal library of your language and English dictionaries (general and legal), textbooks on language usage and expanding vocabulary, and textbooks on the theories and practices of court interpreting.
- Review material at law libraries to strengthen your knowledge of legal terms and the California legal system.
- Read a wide variety of magazines; legal, ethnic and general circulation newspapers; and literature in English and your language. Research the definitions and correct usage of unfamiliar words.
- The exam will contain items at various levels of ability. Consequently, it is important to be able to understand, apply and analyze the material as you would on the job. Although all questions will be in a multiple-choice format, the items will be presented in a number of forms; for example, a written scenario may be followed by a series of three or four questions.
- Some test takers are anxious about taking tests and need to simulate the test-taking situation. If this is true for you, try practicing in a quiet, distraction-free environment.

On the day of the exam

Confirm directions to the test site before you leave. Allow extra time to drive to the site. This ensures you will arrive relaxed and ready to perform and that you will be on time if the traffic is heavy.

- Be sure to get plenty of rest the night before the exam.
- Your attitude about the examination process can make a difference. Approach the exam confidently.
- Remember to bring a valid, government-issued photo identification card, such as a driver's license, state issued identification card, passport, or military identification card with you to the test center. The ID must show the same name under which you registered for the exam.
- Test takers of certified languages should plan to be at the test site for approximately five hours to allow time for signing in, presentation of instructions and taking the 155-question multiple-choice written exam (4 hours and 15 minutes allowed).
- Test takers of registered languages should plan to be at the test site for approximately three hours to allow time for signing in, presentation of instructions and taking the 70-question multiple-choice written exam (two hours allowed).
- **Under no circumstances will you be permitted to bring items with you into the test room. This includes cell phones, briefcases, backpacks, etc.** Pocket items (keys and wallet) must remain in your pocket or a provided locker during testing. Do not bring dictionaries, books, notes, reference materials or any other aids to the exam site, as you will not be allowed to use them.

While taking the exam

Be sure to read all instructions carefully. There may be helpful clues given during these instructions. Ask questions if you do not understand the instructions.

- You will receive a short orientation and then be escorted to a computer terminal. You must remain in your seat during the exam, except when authorized to leave by a test center staff member.
- Read each question carefully so you know what is being asked. Reread it if needed, but do not waste time on questions that seem too unfamiliar or too difficult. Words should be read for their generally accepted meanings. The authors of the exams have tried to make the questions clear.
- The exam is designed to have only one answer that is the best from among the four choices given. No question is intended to be a “trick” or “catch” question.
- Do not read through or answer a question too quickly. Do not place too much emphasis on speed. The time element is a factor, but it is not all-important. Accuracy should not be sacrificed for speed.
- Watch your time carefully during the exam. First, answer the questions that seem easy to you; postpone more difficult questions until later, make an initial guess in case you do not have enough time to go back to them. Check your answers if you have time, but remember that your first response is often correct.
- Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the exam, you should answer the question to the best of your ability. There is no penalty for guessing.



Note If you feel an item is a problem, you may call it to the test center administrator’s attention **after the test is over**. Subject matter experts and testing specialists will carefully review any questioned items.

Exam Results and Next Steps

Score reports

At the end of your exam, you will receive a printed score report. To pass the written examination for certified languages, you must receive a scaled score of 70 on both the English and the foreign language sections of the exam. You must pass both sections before proceeding to the oral interpreting exam. Both the English and foreign language sections constitute the written exam. If you pass one language, but fail the other, you will still need to take and pass both components of the exam in the same sitting to be eligible to take the oral interpreting exam. For registered languages, you must receive a scaled score of 70 on the English-only written exam.

Duplicate score report. You may call 866.241.3118 or write to Prometric to request a duplicate of your score report for a period of one year after an exam.

What is a scaled score?

The exam scores for the English and foreign language components of the written exam are reported on a 100-point scale, with 70 as the passing score. This scaled score is computed from your total number of raw points in a way that adjusts for difficulty of the questions.

Because each section of the examination has a different number of possible raw points and the scaling system is applied to your total raw score for the component, you cannot use percent scores to arrive at your scaled score. Conversely, your scaled score should not be interpreted as a “percent correct.”

How should I interpret my written exam score report?

