

CALIFORNIA

*Judicial Council of California
Administrative Office of the Courts*

*Candidate Information Bulletin
for those taking the Court Interpreter
Oral Interpreting 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** Take and pass the 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 7.)
- 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

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: <http://www.courts.ca.gov/programs-interpreters.htm>

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 the following spoken languages: Arabic, Eastern Armenian, Western Armenian, Cantonese, Japanese, Khmer, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese. Certified languages may change periodically, depending on the results of studies of language use in the courts and other administrative factors.



Note Oral certification exams will be available in the following languages in winter 2012: Eastern Armenian, Korean, Khmer, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese.

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 professional development requirements for court interpreters.

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 must satisfy the following requirements:

- Pass the English proficiency exams, 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 professional development requirements for court interpreters.

Registered vs. certified interpreters

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



Note Oral certification exams will be available in the following languages in winter 2012: Eastern Armenian, Khmer, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese.

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 Arabic, Cantonese, Eastern Armenian, Japanese, Korean, Khmer, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, Vietnamese, or Western Armenian.

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.

A list of currently scheduled test dates is posted on Prometric’s Web site at www.prometric.com/california/courtintoral.com; or the Judicial Council’s Web site at <http://www.courts.ca.gov/programs-interpreters.htm>.



Important The current oral exam retake policy permits you 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 it 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 an exam in more than one language, please indicate that on the registration form. Prometric will contact you to schedule this option.

Unique Prometric identification number (ID). As of March 1, 2009, Prometric’s data management system assigns a unique identification number, often called a Prometric ID, to every candidate. You must use your Prometric ID number 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. You will be required to present a valid government-issued ID when you enter the test center. **For security purposes, you must register with the exact same name that appears on your 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 6 **before** registering.

Test sites

Your oral exam will be given at a Prometric test site 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. We encourage you to schedule your exam early to ensure your desired location.

Test sites are located in a number of areas throughout the state. You will need to select your test site during the scheduling process. Current test sites are listed at <http://www.prometric.com/California/courtintoral.htm>.

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.

EXAM REGISTRATION AND SCHEDULING PROCESS FOR ALL LANGUAGES

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, Prometric will mail you an admission letter confirming your exam date, time and location. When scheduling your appointment, be sure to confirm your address information. 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 10 days before your test date, 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 registration deadline posted at www.prometric.com/California/courtintoral.htm. If your registration form is received after the deadline, you will need to schedule for the next exam window.

Rescheduling your oral exam appointment

Please note the following guidelines for rescheduled oral exams:

- **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 test 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 test center.

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

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).
- Be current (nonexpired).
- 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").

Your identification will be held by the oral exam head proctor while the oral exam is administered. Your identification will be returned to you once the exam is over and you have returned all testing materials to the head proctor.



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.

Oral exam process

The oral interpreting exam for Certified Interpreters measures 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 120-130 words per minute.

UNDERSTANDING THE ORAL EXAMINATION PROCESS

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.

Exam timer

You are expected to be able to complete your exam without the use of a watch, clock, or timer. However, during the exam, the proctor will use a timer during the sight and consecutive translation sections. The timer will be placed so that it is easy for the proctor to operate it. You may request to have the timer adjusted so that you can see it. You must request this adjustment before beginning this portion of the oral exam.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations will be observed at each test center. The test center will be monitored by professional proctor staff and on-site Prometric managerial staff. All test sessions are audio recorded. Failure to follow any of these security procedures may result in the disqualification of your examination.

- 1 You are required to sign in on the test center roster upon arrival. The head proctor will hold your ID to ensure the security of all test materials. You will receive your ID once you sign out and all your test materials have been returned to the head proctor.
- 2 Once the oral exam begins, you will not be permitted to take a break.
- 3 You are **prohibited** from communicating, publishing, reproducing, or transmitting any part of your test, in any form or by any means, verbal or written, for any purpose.
- 4 You **must not** refer to testing materials before or after the oral exam.
- 5 You **must not** use written notes, published materials, or other testing aids during the exam.
- 6 Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times.
- 7 You are allowed to bring center-supplied tissues into the testing room.
- 8 You **must not** bring any personal/unauthorized items into the testing room. Such items include but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, and photographic equipment. Weapons are not allowed at any Prometric test site. You will be asked to empty and turn your pockets inside out prior to every entry into the test room to confirm that you have no prohibited items.
- 9 You **must** return all materials issued to you by the proctor at the end of your test.
- 10 You must conduct yourself in a civil manner at all times when on the premises of the test center. Exhibiting abusive behavior towards the proctors, or any other staff member of the test center, may result in criminal prosecution.

