

IoL EDUCATIONAL TRUST
(IoLET)

INTERNATIONAL DIPLOMA IN BILINGUAL COMMUNICATION
(IDBC)

HANDBOOK FOR CANDIDATES AND EXAMINERS

Effective August 2006

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Preface

The International Diploma in Bilingual Communication (IDBC) has recently been developed as a revised version of the Final Diploma in English and Chinese (FDEC). Taken by over 2000 candidates mainly in Hong Kong, the FDEC examination was designed to meet the need for a professional, high-level qualification in English and Chinese.

In 2005, the IoL Educational Trust made a decision to review the FDEC qualification to make it fit more closely with the needs of its candidates and their employers in today's fast-changing world. From this revision emerged the International Diploma in Bilingual Communication, an ideal qualification for those wishing to test, on a bilingual basis, their written and spoken fluency in both English and Chinese within a contemporary professional and business context. With its stand-alone interpreting module and optional written project module, this new examination offers unprecedented flexibility for candidates.

The first pilot examination takes place in November 2006 and is undoubtedly an exciting venture for all involved!

Hilary Maxwell-Hyslop
Director of Examinations
Chartered Institute of Linguists

July 2006

Equal Opportunities Policy for Examination Candidates

The IoL Educational Trust is committed to equality of access to examinations. This commitment applies to all candidates, regardless of gender, age, racial origin, nationality, creed, sexual orientation, marital status, employment status or disability.

The IoL Educational Trust seeks to ensure that:

The content and assessment of its examinations are non-discriminatory and are appropriate to the knowledge and skills specified

The style and language of its documentation are readily understood and do not reflect stereotyped or biased attitudes. Its examiners and all associated with its examinations apply a fair and just process.

In the case of a matter relating to this policy, candidates should contact in writing the Director of Examinations at the IoL Educational Trust.

IoL Educational Trust

International Diploma in Bilingual Communication (IDBC)

(Formerly the Final Diploma in English and Chinese – FDEC)

Part 1: Introduction

The Chartered Institute of Linguists (CIL) is the leading professional language body in the UK with over 6,300 members. It was founded in 1910 with the aim of promoting high standards in the use of foreign languages in industry and commerce. Its associated charity, the IoL Educational Trust (IoLET) has been providing recognised language qualifications for many decades. Today it promotes languages throughout educational, professional and commercial life in the United Kingdom, Europe and other parts of the world.

The IoL Educational Trust is officially recognised in the UK as an awarding body by the government's regulatory body, the Qualifications and Curriculum Authority (QCA). It offers vocational public examinations in a wide range of languages for the general and specialist user. The examinations have been developed to meet the needs of industry, commerce and the public services; they are occupationally relevant and provide an instant indicator of language proficiency.

The International Diploma in Bilingual Communication (IDBC) is a revised version of the Final Diploma in English and Chinese (FDEC). The IDBC pilot examination is due to be held in November 2006 with the first sitting expected in the summer of 2008.

This handbook has been created for the needs of Chinese-speaking candidates however the examination can be taken in other language combinations. For further information, please contact the Director of Examinations.

1.1 Recognition

The IoL Educational Trust's qualifications are widely recognised in education, industry and professional contexts and are officially recognised for inclusion in the UK National Qualifications Framework.

1.2 IDBC Candidates

The examination is intended for people who want a language qualification at least on a par with the language level of a first degree and who need to be able to demonstrate the ability to operate effectively both within and between Chinese and English, in a professional context. Candidates are permitted to use reference materials (see section 4.7) during the written components of the examination.

Note: Potential candidates should note that the International Diploma in Bilingual Communication is a **DEGREE-LEVEL** test of language proficiency. Candidates should therefore ensure that their linguistic skills in **BOTH** Chinese and English are at the appropriate level before registering to sit the examination.

1.3 Features of the Qualification

- Ideal for those interested in demonstrating, on a bilingual basis, their written and spoken fluency in both English and Chinese within a professional context
- Offers a practical way of testing the language practitioner's ability to mediate accurately between the two languages, with a proper degree of sensitivity to both language and culture
- Upon successful completion of Modules 1-4, candidates are eligible to apply for Membership of the Chartered Institute of Linguists (MCIL). See 4.14, p.32
- Module 4 (Interpreting) can be taken as a stand-alone Module. Successful completion of Module 4 qualifies candidates to apply for Associate Membership of the Chartered Institute of Linguists (ACIL). See 4.14, p.32
- Modules 1-4 can be completed in 3 years.

Part 2: THE EXAMINATION

2.1 Format

The IDBC is modular and is designed to test candidates in both receptive and productive skills. There are a total of 4 Modules and an optional Module 5.

Module 1	Summary in Chinese- 2½ hours
Module 2	Business Writing and Communications in English- 2½ hours
Module 3	Translation- 3 hours
Module 4	Interpreting- 50 minutes
Module 5	[optional] Presentation or Written Project of approx. 3000 words

IDBC	Detail
Module 1: Summary in Chinese -2½ hours	Focused summary/report in Chinese based on specific brief in Chinese and using dossier of 3-5 authentic texts in English.
Module 2: Business Writing and Communications in English -2½ hours	Report/summary/outline in English based on a brief in English and material in Chinese. Written business communications in English.
Module 3: Translation -3 hours	Translation into English and Chinese (1½ hours for each translation).
Module 4: Interpreting -50 minutes	Consecutive Liaison Interpreting: 10 minutes preparation time and 20 minutes interpreting. Sight Translation: 5 minutes preparation time, 5 minutes sight translation, in each language.
ALL MODULES PASSED: CERTIFICATE AWARDED	
Module 5 [Optional]: WRITTEN PROJECT OR PRESENTATION MODULE	<i>Written Project (c.3000 words) or 10 minute Oral Presentation on work-related topic followed by a question and answer session of 5 minutes. Certificate endorsed with topic of project or presentation.</i>

NOTE: This examination functions in two languages, which for brevity's sake are called L1 and L2. Candidates enter for an examination in a particular foreign

language (the L2). They also need to use a first language (the L1), for example Chinese in this case, which is usually their mother tongue.

