

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 read the Candidate Regulations before your assessment for more details.

ORAL ASSESSMENT

Throughout the Oral Assessment there will be four participants:-

The Candidate: the Interpreter who is acting on behalf of the MPS, liaising between the English Language-speaker and the Other Language-speaker.

English-Language Interlocutor: who has no knowledge of the Other Language-speaker's native tongue. Whose role it is to read the parts of the text that are in English

Other-Language Interlocutor: whose mother tongue is the language being assessed but who is also fluent in English. Whose role it is to read out the parts of the text that are in the Other Language

The Assessor: who is fluent in both languages and who is there to mark the candidate.

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

Aim of the task: 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.

- a) You may take notes if you wish.
- b) You are allowed to ask for repetition, but may lose marks for doing so.
- c) In your interpretation, you should try to preserve the original tone of the dialogue as well as its substance.
- d) The interlocutor will read the text with set pauses to allow you to interpret, do not start interpreting until they pause.
- e) Use the first person.
- f) 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.

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

Aims of the task:

- *to provide an oral interpretation of the statement in English*
 - *to provide a written transcription of the statement in your language*
- a) The Other Language Interlocutor will read to you his/her statement. The Other Language Interlocutor will pause at set intervals to allow you to take notes and you to give the oral interpretation into English while taking notes in the Other Language.
 - b) You are to interpret the statement to the English Interlocutor and make a written transcript of the statement in the Other Language. **Do not write in English at this time.**
 - c) 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** on the Statement Form.
 - d) You must ensure that you complete **ALL** the information requested at the top of the Statement form, which includes: Name of suspect, Age, Date of Birth, Occupation, Telephone number. Address .
 - e) At this point you may read your notes in the Other Language to the Other Language Interlocutor and s/he will confirm whether your statement is accurate. If the Other Language Interlocutor hears an error they will inform you of the correct information. They will not provide information which has been omitted.
 - f) Once the text has been read out and interpreted, you must not request the text to be read again.
 - g) 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: 5 minutes)

Aim: To interpret simultaneously into the Other Language the text read by the English Interlocutor.

- a) The English Interlocutor will read the text without pausing and at a slow and steady speed and at an acceptable volume.
- b) Marks will be lost if you raise your voice.
- c) The English Interlocutor will not pause to allow you to 'catch up' unless you specifically request to do so. The English Interlocutor will adhere to your requests.
- d) You can also verbally request the English Interlocutor to speak more slowly if you wish.

- e) 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.
- f) You will be informed of the context of the passage before the task begins.

Aiv - Sight Translation (Time allowed: 10 minutes)

Aim: to orally interpret two short written pieces of texts from English into the Other Language

- a) The English Interlocutor will give you the material you are required to sight translate. 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 interpret. 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 Interlocutor at the end of the test.
- d) You must interpret clearly, 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. **Your other language version/ transcript will also be marked.**

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).

Candidates who do not follow the correct procedure for Aii in the oral room will be disqualified from re-sitting Bi.

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. Please note that IoLET does not provide dictionaries on the day of the assessment.
- 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.
- 8) Abusive or unprofessional behaviour towards IoLET staff or representatives will not be tolerated and could result in immediate disqualification from the assessment with no refund of fees.

Further Information:

Please ensure you have read the **Candidate Regulations** before coming to the assessment.

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