Your written exam score report will provide you with scaled scores in each language, as well as a strength and weakness report. If your scaled scores are not close to the minimum pass point of 70 in each language (65 or better), you may need considerable study and development to be a viable candidate. The strength and weakness report analyzes your performance in each of the examination areas. You should use this report to identify the areas in which you need improvement.

Passing candidates

Once you pass your court interpreter written exam, you are qualified to take the court interpreter oral interpreting exam for certified languages or the English proficiency exam for registered languages. A Candidate Information Bulletin for those taking the Court Interpreter Oral Interpreting Exam is located online at www.prometric.com/california. Additional information regarding the English proficiency exam for registered languages is located online at www.prometric.com/california.

During 2009, the oral exam will be administered during two testing periods:

- **August 10-14, 2009**
- **November 9-13, 2009**

The cost of the first oral exam is included with the original written examination fee. To obtain this waived fee, you must register for and take the **first** oral exam offered after passing the written exam. Subsequent oral examinations require an additional full repayment of the fee.



Important To register for an August exam date, you must take and pass the written exam on or before **July 17, 2009**. To register for a November exam date, you must take and pass the written exam on or before **October 16, 2009**.

Once you pass the written exam, you have four attempts to pass the oral exam. If you do not pass the oral exam within four attempts, you will be required to retake the written exam. For more information on the oral exams, please visit www.prometric.com/california.

After passing both the written and oral examinations, you must submit an application to the Judicial Council. To maintain certified or registered status, interpreters must attend a Code of Ethics workshop during their first two-year compliance period, as well as submit proof of 30 hours of continuing education and 40 recent court interpreting assignments during every two-year compliance period.

Rescheduling a failed written exam

If a candidate fails the written exam, he or she must re-register with Prometric online at www.prometric.com/california or by calling 866.241.3118. While a candidate can call to re-register for a failed written exam 48 hours after exam results are known, the candidate must wait a minimum of 90 days before taking the written exam again.



Important You are limited to **two** attempts to pass a written exam for a particular language within a one-year period. You must wait a minimum of 90 days before taking the written exam again.

Appeals process

Our goal is to provide a quality exam and a pleasant examination experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or exam administration (examination site procedures, equipment, personnel, etc.), please submit an appeal.

Grounds for an appeal include evidence of bias, fraud, discrimination, or manifest error in the administration of the examination. Appeals must be submitted in writing within **30** days of receipt of your examination results. Your appeal letter **must** provide your name and your Unique Prometric identification number, the exam title, the date you tested, the testing center location, and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 45 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

Exam Registration Form

PROMETRIC



for Judicial Council of California Court Interpreter Examinations

Candidate Information (All fields MUST be completed)

First	Middle	Last	Suffix	
Residence Address			Date of Birth ____ / ____ / ____	
City	County		State	ZIP Code
Daytime Phone ()		Evening Phone ()		
Fax Number ()		Email Address		

Written Exam Information

<input type="checkbox"/> Registered Court Interpreter (\$100)			
<input type="checkbox"/> Certified Court Interpreter (\$250)	<input type="checkbox"/> Arabic	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Vietnamese
Choose language:	<input type="checkbox"/> Eastern Armenian	<input type="checkbox"/> Russian	<input type="checkbox"/> Western Armenian
	<input type="checkbox"/> Japanese	<input type="checkbox"/> Spanish	<input type="checkbox"/> Simplified Chinese
	<input type="checkbox"/> Korean	<input type="checkbox"/> Tagalog	<input type="checkbox"/> Traditional Chinese

Payment Information

Exam fees may be paid by MasterCard, Visa or American Express. If you are mailing your registration form, you may also pay by cashier's check, company check or money order. **Personal checks and cash are not accepted. Exam fees are nonrefundable and nontransferable.**

To pay by **credit card**, complete the information below:

Card Type (Check One)	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card Number	Expiration Date		
Name of Cardholder (Print)	Signature of Cardholder		

Signature of Candidate

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations.

Signature: _____ Date: _____

Keep a copy of this registration form for your records.

Phone, fax or mail your registration form to:

Prometric
ATTN: CBT Processing California Court Interpreter Program
1260 Energy Lane, St. Paul, MN 55108
Phone 866.241.3118
Fax 800.347.9242