2.2 Outline of the Modules

Module 1 (Summary in Chinese - 2½ hours):

This Module comprises a focused summary in Chinese, based on a specific brief in Chinese and using a dossier of 3 to 5 authentic texts in English. The approximate length of the dossier material is 2000 words. This Module is designed to test a candidate's proficiency using L2 source materials in researching a topic or issue of international or bi-national and bi-cultural relevance and in passing on the results in the L1 (Chinese in this case). The examination is self-contained and no previous knowledge of the topic area is required.

- The source materials are taken from publicly accessible sources. The dossier can contain almost any kind of text (apart from material written only for readers with specialist knowledge of the subject matter) and may encompass a variety of registers. The brief stipulates that the candidate must analyse and evaluate all the material at his/her disposal before synthesising it into a summary/report.
- The main content criteria are coverage/completeness, accuracy and relevance. The evidence of whether a candidate has successfully completed all the steps in the task is contained in the final summary/report. A pass is awarded to a candidate whose summary/report satisfies the main criteria of content and usability. Usability is evaluated in terms of the organisation, structure, and presentation of the material. The choice of language, register, and the correct use of grammar, spelling and punctuation are also important for the assessment.
- The Candidate's Brief (instructions) will define the purpose of the summary and also indicate the intended reader. The candidate is assessed on his/her ability to provide a succinct text that is fit for the purpose defined by the Brief. The candidate is expected to abstract the essential information and organise this into a coherent and well-organised summary/report.

Module 2 (Business writing and communications in English- 2½ hours):

This Module tests candidates' proficiency in mediating between the L2 and L1. The tasks reflect the ways people with advanced L2 writing skills are called on to use these skills to facilitate communication between speakers of different languages.

- There are two tasks which may or may not be linked. The first consists of reading written communications in the L1 for a stated purpose and passing on information from these sources in English in a business format. In the second task, the candidate is given instructions in English for the production of written communications in the L2.
- The context for this exchange of communications may be any scenario in which there is contact between people who are unable to write each others' languages and who must therefore use an intermediary. The candidate may be asked to read or write a variety of formal and informal texts, including letters, programmes, instructions, abstracts, memos, reports and publicity materials. No specialist knowledge or specialised language is required.
- The candidates are assessed on accuracy in identifying and conveying all the relevant content, for appropriateness of style and register together with clarity and economy of expression. In this Module, candidates need to be aware of, and

deal with, the implications of cultural differences in order to carry out the tasks successfully.

Module 3 (Translation from English into Chinese and from Chinese into English- 3 hours):

In this Module, candidates have to produce polished translations in English and Chinese. The source texts will be non-specialised. The task brief will give details of the context and purpose of the translation and this purpose will determine the translator's approach, for example, to terms for which no exact equivalent exists in the target language.

- A full, accurate translation which would require only a minimum of editing before publication is the requirement for successful task completion. The tasks demand that the translator's knowledge of English and Chinese are at the same high level. Candidates are allowed to use dictionaries and a thesaurus in this Module.
- The total length of the texts will be about 300 words against 800 characters in length. The texts for this Module should allow candidates to be assessed under the following criteria: comprehension, accuracy, language use (register, range of expressions, grammar, punctuation, vocabulary, sentence structure and spelling), style as well as an appreciation of intercultural differences.

Module 4 (Interpreting - 50 minutes):

This two-task Module will test the facility of the language practitioner to mediate accurately between the two languages with a proper degree of sensitivity to both language and culture. The first part of the task will consist of 10 minutes' preparation time followed by 20 minutes of consecutive liaison interpreting, using both English and Chinese. Candidates will be expected to interpret between two people who, to all intents and purposes, do not understand one another's language.

- The second part of the task is a sight translation test where candidates translate two short texts at sight - the first into English and the second into Chinese. They will be allowed five minutes to prepare, and then five minutes to translate into each language.
- The material for the examination will be drawn from sources describing real-life topics which will not require any specialised knowledge on the part of the candidate. The language will be challenging, realistic, and relevant to the context.
- The candidates' ability to handle different attitudes, emotions and a wide range of cultural backgrounds is also tested. As a rough guideline, about two pages of text are provided for the consecutive interpreting. Candidate Briefs in the L1 will be provided.

Module 5 (Presentation Module or Written Project):

Unlike the first four Modules, this Module is optional, and candidates who decide not to enter for it do not face invalidation or any kind of penalty.

The aim of the Presentation is to replicate what occurs in many businesses today.

- Candidates will give a Presentation on a work-related topic of their choice. The Presentation will last about ten minutes, and will be followed up by a 5 minute question and answer session.

- For the Written Project the candidate is assessed on his/her ability to demonstrate knowledge of the chosen subject and an ability to think critically in a manner appropriate to a degree-level examination. The Written Project will be approximately 3,000 words and must satisfy the criteria of both content and language, and the examiner must be convinced that the Written Project is the candidate's own original work.

Part 3: MODULES 1-5 ASSESSMENT CRITERIA AND MARKSHEETS

GUIDELINES FOR EXAMINERS

3.1 ASSESSMENT CRITERIA MODULE 1

The candidate is assessed on his/her ability to provide a text that is fully usable and fit for the purpose defined by the Candidate's Brief. Assessment takes into account accuracy based on comprehension of the source material, completeness, relevance and economy of expression. Structure, balance and cohesion of the summary, together with the appropriateness and range of language and technical aspects are also considered.

