

CALIFORNIA

*Judicial Council of California
Administrative Office of the Courts*

*Candidate Information Bulletin
for those taking the Court Interpreter
Oral Interpreting Exam*

Effective March 1, 2009

Published by



Providing Examinations for the State of California

866.241.3118 • Fax: 800.347.9242 • TDD: 800.790.3926 • www.prometric.com/california

Copyright © 2009 Prometric Inc., a Delaware corporation; and Judicial Council of California,
Administrative Office of the Courts. All Rights Reserved.

REVISED 20090511

Contents

Introduction	1	Required identification	8
A message from the Judicial Council	1	Testing regulations	8
At a glance	1	Preparing for Your Exam	9
Understanding Certification and Registration Requirements	2	Self-study suggestions	9
Certified court interpreters	2	Three components of the oral interpreting exam	10
Certified languages	2	Consecutive interpreting	10
Requirements for certified languages	2	Sight translation	10
Registered court interpreters	3	Simultaneous interpreting	10
Registered languages	3	Reference lists	11
Requirements for registered languages	3	General exam-taking strategies	13
Registered vs. certified interpreters	3	Long-term exam preparation	13
Registering for and Scheduling Your Oral Exam	3	On the day of the exam	14
Exam registration and scheduling process for all languages	4	Taking the exam	15
Testing centers	4	Consecutive interpretation	15
Completing the registration and scheduling process	5	Sight translation	16
Admission letter/Confirmation notice	6	Simultaneous interpretation	16
Rescheduling your oral exam appointment	6	Exam Results and Next Steps	17
If absent or late for your appointment	6	Rating the oral interpreting exam	17
Emergency closings	6	Rating the English Proficiency exam	17
Special test considerations	7	Score reports	18
Understanding the Oral Examination Process	7	Passing candidates	18
Oral exam process	7	Rescheduling a failed oral exam	18
		Appeals process	18
		Exam Registration Form	19

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 Take and pass the CIP written exam. Refer to the Written Exam Candidate Information Bulletin posted online at www.prometric.com/california for more information on the written exam.
- 2 Contact Prometric to schedule an appointment to take your oral exam. (See Page 4.)
- 3 Prepare for your oral exam using this bulletin and other materials. (See Page 9.)
- 4 Take the scheduled exam bringing required identification to the test center. (See Page 8.)
- 5 Pass the oral interpreting exam for certified languages or the oral English proficiency exam for registered languages.
- 6 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 foreign language and from the foreign 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. Candidates who pass the written component may 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.

Registering for and Scheduling Your Oral Exam

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.

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.

Test Window	Registration Deadline	Expect Results
August 10-13, 2009	July 27, 2009	October 16 2009
November 9-12, 2009	October 26, 2009	January 15, 2010



Important 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.

Exam registration and scheduling process for all languages

To register and schedule your oral exam, you must complete the following three steps with Prometric:

- 1 Complete the exam registration form on Page 19 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.
If you are interested in taking more than one exam, please indicate on the registration form. Prometric will contact you to schedule this option.

Unique Prometric identification number (ID). Prometric’s data management system began assigning a unique identification number, often called a Prometric ID, to every candidate effective March 1, 2009. If you already have a Prometric ID number, you must use it when registering and scheduling your oral exam. **If you passed the written exam before March 1, 2009, you will need to obtain a Prometric ID number before registering for your oral exam.** 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.

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

Testing centers

Your oral exam will be given at a Prometric testing center in California. Each site has a set number of stations for testing. If your site is at capacity, it may be necessary to schedule your test at another location. To secure your first choice location, Prometric encourages you to register early.

Exam sites are located in a number of areas throughout the state. You will need to choose an area when completing the registration process. Current exam site areas are listed on the exam registration form on Page 18. You will be notified of the exact location of the exam site when you receive your Admission letter/Confirmation notice (see Page 6).

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 if you do not already have one.
2	The representative will then be able to schedule your exam appointment. 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.

Registering by fax	
1	Fax your completed exam registration form (Page 19) 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, you must then SCHEDULE an exam appointment. If you do not yet have a unique Prometric ID number, it will be mailed to you. You must wait until you receive it before you can schedule an exam appointment.

Scheduling by phone or online	
3	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. OR 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.