- 11 To protect the privacy of all testers, the proctor can neither confirm nor deny if any particular individual is present or scheduled at the test center.
- 12 Persons not scheduled to take a test are not permitted to wait in the test center.

Copyrighted questions. All exam questions are property of the Consortium for Language Access in the Courts and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Preparing for Your Exam

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

- Suggestions about self study.
- Information on three components of the oral interpreting exam.
- 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 <http://www.courts.ca.gov/programs-interpreters.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.

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/courtintoral.htm.

For additional information, please review the *Written Exam Overview* and the *Oral Exam Overview* located online at www.prometric.com/california.

Practice exam kits can be found at www.prometric.com/california.

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;
- Sight translation; and
- Simultaneous interpretation.

**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. Everything you hear in the foreign language must be interpreted into English.

Note-taking is allowed during the exam with the note paper and pencil provided to you at the test center. You are **not** allowed bring your own materials into the test center. 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.

The sight translation documents each have approximately 225 words. Once instructions are provided, you will have 6 minutes to review a document and render an interpretation. While rendering your interpretation, if you come across a word or phrase that you are unfamiliar with 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 120 words per minute. The exercise is approximately 800-850 words in length and is about 7 minutes long. 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.

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.

PREPARING FOR YOUR EXAM

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 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.

PREPARING FOR YOUR EXAM

- 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 120 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 test center.
- Under no circumstances will you be permitted to bring items with you into the test room. This includes cell phones, briefcases, backpacks, outerwear, 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 with the note paper and pencil provided to you at the test center. You are **not** allowed bring your own materials into the test center.
- 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 two repetitions during the consecutive portion.

Sight translation

- You will have 6 minutes to render an interpretation. 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. You must wear headphones, but you may choose to wear the headphones over only one ear if you prefer.
- 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.
- The appeals process.

Rating the oral interpreting exam

Oral exams are assessed based on the number of scoring units interpreted correctly. Scoring units are particular words and phrases that are selected to represent various features of language that interpreters encounter in their work, and that they must render accurately and completely, without altering the meaning or style of speech. The examiners determine whether those scoring units are interpreted correctly or incorrectly. When interpreting into the non-English language, the examiners will consider correct any rendering that would be acceptable in any appropriate spoken variety of the non-English language.

Each portion of the exam has a fixed number of scoring units. The candidate must interpret a minimum of 70% of the scoring units correctly on each part of the bilingual oral interpreting exam in order to pass. For more information on scoring units, please review the *Oral Exam Overview* and *Test Construction Manual* located online at www.prometric.com/california.

The Judicial Council of California, Administrative Office of the Courts has partnered with Prometric and the Consortium for Language Access in the Courts 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 proficiency 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 reading passage explanation.

Score reports

Prometric mails confidential score reports 60-90 days after the exam date to the candidate's address on record. 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.

Please note that your exam results will be shared with the AOC and the Consortium for Language Access in the Courts. Your exam results will not be made public and will not be shared with local courts.

EXAM RESULTS AND NEXT STEPS

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: <http://www.courts.ca.gov/programs-interpreters.htm>.

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.

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.

Appeals process

Our goal is to provide a quality exam and testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, you may submit an appeal.

Grounds for an appeal include evidence of bias, fraud, discrimination, significant irregularity in the exam administration, or inappropriate application of ADA or other accommodations. Appeals based on exam content will not be considered.

You may submit an appeal in writing within 30 days of receipt of your examination results. Your appeal letter must state the evidence and basis for your appeal and include all relevant facts. Your appeal letter also must include your name and your Unique Prometric identification number, the exam title, the date you tested, the test center location, and the details of your concern. 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"/> Certified Court Interpreter (\$350) Choose language:		
<input type="checkbox"/> Arabic <input type="checkbox"/> Cantonese <input type="checkbox"/> Eastern Armenian <input type="checkbox"/> Japanese <input type="checkbox"/> Khmer	<input type="checkbox"/> Korean <input type="checkbox"/> Mandarin <input type="checkbox"/> Portuguese <input type="checkbox"/> Punjabi <input type="checkbox"/> Russian	<input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Western Armenian
<input type="checkbox"/> Registered Court Interpreter (\$150) ONLY for those interpreting a language not listed above		

By filing this registration, you assume full responsibility for exam selection. If you are unsure of which exam is necessary for the certification you are seeking, resolve this question **before** you register. Fees for these exams are not refundable and not transferable. If you arrive at the test site and realize you are scheduled for the wrong exam, you will not be allowed to test.

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