The following criteria are used:

Content	Features
Has the candidate abstracted the essential information?	Is the summary/report well organised?
Has the candidate identified relevant material?	Do the summary and commentary show structure, balance and cohesion?
Is the summary/report complete?	Has the candidate demonstrated an appropriate range of language?
Has the candidate shown an economy of expression?	Are the technical aspects all at the required professional standard?

Please refer to the mark sheet on page 11

Key:

Language: Accuracy of lexis, register

Organisation: Structure, logical development of ideas

Technical Aspects: Legibility, spelling, punctuation, paragraphing

There are three categories of success for each item of content and each feature of the Written Product:

A = all necessary detail has been included and is accurate, or the report feature in question is fully acceptable,

B = the basic point is reported without major inaccuracy, or the report feature in question is adequately handled, with some reservations but with NO major defects, including language, that seriously impairs comprehension, and

C = the point or item has been entirely omitted or is grossly inaccurate or linguistically garbled, or the report feature in question is quite unacceptable and renders the product unusable as it stands.

Working out the result

The total number of points (content + features) = 100%.

1. A candidate earns a **Pass** if s/he has no more than 20% Cs and fewer than 60% As overall.
2. A candidate earns a **Merit** if s/he has no more than 20% Cs and at least 60% As overall.
3. A candidate earns a **Distinction** if s/he scores no Cs and 70% or more As overall. Distinction candidates should gain As under "Features of the Written Product".
4. A candidate **fails** if s/he scores more than 20% Cs overall.

For example, a "Content" checklist of 19 items plus 3 items of "Features" = 22 items. 20% of 22= 4.4. Round up to 5. More than 20% Cs would therefore be 6 or more Cs.

The mark sheet on page 7 overleaf has a "Content" checklist of 32 items plus 3 items of "Features" making a total of 35 items. 20% of 35= 7. More than 20% Cs would therefore be 7 or more Cs.

3.2 MARKSHEET MODULE I

Centre:..... Candidate No:

Dossier Items	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
Features of Written Product			
Language			
Organisation			
Technical Aspects			
No. of Ticks per Column			

Result (please circle): Fail Pass Merit Distinction

Name of Marker:

Signature: Date:

GUIDELINES FOR EXAMINERS

3.3 ASSESSMENT CRITERIA FOR MODULE 2

Introduction

This Module tests candidates' proficiency in writing communications in English.

There are two tasks (A and B) which may or may not be linked. In the first candidates are required to read written communications in Chinese and report aspects of the content in English. In the second task candidates are required to produce written communications in English. Mark sheets for Tasks A and B can be viewed on pages 10 and 11 respectively.

Assessment

- i) Read the candidate's brief carefully and the supporting material to establish exactly what is required.
- ii) Study the accompanying assessment checklists which detail the points to be covered in both tasks.
- iii) Candidates will be assessed on their ability to accurately identify and convey relevant content, and on "features" of their Written Product.

Features of Written Product: Please refer to the mark sheet on page 14

- Presentation/Layout: candidates are expected to organise and present their communications using an appropriate layout (observance of cultural conventions of e.g. letter layout, forms of address and salutations etc; paragraphing; headings/subheadings) which maximises clarity and readability.
 - Register/Appropriacy of Language: the language used must be acceptable within the context and conventions of English.
- i) Accuracy of Language: there are no serious errors likely to impede comprehension. Basic grammar is correct and more complex grammar is generally accurate.
 - ii) Range of Structures: a variety of structures will be used which are appropriate to the communication. Meaning will be clear.
 - iii) Vocabulary and Register: vocabulary, including any communication-specific lexis or idiom, will be apposite to the medium and the communication itself...
 - iv) Organisation/Cohesion: the end product will be an organised, integrated whole.
 - v) Usability as a Real-life Communication: this is a summative statement about the candidate's final written product and his/her credibility as a communicator within the context of such communications.

Please note: A tick in the A or B columns presupposes a Pass overall. A C tick presupposes that the candidate will have C ticks under a number of other items on the Checklist, rendering the communication unusable:

- A column "A" tick will indicate that a candidate has met the above criteria without deficiencies.
- A column "B" tick will indicate that, while the communication may have occasional deficiencies, it remains adequate and usable.
- A column "C" tick will indicate a deficiency which seriously impairs the communication and precludes its being used for the stated purpose.

vi) Total the number of ticks in each column.

Evaluation

- i) To achieve an overall Pass a candidate must attain Pass standard in both Tasks A and B.
- ii) Circle Fail if the candidate has scored more than 20% Cs overall.
- iii) Circle Pass if the candidate has scored no more than 20% Cs and fewer than 60% As overall.
- iv) Circle Merit if the candidate has scored no more than 20% Cs and at least 60% As.
- v) Circle Distinction if the candidate scores no Cs and 70% or more As overall. Distinction candidates should attain As under Features.
- vi) For example, a checklist of 20 items plus 3 items of "Features" = 23 items. 20% of 23 = 4.6, so round up to 5; more than 20% Cs would therefore be 6 or more Cs.

3.4 MARKSHEET MODULE 2 (TASK A)

Centre No: Candidate No:

Assessment Checklist Item	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
Features of Written Product			
Structure/Cohesion			
Register/Appropriacy of Language			
Clarity and Economy of Expression			
No. of Ticks per Column			

Result (please circle): Fail Pass Merit Distinction

Name of Marker:

Signature: Date:

3.5 MARKSHEET MODULE 2 (TASK B)

Centre No: Candidate No:

Assessment Checklist Item	Text 1			Text 2 (if provided)		
	A	B	C	A	B	C
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Features of Written Product						
Presentation/Layout						
Register/Appropriacy of Language						
Organisation/Cohesion						
Usability as real-life communication						
No. of Ticks per Column						

Result (please circle): Fail Pass Merit Distinction

Name of Marker:Signature: Date:

3.6 ASSESSMENT CRITERIA MODULE 3

Module 3 consists of two translations, one from English into Chinese and the other from Chinese into English.