Registering by mail	
1	Mail your completed exam registration form (Page 19) 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, you must then SCHEDULE an exam appointment. If you do not yet have a unique Prometric ID number, it will be mailed to you. You must wait until you receive it before you can schedule an exam appointment.

Scheduling by phone or online	
3	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. OR 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.

Admission letter/Confirmation notice

Once you complete the exam registration and scheduling process, you will receive a notice confirming your exam date, time and location. If you scheduled your exam by phone, mail or fax, Prometric will mail you an admission letter. If you scheduled your exam online, you will receive an email notice confirming your exam date, time and location. You will need to reference the admission letter or confirmation notice if you need to reschedule for any reason.

If you have not received an admission letter or confirmation notice five days before your test date, or if you scheduled online and do not have email, you are responsible for contacting Prometric at 866.241.3118.



Note Prometric must receive your registration form and fee at least 10 business days prior to the scheduled exam. If your registration form is received after the deadline, you will be scheduled for the next available date at your selected testing site.

Rescheduling your oral exam appointment

You will not have to pay an additional fee to take the first oral exam offered after you pass the written exam. However, if you cannot attend the first oral administration offered, you will forfeit your eligibility to test at no additional cost and will need to submit another full exam fee with your future registration.

For all other registrations, the following guidelines apply:

- **No fee** if you reschedule 10 business days or more before the exam date.
- **Another full exam fee** if you reschedule less than 10 business days before the exam.

Should you decide to cancel your examination and choose not to reschedule, timelines and fees will apply as follows:

- **\$100 fee** if you cancel 10 business days before the exam date.
- **Forfeit all exam fees** if you cancel less than 10 business days before the exam.

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.

Religious restrictions. If you are unable to take the exam on the scheduled test date because of religious restrictions, submit a letter of explanation from a recognized religious authority with your exam registration form. Prometric will provide you an alternative exam date.

Understanding the Oral Examination Process

Knowing what to expect when taking your exam may help you prepare for it.

This section contains:

- An overview of the oral exam.
- 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.

Oral exam process

The oral interpreting exam for Certified Interpreters measures oral proficiency skills in English and the target foreign language, as well as interpreting performance in the following modes:

- Consecutive interpretation: a role-playing exercise with a judge, an attorney, and a witness speaking the target foreign language.
- Sight translation – English to foreign language: oral interpretation of a document written in English to the foreign language.
- Sight translation – Foreign language to English: oral interpretation of a document written in the foreign language to English.
- Simultaneous interpretation: interpretation of English proceedings delivered at approximately 140 words per minute.

The oral component for Registered Interpreters is designed to measure a candidate's ability to comprehend and speak English correctly. The oral exam is approximately 35 minutes in length.

The exam consists of the following components (in no specific order) for which the candidate will be required to:

- Read passages on two different topics and record an oral statement in English explaining the content of each passage based on specific questions asked by the proctor.
- Respond in English to a series of questions of general subject matter that does not require special knowledge or training.
- Study two pictures and respond to questions about the pictures.

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”).



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

- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- **No** other personal items—cell phones, briefcases, backpacks, etc.—are permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing site as access to purses will not be allowed during testing and there may not be secure storage for them.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and 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 in the testing area.

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 test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing. If dismissed from an exam, all exam fees are forfeited.

Weapons

- Weapons are not allowed at the testing center.

Copyrighted questions. All exam questions are the copyrighted property of the Judicial Council of California. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these exam questions by any means, in whole or in part, without written permission from the Judicial Council of California. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Preparing for Your Exam

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

- Suggestions about self study.
- A list of reference materials.
- General test-taking strategies.

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.

Additionally, suggested skills-enhancing exercises are available online at www.prometric.com/california. The included skills-enhancing exercises provide tips to help you develop the following interpreting techniques:

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

Sample exam. A sample of the Court Interpreter Oral exam is located online at www.prometric.com/california. The online materials include instructions, practice exam material, sample renderings, and a list of model translation/interpretation files rendered by certified interpreters.

Three components of the oral interpreting exam

The Court Interpreter Oral exam for Certified Interpreters assesses court interpreting skills in the following three modes:

Consecutive interpreting

Consecutive interpreting requires English to Foreign Language and Foreign Language to English proficiency. This mode is typically performed during testimony from the witness stand. The interpreter is silent until the witness, judge, or other party stops speaking, at which time the interpreter's rendition of the complete utterance is given. During the exam, this component is designed as a role-play exercise. Typically roles for a judge, attorney, and witness are included.

