

METROPOLITAN POLICE TEST

Candidate Briefing Sheet

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

Please arrive in plenty of time. Professionalism will be marked. Latecomers will not be admitted if disruption is caused to other candidates. Please see Notes to Candidates for more details.

ORAL ASSESSMENT

Throughout the Oral Assessment there will be three main players:-

<u>The Candidate:</u>	the Interpreter who is acting on behalf of the MPS, liaising between the English Language-speaker and the Other Language-speaker.
<u>English-Language speaker:</u>	who has no knowledge of the Other Language-speaker's native tongue.
<u>Other-Language speaker:</u>	whose mother tongue is the language being assessed but who is also fluent in English.
<u>The Assessor:</u>	who is fluent in both languages.

Ai - Consecutive Role-play (Time allowed: 15 minutes)

- a) You are to act as an Interpreter between a Police Officer at a Police Station who only speaks English and a suspect who only speaks the Other Language.
- b) You may take notes if you wish.
- c) You are allowed to ask for repetition, but may lose marks for doing so.
- d) In your interpretation, you should try to preserve the original tone of the dialogue as well as its substance.
- e) The interlocutor will read the text with set pauses to allow you to interpret, do not start interpreting until they pause.
- f) Use the first person.
- g) Some sentences may be quite long. It is best to attempt them first before asking for a repetition or for the sentence to be shortened. You may ask for repetition, but excessive use will be penalised.
- h) You may take notes if you wish.
- i) Try to convey tone as well as substance.

Aii – Consecutive Interpreting of the Statement (Time allowed: 30 minutes)

- a) The Other Language speaker will read to you his/her statement. The Other Language speaker will pause at set intervals to allow you to take notes and you to give the oral interpretation into English.
- b) You are to interpret the statement to the English Language-speaker and make a written transcript of the statement in the Other Language. **Do not write in English at this time.**
- c) You may make notes in the Other Language at anytime, but the final statement must be written on the Statement Form which will be provided in the Other Language and not in English.
- d) You must ensure that you complete **ALL** the information requested at the top of the Statement form, which includes:
 - e) Name of suspect, Age, Date of Birth, Occupation, Date.
 - f) The address of the suspect will also be supplied and must be included in the statement.
 - g) After the statement has been read out and interpreted you may use the remaining time to make a final copy of the statement in the Other Language.
 - h) At this point you may read your notes in the Other Language (not English) to the Other Language speaker and s/he will confirm whether your statement is accurate. If the Other Language speaker hears an error they will inform you of the correct information. They will not provide information which has not been included.
 - i) You must not request the text to be read again.
 - j) Note that you will later, as part of the written assessment, be required to translate this document into English and that both this document in the Other Language and the English translation will be marked.

Aiii - Simultaneous Interpreting (Time allowed: 15 minutes)

- a) You will interpret the text to the Other Language speaker at the same time and the English speaker will read the passage without pausing and at a slow and steady speed and at an acceptable volume.
- b) You can also request the English Speaker to speak more slowly if you wish.
- c) Marks will be lost if you raise your voice.
- d) The English speaker will not pause to allow you to 'catch up' unless you specifically request to do so. The English speaker will adhere to your requests.
- e) You will be informed of the context of the passage before the task begins.
- f) You must not treat this part of the assessment as a consecutive interpreting task, if you do so you will automatically fail this part of the test.

Please Turn Over

Aiv - Sight Translation (Time allowed: 10 minutes)

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

WRITTEN ASSESSMENT

Bi - Written Translation of Statement (Time allowed: 25 minutes)

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

Bii - Technical Translation (Time allowed: 60 minutes)

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

RE-SIT

Candidates applying to re-sit **Bi (Translation of Statement)** please note that they will be required as part of the assessment to **undergo** Aii (Statement Taking – Oral) in order to obtain the relevant Statement for Translation, however the result for Aii under those circumstances will not be taken into account if they have already passed Aii in a previous session (within the two year time period).

General Points to Note:

1. You should conduct yourself with professionalism at all times. Candidates will be failed on a component if they are not professional (this will also include your dress code!).
2. You must not exceed the time given for each component. If you are asked to stop, you must do so immediately.
3. You may take notes at any time during the assessment, though these notes must all be handed in at the end.
4. Electronic dictionaries are not allowed.
5. If you have any questions regarding the procedures try to ask the Centre Supervisor before you go in to your assessment. Do not hold up proceedings whilst in the assessment rooms unless it is absolutely necessary.
6. If you have any problems in the oral assessment room, please do not discuss these with the assessor but raise them with the English Interlocutor and the Centre Supervisor.
7. If you are late for the assessment, we can not guarantee that you will be allowed into the assessment.

Further Information:

Please ensure you have read the **Notes to Candidates** before coming to the assessment.

Sample papers and a glossary of terms are available from IoL Language Services Ltd. You will find an order form in your information pack.