Candidates are required to produce polished translations of source texts in both English and Chinese. The source texts will be non-specialised. The candidate's brief will give details of the context and purpose of the translation and this purpose will determine the translator's approach, for example, to terms for which no exact equivalent may exist in the target language. A full, accurate translation which would require only a minimum of editing before publication is the requirement for successful fulfilment of the task.

Assessment Criteria

The quality of the translations is assessed using the following four criteria:

- Accuracy
- Appropriateness of lexis, register and style
- Quality of language, including cohesion and coherence
- Fitness for purpose

Descriptors of Criteria

Marks are awarded from 0 – 30 for:

Accuracy and clarity of transfer of information, facts and opinions (content). Marks are deducted for omission, lack of comprehension, distortion.

Marks are awarded from 0 – 30 for:

Appropriate choice of lexis, register and style, including imagery, tone, technical features (currency, titles, etc). Marks are deducted for inappropriateness, lack of focus.

Marks are awarded from 0 – 30 for:

Accuracy of spelling, grammar, syntax, organisation, appropriateness of cohesive devices and overall coherence. Marks are deducted for ungrammatical and inappropriate language, poor organisation.

Marks are awarded from 0 – 10 for:

A translation which requires minimal editing as an end product and is fit for the purpose as set out in the brief, in terms of overall strategy, approach and intended readership. Marks are deducted where the translation requires substantial editing, is not fit for purpose and where overall strategy is inappropriate.

Procedure (please refer to the mark sheet on page 17)

Each translation is assessed using each descriptor, from 0 – 30 (Criteria 1, 2, 3) or 0 – 10 (Criterion 4). Enter the score for each criterion on the mark sheet under "Points" in the appropriate box. Add the scores of the four criteria together to obtain a mark out of 100 and enter this figure in the box under "Totals". Using the grading system below, convert the mark to a Distinction, Merit, Pass or Fail grade and enter D, M, P or F under "Results". To score an overall Pass a candidate must obtain a P in both translations. To score a Merit or a Distinction a candidate must obtain an M or a D for each translation, although you may recommend for a Merit or a Distinction a candidate who scores one M/D and a very good P/M respectively. An F for either translation means a failure overall.

Grades

- 80 – 100: Distinction
- 70 – 79: Merit
- 60 – 69: Pass
- 0 – 59: Fail

Marking Criteria

Examiners will use the full range of marks available for each criterion (0 – 30 for 1, 2, 3) and 0 – 10 (for 4) to assess the candidate's performance, bearing in mind that for Criteria 1, 2, 3 to obtain a Pass a candidate must score a minimum of 18/30 (60%), for a Merit 21/30 and for a Distinction 24/30. For Criterion 4, Pass = 6/10, Merit 7/10, Distinction 8/10.

Guidelines

To obtain a Distinction the translation must be entirely accurate and appropriate and contain no inaccuracies or omissions.

To obtain a Merit the translation must be accurate and appropriate with only very few minor lapses.

To obtain a Pass the translation must be generally accurate and appropriate with only minor lapses.

Any translation containing major inaccuracies or significant omissions is a Fail.

3.7 MARKSHEET MODULE 3

Centre:..... Mark sheet No:.....

		Points (under criteria 1-4)				Totals	Results		
Candidate	Translation	1	2	3	4		T1	T2	Overall
	1								
	2								
	1								
	2								
	1								
	2								
	1								
	2								
	1								
	2								
	1								
	2								
	1								
	2								

Name of marker:..... Signature:.....Date:.....

3.8 MODULE 4 INTERPRETING

MODULE STRUCTURE

Consecutive Liaison Interpreting: 10 minutes preparation
20 minutes interpreting

Sight Translation: 5 minutes preparation
5 minutes sight translation

STEP BY STEP GUIDE

	TASK	STEPS	TEXTS	SKILLS AND SUBSKILLS
PART 1	To act as interpreter between speakers of the two languages	read task brief giving outline of situation and topic (10 minutes) interpret consecutively L2 into L1; and L1 into L2 (20 minutes)	The examination topics do not require any specialised knowledge on the part of the candidate (topics will include, for example, dealing with L1 and L2 public in different capacities). The interaction is realistic.	Ability to listen to and understand L1 and L2 speech Note-taking in both L2 and L1 Good short-term memory Interpersonal interpreting skills
TIME: 10 minutes preparation, 20 minutes interpreting = 30 minutes				
PART 2 a	To act as sight translator for speakers of the two languages	read task brief giving outline of situation and topic (5 minutes) sight translate text from L1 into L2 (5 minutes)	The examination topics do not require any specialised knowledge on the part of the candidate (topics will include, for example, dealing with L1 and L2 public in different capacities). The interaction is realistic.	Ability to read and understand L1 text Ability to speak L2 Accuracy and good translating skills
PART 2 b	To act as sight translator for speakers of the two languages	read task brief giving outline of situation and topic (5 minutes) sight translate text from L2 into L1 (5 minutes)		Ability to read and understand L2 text Ability to speak L1 Accuracy and good translating skills
TIME: 5 minutes preparation, 5 minutes sight translating for each of Parts a and b = 20 minutes				
TOTAL TIME FOR MODULE 4= 50 MINUTES				