All of the roles are recorded. Passages are played aloud from a scripted recording that simulates a court proceeding. Passages are up to 40 words in length. Everything you hear in English must be interpreted into the foreign language.

Note-taking is allowed during the exam, so you may want to have a tablet and pen ready. Most candidates find it helpful to write down pertinent details such as names, addresses, dates, and numbers. Remember that note-taking should enhance your recall abilities but not interfere with your ability to interpret promptly. You must render your interpretation immediately after the passage is played. Notes must be turned in before you leave the examination room.

Sight translation

Sight translation includes English Language Sight to Foreign Language and Foreign Language Sight to English. You will orally translate one document written in English into the foreign language, and one document written in the foreign language into English.

You will have two minutes to review the document and four minutes to render the translation into the other language. This mode is timed during the actual test, so you may wish to use a timer while practicing.

While rendering your interpretation, if you come across a word or phrase with which you are unfamiliar or that you have forgotten, rather than spend too much time on it, just read it in the language in which it is written and continue your interpretation where you can.

Simultaneous interpreting

Simultaneous interpreting (English to Foreign Language) is usually performed at the defense table for the defendant where the interpreter must render interpretations of all utterances. The interpreter lags slightly behind the speaker, interpreting the utterances simultaneously.

During the actual examination, you will use a headset to listen to the instructions and the simultaneous text. The instructions for the simultaneous text are recorded in English. A brief pause follows the instructions; then the examination material is presented in English for interpretation into the foreign language. The material is recorded at a rate of approximately 140 words per minute. The exercise is approximately 3½ minutes in length.

You will be able to adjust the volume, but you will not be able to stop the recording during the test. If you stumble over or forget a word, it may be best to leave it rather than fall behind.

Although you are instructed to render unknown terms in the source language to maintain speed of rendition, doing so does not come without consequence. Remember that you will be penalized for using too many source terms in your interpretation. Such use of source terms will demonstrate to performance raters an inability to render appropriate terms and your overall score will be affected.

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'interprétation à l'apres 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.
---	---

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 oral exam.

Long-term exam preparation

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

- Interpreters often take public speaking courses and/or engage in dramatic or theatrical endeavors to gain confidence in speaking before an audience.
- Coursework in languages and interpreting techniques is highly recommended. A person with college-level language skills in both languages is advised to attend interpreting courses offered by qualified providers. Some educational institutions provide training on the different techniques (e.g., shadowing, décalage) that will develop and strengthen a student's ability to perform all modes of interpreting. Such institutions are best suited to monitor your interpretations and thereby ensure that you are meeting established criteria for the interpreting venue you have chosen. The schools also help you to acquire the specialized terminology successful interpreters need.

- Immerse yourself in the culture of both languages until you are thoroughly comfortable with the idioms and colloquialisms of each. Your goal should be to transition easily between languages.
- Watch television programs and listen to radio broadcasts taped in both languages.
- Practice consecutive and simultaneous interpretation with tapes designed exclusively for this purpose and during television programs featuring trials and news broadcasts or news commentary radio programs. Tapes from court reporting schools may also be used to practice simultaneous interpretation.
- Practice falling behind a certain number of words in order to avoid false starts and changes of meaning. Most people need to practice for hundreds of hours before they are able to perform this skill competently. Interpreting schools are best suited to help you develop the necessary skills.
- Meet and talk with state certified court interpreters to learn more about their work and the skills required to be a court interpreter. Ask them to recommend study material.
- Contact the interpreter coordinator at your local court. Ask to observe interpreters on the job and learn about courtroom protocol.
- Visit and observe interpreters on the job where possible. Find out which courts are open to the public and practice interpreting the proceedings.
- Tape record or videotape your renditions to evaluate your performance for accuracy, clarity and coherence and to build confidence.
- Learn to judge how much time has elapsed as you interpret to pace yourself so that you do not rush through your rendition.
- The simultaneous portion of the exam requires practice, practice and more practice. Listen to taped recordings using headphones and practice interpreting. This will enable you to determine the best volume level for the recorded script and for your own voice.
- In a court setting, interpreters are expected to handle a large number of dates, numerical figures and dollar amounts. Interpreters must be able to record numbers and read them back accurately.
- Strengthen your retention skills by developing a note-taking system. The court interpreter exam requires the interpreter to retain up to 40 words at a time. Note-taking should enhance your recall abilities, but not interfere with your ability to interpret without lengthy pauses. Note taking is an aid to the interpreter when it is second nature. It is very hard to improvise abbreviations and symbols on the spur of the moment.

On the day of the exam

There are three components to the oral interpreting exam for certified languages:

- **Consecutive Interpretation.** A role-play exercise with a judge, an attorney and a foreign-language-speaking witness.
- **Sight Translation.** You will be asked to orally translate a document from English to a foreign language, as well as a document from a foreign language to English.

- **Simultaneous Interpretation.** This part of the examination is designed to test your ability to interpret accurately in the simultaneous mode. The text is recorded in English at approximately 140 words per minute.

Your attitude about the test process can make a difference. Approach the test confidently. Be sure to get plenty of rest the night before the exam.

Other important items to note:

- 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 testing center.
- 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 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.
- Note-taking is allowed during the exam, so you may want to bring a tablet and pencil with you.
- Warm up prior to taking the test by practicing interpreting aloud for a brief period of time.

Taking the exam

Arrive at the test site early to allow for parking, walking to the room and signing in. Be sure to listen very carefully to all instructions that are read to you by the proctor. Ask questions if you do not understand the instructions.

When interpreting, remember that accuracy is your key to success. You should not add or delete material nor should you paraphrase or summarize. The following general strategies may be helpful to keep in mind while taking the oral exam.

Consecutive interpretation

- You will be required to retain up to 40 words at a time.
- Always be ready with pencil and paper in hand.
- Take notes on noncontextual information such as names, dates, numbers and times.
- Try to see in your mind the events that are unfolding through the script. Imagine that you are a participant in the dialog. (Interpreters generally perform better on the consecutive interpretation if they become immersed in the situation at hand.)
- Stay focused – concentrate; it is imperative that you not let your mind wander.
- Speak clearly and audibly; people requiring the services of an interpreter need and deserve clarity.
- Ask for a repetition if you are concerned you may make an error. It is better to ask for a repetition than to be inaccurate. You are permitted six repetitions before performance will be affected.

Sight translation

- Take advantage of the time you are allowed to read the passage. First, scan the entire passage for meaning. Concentrate on what the passage says, and then concentrate on finding the closest equivalent in the target language.
- In the initial reading, write down any terminology that you are unable to translate easily at first sight. If you cannot think of the exact equivalent in the target language, explain the term; if you cannot explain the term, read it in the source language and continue. Do not take up a great portion of your allotted time trying to think of a word that, for the moment, escapes you.
- During the initial reading, identify and anticipate areas where syntax may be a problem such as passive voice, use of the subjunctive, and number and sequence of qualifiers/adjectives (e.g., the two red, Italian, convertible sports cars).
- Read carefully; it is unacceptable for an interpreter to make mistakes on items such as dates, numbers and names.
- Documents used in the exam are taken directly from authentic sources and include specialized terminology. It is incumbent upon you to convey the meaning accurately.
- Pace yourself so that you do not rush through your rendition or run out of time.

Simultaneous interpretation

- Determine the best volume level for the recorded script and for your own voice.
- Remember to lag behind a certain number of words in order to avoid false starts and changes of meaning.
- Keep focused; you may find it helps to sit up straight and keep objects that distract you out of reach to avoid having your mind wander.
- Be aware of intonation in your target language delivery (e.g., ensure that questions are rendered as questions and statements are rendered as statements).
- Keep up with the source material and be sure to render the information accurately.
- If you miss a word either because you have fallen behind or do not know the word, choose a strategy that enables you to recover as quickly as possible.
- If you make a mistake, correct it as soon as possible and move on quickly to avoid the risk of future errors or omissions.

Exam Results and Next Steps

This section provides information on:

- How the oral exam performance is rated.
- When and how score reports are sent.
- Next steps for candidates
- The appeals process.