3.9 CRITERION STATEMENTS MODULE 4 PART 1 INTERPRETING

	Accuracy	Delivery	Language Use
Band A	Mark Range 10-12	Mark Range 10-12	Mark Range 10-12
	The candidate: -conveys sense of original message with complete accuracy -transfers all information without omissions, additions, distortions	The candidate: -demonstrates complete competence in language -switches effortlessly between languages -interprets clearly and smoothly -reflects tone, emotion and non-verbal signs appropriate to situation -displays a courteous and confident manner -remains unobtrusive and impartial -handles intercultural references correctly -displays good management strategies intervening appropriately and only when necessary to clarify or ask for repetition or prevent breakdown of communication	The candidate: -demonstrates excellent command of grammar, syntax, vocabulary, with minimum paraphrasing -chooses language and register entirely appropriate to situation -has clear, distinct pronunciation -may have an accent which in no way affects ease of comprehension
Band B	Mark Range 7-9	Mark Range 7-9	Mark Range 7-9
	The candidate: -accurately conveys sense of original message -makes one/two distortions not affecting correct transfer of information or complete comprehension	The candidate: -demonstrates good competence in language -switches easily between languages -interprets for most part clearly and smoothly -reflects tone, emotion and non-verbal signals appropriate to situation -displays a courteous and confident manner -remains unobtrusive and impartial -handles intercultural references correctly -intervenes justifiably and appropriately -makes occasional slip or sign of nervousness but not leading to communication problem	The candidate: -demonstrates good command of grammar, syntax, vocabulary -paraphrases in clear, concise way, where appropriate -chooses language, register largely appropriate to situation -has clear, distinct pronunciation -may have an accent which in no way or only occasionally affects ease of comprehension
Band C	Mark Range 4-6	Mark Range 4-6	Mark Range 4-6
	The candidate: -adequately conveys sense of original message -makes no serious inaccuracies, omissions or distortions affecting comprehension or transfer of information	The candidate: -demonstrates adequate competence in language -switches between languages without major problem -shows some confidence while interpreting -makes reasonable attempt to reflect suitable tone, emotion and non-verbal signals -displays a manner, delivery and interventions, occasionally not completely appropriate, but not leading to irretrievable breakdown of communication	The candidate: -demonstrates adequate command of grammar, syntax, vocabulary -keeps paraphrasing to acceptable level -may choose inappropriate language/register at times but not impairing overall transfer of information -may occasionally display faulty pronunciation or a pronounced accent but without impairing message
Band D	Mark Range 1-3	Mark Range 1-3	Mark Range 1-3
	The candidate: -does not, or only partially, convey(s) sense of original message -makes serious inaccuracies, omissions, distortions affecting comprehension, transfer of information -demonstrates poor grasp of language	The candidate: -demonstrates inadequate competence in language -has problems switching between languages -lacks confidence and clarity -does not attempt to reflect tone, emotion relevant to situation -sounds flat and mechanical or too loud and overbearing -fails to apply suitable management strategies, where appropriate, e.g. asking for repetition/clarification -makes excessive requests for repetition/clarification	The candidate: -has inadequate command of grammar, syntax, vocabulary -uses excessive and inaccurate paraphrasing which distorts meaning -uses register which prevents successful transfer of message -has a strong accent, intonation or stress patterns, making it difficult to understand meaning of message

**MODULE 4 INTERPRETING
3.10 MARKSHEET FOR PART 1**

There are 3 categories of assessment (Accuracy, Delivery, and Language Use) for each of the 2 aspects of interpreting being assessed. Each category has 4 bands (D, C, B, A) which are described in the Criterion Statements. Read the Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total and fill in the result and circle the overall grade. **You MUST also comment on the candidate's performance in the "COMMENTS" section**

PLEASE COMMENT ON THE CANDIDATE'S PERFORMANCE IN THE COLUMN TO THE RIGHT					COMMENTS:
<i>Part 1A: Consecutive Interpreting – Chinese into English</i>					
	BAND D	BAND C	BAND B	BAND A	
	Mark Range: 1-3	Mark Range: 4-6	Mark Range: 7-9	Mark Range: 10-12	
Accuracy:					
Delivery:					
Language Use:					

<i>Part 1B: Consecutive Interpreting – English into Chinese</i>						
	BAND D	BAND C	BAND B	BAND A		
	Mark Range: 1-3	Mark Range: 4-6	Mark Range: 7-9	Mark Range: 10-12		
Accuracy:						
Delivery:						
Language Use:						
Pass = A minimum of 24 marks with no fewer than 4 marks in each one of the 6 categories Merit = A minimum of 42 marks with no fewer than 4 marks in each one of the 6 categories Distinction = A minimum of 60 marks Fail = Fewer than 24 marks or fewer than 4 marks in any category						
RESULTS: (Please circle overall grade)		Total Marks:	FAIL	PASS	MERIT	DISTINCTION
Examiner's Name:			Examiner's Signature:		Date:	
English Interlocutor's Name:			Chinese Interlocutor's Name:			

CENTRE:	CANDIDATE No.:	<i>For Office Use Only</i>							
WAS THE CANDIDATE KNOWN TO YOU PRIOR TO THE EXAMINATION? CIRCLE YES/NO, AS APPROPRIATE.	YES/NO	E	C	E	C				
		N	H	N	H				
WAS THE CANDIDATE KNOWN TO THE INTERLOCUTORS PRIOR TO THE EXAMINATION? CIRCLE YES/NO, AS APPROPRIATE,	YES/NO								

3.11 ASSESSMENT CRITERIA FOR PART 2: SIGHT TRANSLATION

Grades obtainable are: Distinction
Merit
Pass

In the examination, the candidate is assessed on his/her ability to sight translate in both English and Chinese; s/he will be assessed on a points scale in relation to the specific criteria of completeness, accuracy/appropriateness and fluency/pronunciation as detailed overleaf. Candidates must pass Part 1 and Part 2 in order to pass the task overall. Re-sits of individual Parts are not allowed.

INTERPRETING MODULE
3.12 CRITERION STATEMENTS FOR PART 2: SIGHT TRANSLATION

	Completeness	Accuracy/Appropriateness	Fluency/Pronunciation
Band A	Mark Range 10-12	Mark Range 10-12	Mark Range 10-12
	The candidate: -demonstrates the ability to faultlessly and accurately convey the sense of the original message -transfers all information without omissions, additions or distortions within the allotted time	The candidate: -demonstrates the ability to translate the passage with great accuracy and clarity, with appropriate paraphrasing, where necessary -displays a very good knowledge/use of the language (including vocabulary, register and context)	The candidate: -demonstrates a very good command of the language, and -delivers the translation fluently -displays very clear and distinct pronunciation and a good accent, which facilitate comprehension
Band B	Mark Range 7-9	Mark Range 7-9	Mark Range 7-9
	The candidate: -demonstrates the ability to accurately convey the sense of the original message -makes only a few minor slips which do not hamper comprehension	The candidate: -demonstrates the ability to translate the passage with satisfactory accuracy and clarity, with occasional paraphrasing, where necessary -displays a good knowledge/use of the language (including vocabulary, register and context)	The candidate: -demonstrates a good command of the language, and -delivers the translation fluently and accurately, apart from some minor lapses -displays for the most part clear and distinct pronunciation and accent which make for ease of comprehension
Band C	Mark Range 4-6	Mark Range 4-6	Mark Range 4-6
	The candidate: -demonstrates the ability to adequately convey the sense of the original message -makes no serious omissions, inaccuracies or distortions in the transfer of information which may lead to misunderstandings	The candidate: -demonstrates an adequate ability to translate the passage accurately and clearly -keeps paraphrasing to an acceptable level without distorting the meaning -may make several errors but the intended meaning can be discerned without too much difficulty -displays adequate knowledge/use of vocabulary, register and context	The candidate: -demonstrates an adequate command of the language -may display some faults and hesitation, which may hamper the flow of the translation and faulty pronunciation and a pronounced accent may occasionally be present, but these will not impede meaning
Band D	Mark Range 1-3	Mark Range 1-3	Mark Range 1-3
	The candidate: -demonstrates an inadequate grasp of the language and/or subject matter and does not, or only partially, convey the sense of the original message -makes serious omissions and/or distortions which prevent comprehension	The candidate: -lacks the ability to translate the passage with sufficient accuracy/clarity -uses excessive and inaccurate paraphrasing, distorting the meaning -makes too many errors of all kinds -produces a translation which is not always coherent with the intended meaning only partially conveyed -shows poor knowledge/use of vocabulary, register and context	The candidate: -demonstrates an inadequate command of the language for the required task -makes a considerable number of errors which hamper the flow -displays faulty pronunciation and/or a strong accent which make it difficult or impossible for the intended listener to discern the meaning

INTERPRETING MODULE
3.13 EXAMINER'S MARK SHEET – PART 2A: SIGHT TRANSLATION INTO ENGLISH

There are three categories of Assessment Criteria. Each category has 4 bands, D, C, B, A, which are described in the Criterion Statements. Read the Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and circle the overall grade.

CENTRE NAME:				CENTRE NO.:				CANDIDATE NO.:				<i>For Office Use Only</i>					
WAS THE CANDIDATE KNOWN TO YOU PRIOR TO THE EXAMINATION? Please circle as appropriate.										YES / NO							
ASSESSMENT CRITERIA																	
1. Completeness				2. Accuracy & Appropriateness				3. Fluency & Pronunciation				Total Marks		Overall Grade (please circle)			
D	C	B	A	D	C	B	A	D	C	B	A			F	P	M	D
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12						

- Pass =** A minimum of 12 marks with no fewer than 4 marks in each one of the 3 categories.
Merit = A minimum of 21 marks with no fewer than 4 marks in each one of the 3 categories.
Distinction = A minimum of 30 marks.
Fail = Fewer than 12 marks or fewer than 4 marks in any category.

EXAMINER'S NAME: _____ **EXAMINER'S SIGNATURE:** _____ **DATE:** _____

PLEASE ENSURE THAT YOU COMMENT ON THE CANDIDATE'S PERFORMANCE BELOW. IF YOU AWARD A FAIL GRADE, BRIEFLY STATE THE REASON (please give examples)

1. COMPLETENESS	2. ACCURACY & APPROPRIATENESS	3. FLUENCY & PRONUNCIATION

3.14 EXAMINER'S MARK SHEET – PART 2B: SIGHT TRANSLATION INTO CHINESE

There are three categories of Assessment Criteria. Each category has 4 bands, D, C, B, A, which are described in the Criterion Statements. Read the Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes total the marks and circle the overall grade.

CENTRE NAME:				CENTRE NO.:				CANDIDATE NO.:				<i>For Office Use Only</i>					
WAS THE CANDIDATE KNOWN TO YOU PRIOR TO THE EXAMINATION? Please circle as appropriate										YES / NO							
ASSESSMENT CRITERIA																	
Completeness				Accuracy & Appropriateness				Fluency & Pronunciation				Total Marks		Overall Grade (please circle)			
D	C	B	A	D	C	B	A	D	C	B	A			F	P	M	D
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12						

Pass: Minimum of 12 marks with no fewer than 4 marks in each of the 3 categories

Merit: Minimum of 21 marks with no fewer than 4 marks in each of the 3 categories

Distinction: Minimum of 30 marks

Fail: Fewer than 12 marks or fewer than 4 marks in any category

EXAMINER'S NAME: _____

EXAMINER'S SIGNATURE: _____

DATE: _____

PLEASE ENSURE THAT YOU COMMENT ON THE CANDIDATE'S PERFORMANCE BELOW. IF YOU AWARD A FAIL GRADE, BRIEFLY STATE THE REASON (please give examples).

1. COMPLETENESS	2. ACCURACY & APPROPRIATENESS	3. FLUENCY & PRONUNCIATION

3.15 Certification for Module 4

Candidates must pass Part 1 and Part 2 in order to successfully pass this module.