Rating the oral interpreting exam

The rating of oral interpreting exams is based on holistic evaluations of language proficiency and interpreting skills. Holistic evaluation is a structured method of rating that takes into account the candidate's entire test performance. Raters evaluate the candidate's performance on each test component (consecutive, sight translation, and simultaneous) and the candidate's overall language proficiency and interpreting skills as a whole. Raters use a five-point scale to classify a candidate's exam performance.

Language Proficiency involves the degree of control over language use in the following linguistic areas:

- Phonology (pronunciation and intonation)
- Syntax (grammatical structures and accuracy)
- Lexicon (vocabulary control, accuracy, and usage)
- Semantics (meaning)
- Pragmatics (appropriateness of language use and sociolinguistic skills).

Proficiency in English and in the foreign language is judged separately.

Interpreting Skills involve rendering information from English into the foreign language and from the foreign language into English while maintaining originally-intended meaning, nuance, and register. Such skills include maintaining the style and register of the source language, keeping pace with the speaker, and preserving meaning.

A document titled **California Certified Interpreter Oral Performance Evaluation Guide** in the Additional Resources section online at www.prometric.com/california provides very detailed information about how the oral exam is scored.

The Judicial Council of California, Administrative Office of the Courts has partnered with Prometric to ensure that industry best practices and standards are applied to the court interpreter examination program.

To ensure fairness, accuracy and consistency in the scoring of the examinations, a team of psychometric professionals and subject matter experts have structured the rating process to employ rigorous methods of rater selection, training and quality assurance measures.

Rating the English Proficiency exam

To pass the English oral fluency examination for registered languages, candidates must demonstrate the ability to understand and speak English properly. Raters evaluate a candidate's ability to use correct vocabulary, grammar and syntax, and pronunciation.

To pass, candidates must receive a score of 4 or higher on the three sections of the exam: photograph explanation, extemporaneous questions, and passage explanation.

Score reports

Prometric mails confidential score reports 60 days after the exam date to the candidate's address on record. Your exam results are confidential, and will be released only to you and to the AOC. Do not call the Judicial Council/AOC regarding exam results. Any communications concerning your exam results should be addressed to us as the test administrator. To protect your privacy and to maintain the confidentiality of this information, Prometric will not give exam results over the phone.

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.

Passing candidates

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 fulfill all requirements for professional development, as detailed on the Judicial Council Web site: www.courtinfo.ca.gov/programs/courtinterpreters.

Rescheduling a failed oral exam

If a candidate fails the oral exam, he or she must re-register with Prometric online at www.prometric.com/california or by calling 866.241.3118. The cost of the first oral exam is included with the original written examination fee. Subsequent oral examinations require an additional full repayment of the fee.

Once you pass the written exam, you have a total of four attempts, with no time limitations, 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.

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 **90** 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



for Judicial Council of California Court Interpreter Oral Examinations

Candidate Information (All fields MUST be completed)

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

Oral Exam Information

<input type="checkbox"/> First Attempt. The fee for oral exam is included with the original written exam fee			
<input type="checkbox"/> Retake. If you are retaking the oral exam, you are required to pay the full exam fee.			
<input type="checkbox"/> Registered Court Interpreter (\$100)			
<input type="checkbox"/> Certified Court Interpreter (\$250) <input type="checkbox"/> Arabic <input type="checkbox"/> Korean <input type="checkbox"/> Spanish Choose language: <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Tagalog <input type="checkbox"/> Eastern Armenian <input type="checkbox"/> Portuguese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Japanese <input type="checkbox"/> Russian <input type="checkbox"/> Western Armenian			
Choose location:			
First Choice: <input type="checkbox"/> Bay Area <input type="checkbox"/> Covina/East Los Angeles <input type="checkbox"/> Los Angeles - West <input type="checkbox"/> Sacramento <input type="checkbox"/> San Diego			
Second Choice: <input type="checkbox"/> Bay Area <input type="checkbox"/> Covina/East Los Angeles <input type="checkbox"/> Los Angeles - West <input type="checkbox"/> Sacramento <input type="checkbox"/> San Diego			

Payment Information

For those retaking the oral exam. Personal checks and cash are not accepted.

Choose payment type:	<input type="checkbox"/> Money order, cashier's check, company check (Mailed registrations only)		
	<input type="checkbox"/> Credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Credit 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: California Court Interpreter Program
 1260 Energy Lane, St. Paul, MN 55108
 Phone 866.241.3118
 Fax 800.347.9242