3.16 CRITERION STATEMENTS FOR (OPTIONAL) MODULE 5

-The Written Project

The candidate is assessed on his/her ability to demonstrate knowledge of the chosen subject and an ability to think critically in a manner appropriate to a degree-level examination. The treatment of the topic, the level of analytical approach, the range and quality of expression and the cohesion and coherence of the Written Project are also taken into consideration. The Written Project must satisfy the criteria of both content and language, and the examiner must be convinced that the Written Project is the candidate's own original work.

The following criteria are used:

Content	Features
How well formatted and presented is the Written Project?	Has the candidate used a sufficiently wide range of expression?
How well has the topic been treated?	Is the quality of expression used by the candidate of the required standard?
Has the candidate's approach been sufficiently analytical?	Is the text of the Written Project sufficiently cohesive and coherent?
Has the candidate handled the bibliography suitably?	Is the candidate's use of syntax grammar and spelling at the appropriate standard?

-The Oral Presentation

The candidate is assessed in terms of fluency, range, quality and appropriateness of expression, and on his/her ability to present a case and sustain an argument on matters relating to the subject of the Written Project in a logical and reasoned manner.

The examiners must be satisfied with regard to both content and language and must be convinced that the Written Project is the candidate's own original work.

The following criteria are used:

Content	Features
Is the candidate able to effectively handle complex issues using language appropriate to the required standard?	Is the candidate's fluency in the language of the required standard?
Is the candidate able to initiate and sustain oral interaction at the required standard?	Is the candidate adequately able to handle different registers, in terms of appropriateness, variety, relevance and coherence?
Does the candidate demonstrate an ability to present a case orally with confidence and persuasion?	Does the candidate use a suitable range of accurate expressions relevant to the standard of the examination?
Is the candidate's manner suitable and appropriate to the occasion?	

MODULE 5 MARKSHEETS

INTERNATIONAL DIPLOMA IN BILINGUAL COMMUNICATION		MODULE 5 (ORAL PRESENTATION)				
Candidate Number						
Assessment Criteria		Yes, at Distinction Level	Yes, at Merit Level	Yes, at Pass level	Fail	Examiner's Comments
FLUENCY	Is the candidate's fluency in the language of the required standard?					
LANGUAGE RANGE	Is the candidate adequately able to handle different registers, in terms of appropriacy, variety, relevance and coherence?					
QUALITY OF LANGUAGE	Is the candidate able to effectively handle complex issues using language appropriate to the required standard?					
USE OF EXPRESSIONS	Does the candidate use a suitable span of accurate expressions relevant to the standard of the examination?					
INITIATIVE	Is the candidate able to initiate and sustain oral interaction to the required standard?					
ORAL PRESENTATION	Does the candidate demonstrate an ability to present a case orally with confidence and persuasion?					
MANNER	Is the candidate's manner suitable and appropriate to the occasion?					
OVERALL MARK						
Has the candidate demonstrated an ability to present a case and sustain an argument on matters relating to their chosen subject in a logical, reasoned manner?						

EXAMINER'S SIGNATURE:

EXAMINER'S NAME:

DATE:

INTERNATIONAL DIPLOMA IN BILINGUAL COMMUNICATION		MODULE 5 (WRITTEN PROJECT) – PASSES		
Candidate Number	Title of Written Project			
Assessment Criteria	Distinction (80 +)	Merit (79 – 70)	Pass (69 – 60)	Examiner's comments
How well formatted and presented is the Written Project?				
How well has the topic been treated?				
Has the candidate's approach been sufficiently analytical?				
Has the candidate used a sufficiently wide range of expression?				
Is the quality of expression used by the candidate of the required standard?				
Is the text of the Written Project sufficiently cohesive and coherent?				
Has the candidate handled the bibliography suitably?				
Is the candidate's use of syntax, grammar and spelling of the required standard?				
Has the candidate demonstrated knowledge of the subject and an ability to think critically in a manner appropriate to a degree-level examination?				
OVERALL MARK				

EXAMINER'S SIGNATURE:

EXAMINER'S NAME:

DATE:

INTERNATIONAL DIPLOMA IN BILINGUAL COMMUNICATION				MODULE 5 (WRITTEN PROJECT) – FAILS	
Candidate Number		Title of Written Project			
Assessment Criteria	Fail level (59 – 0)			Recommendations to the candidate who fails (tick appropriate box)	Examiner's comments (irrespective of the candidate's performance)
	Minor revision required	Major revision required	Substantial revision required		
How well formatted and presented is the Written Project?				Minor corrections/ revisions needed: resubmit Project within six months (59 – 50)	
How well has the topic been treated?					
Has the candidate's approach been sufficiently analytical?					
Has the candidate used a sufficiently wide range of expression?				Major corrections/revisions needed: rewrite entire Project and submit in a year's time. (49 – 30)	
Is the quality of expression used by the candidate of the required standard?					
Is the text of the Written Project sufficiently cohesive and coherent?					
Has the candidate handled the bibliography suitably?				Complete overhaul needed: submit new synopsis and write on completely different topic. Submit Written Project in eighteen months' time. (29 - 0)	
Is the candidate's use of syntax, grammar and spelling of the required standard?					
Has the candidate demonstrated knowledge of the subject and an ability to think critically in a manner appropriate to a degree-level examination?					
OVERALL MARK					

EXAMINER'S SIGNATURE:

EXAMINER'S NAME:

DATE:

Part 4: GENERAL REGULATIONS

4.1 Availability of the IDBC

A pilot examination will be held in November 2006. Please contact Ms Florence Lam for further details (see contact details pg 32) or visit our website www.iol.org.uk

4.2 Fees

For information on fees, please contact the Central Registration Department at the IoL Educational Trust or refer to the Institute's website www.iol.org.uk

Please refer to the Examination Candidate Regulations for details of the refund or transfer of fees. Copies are available from the Central Registration Department.

4.3 Quality Assurance and Appropriateness of texts

The IoL Educational Trust carries out routine monitoring and evaluation of its examination formats and material. The Trust's external Examinations Review Board meets regularly to review examinations and appropriate research is commissioned and published. All Trust examiners must meet the requirements of the Code of Conduct. Reliability of marking is assured through training and continuous monitoring of markers.

All texts will be authentic both in content and purpose i.e. from a published source (for all modules with a written component) and of a type which one would expect to meet in one's daily work. Texts will not themselves be translations but will originally have been written in the source language. All material selected will be recent. The date of publication and the source of each text will be stated.

All textual materials used for setting Modules 1-4 will be of a contemporary, non-literary nature of relevance to the social, business, economic and cultural environment of the Chinese-speaking world. Material will be drawn from authentic published sources and will have been intended originally for the educated lay reader. The texts selected will be relevant and significant and will be neutral (e.g. in religious and political terms) so that no offence can be taken.

4.4 Variety and Forms of Chinese

For native English speakers, the spoken variety of Chinese will be either Cantonese or Putonghua, at the candidate's choice. Candidates will need to specify which form of Chinese they will use at the time of registration.

In the written Modules, the candidate may use either traditional or simplified characters as long as some measure of consistency is achieved in both written texts.

4.5 Other languages

The IDBC can be taken in any other language combination subject to minimum numbers; candidates should contact the Institute in case of any doubt.

4.6 General Assessment Criteria

Candidates will be expected to demonstrate a good knowledge of general current affairs and show a good grasp of grammar and syntax. The appropriate spelling and transliterations of proper names are also expected.

4.7 Candidates requiring Reasonable Adjustments

Please refer to the Examination Candidate Regulations, copies of which are available from the Central Registration Department (contact details on pg 32).

4.8 Use of Reference Material in the Examination

Candidates **ARE** allowed to use dictionaries, glossaries and any other reference material in the written examinations:

Definitions

DICTIONARY Any general bilingual and/or monolingual dictionary. Any specialised dictionary (**NO** textbooks). Electronic dictionaries are **NOT** permitted at any time during the examination.

GLOSSARIES Any published glossary. Any word bank produced by candidates (must be in hard copy format capable of being examined by invigilators).

OTHER REFERENCE MATERIAL Reference material, in particular for languages which are poor in dictionaries, either bilingual or monolingual. This does **NOT** include course material supplied by tutors. The use of encyclopaedias is allowed.

4.9 Results, Certification and Appeals

Candidates who finish the first four Modules will receive the International Diploma in Bilingual Communication and those who do the optional Module 5 examination will have their Diplomas endorsed with the topic of their Presentation or Written Project.

Unsuccessful candidates in any Module may select one of the following, within 4 weeks of receiving notification of their results:

- A re-mark by a different examiner: Candidates will have to abide by the re-mark result and further appeals on this basis will not be allowed. Please note that re-marks cannot be commissioned of papers which have been passed. The Institute will not, under any circumstances, discuss individual results on the telephone.
- An appeal to the Examinations Board: Appeals will be allowed only on the basis of procedural irregularities such as problems with the examination centre (e.g. fire alarm) or serious typographical errors in the source text etc. Unresolved appeals can be put to independent review.

4.10 Retention of Scripts

Examination scripts and any tape recordings remain the property of the Chartered Institute of Linguists and are not returned to candidates in any circumstances. Candidates are advised that scripts, video and tape recordings may be used for examiner training purposes.

4.11 Resits

Candidates will have a maximum of 3 years in which to complete the qualification. A candidate can enter for one or more Modules initially but must complete and pass all tasks within the specified 3 year period. Those candidates who fail to complete and pass all tasks within the 3 year period are obliged to re-sit the entire examination if they wish to gain the full IDBC.

Candidates who are successful in a Module but have not completed the whole qualification will be awarded a Module Certificate. In order to re-sit any Module of the IDBC, prospective candidates must supply a copy of their Module Certificate to the Institute as proof that they are eligible to sit only a part of the examination.

Module 4 can be taken as a stand-alone Module. Candidates must pass both parts of this Module in order to pass the task overall. Re-sits of individual parts are **NOT** allowed.

4.12 Prizes

Prizes will be offered to candidates who produce the best overall performance in any language combination and also for the best Written Project.

4.13 IDBC examination papers

Sample exam papers can be downloaded from our website, <http://www.iol.org.uk>

4.14 Membership of the Chartered Institute of Linguists

Membership of the Chartered Institute entails observation of a Code of Conduct, subject to a Disciplinary Board, which covers such issues as confidentiality, impartiality, recognition of professional limitations etc.

The benefits of membership include a range of professional development and networking opportunities, access to professional information and substantial discounts on services for self-employed linguists and language-related publications and products.

The benefits offered by the Institute have been grouped in four areas:

- access to professional information and development
- professional networking opportunities
- discounted professional services
- special rates on services for freelancers

Part 5: Contacts and Further Information

Further enquiries regarding IDBC Pilot and Registration for 2008:

International and Professional Examinations Division
Hong Kong Examinations and Assessment Authority
3/F, 17 Tseuk Luk Street
San Po Kong
Kowloon
Hong Kong

Tel: (852)23280061
Fax: (852)23513447
Email: ie4@hkeaa.edu.hk

Regional Coordinator in Asia for 2006/07:

Name: Ms Florence Lam Fax: (852)25286933 Email: iol@netvigator.com

Further enquiries about General Candidate Regulations and the IDBC:

IoL Educational Trust
Central Registration Department
Saxon House
48 Southwark Street
London
SE1 1UN

Tel: 02079403163 Web: <http://www.iol.org.uk>
Fax: 02079403124 Email: exams.crd@iol.org.uk