Administrative Office of the Courts

Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219
Phone: (615) 741-2687
Fax: (615) 741-6285

TENNESSEE STATE COURT INTERPRETER SPANISH ORAL EXAMINATION 2013

The Tennessee State Court Interpreter Credentialing Program is pleased to announce that oral examinations for certification as a Spanish interpreter will be offered:
February 4-8 and February 11-15, 2013.
You may select a time to take the exam on any day during this time period, beginning at 9:00 am and ending at 3:00 pm.

TESTING LOCATION

Administrative Office of the Courts
Nashville City Center
511 Union Street, Suite 600
Nashville, Tennessee 37219

REGISTRATION DEADLINES AND INFORMATION

(YOUR REGISTRATION FORM MUST ARRIVE AT THE AOC NO LATER THAN 4:30 P.M. ON JANUARY 4, 2013.)

INSTRUCTIONS

1. Fill out the attached application form and indicate which day and time you would like to register for the exam.
2. Send a **NON-REFUNDABLE** check or money order for $150 (in-state residents) or $300 (out-of-state residents) made payable to the **Administrative Office of the Courts.** Be sure to note on the check that it is for the Court Interpreter Oral Examination. **Mail registration form and fee to: Administrative Office of the Courts, *Attention: Mary Rose Zingale* 511 Union Street, Suite 600, Nashville, TN 37219.**

   ADMISSION LETTER: You will be sent a letter of admission confirming your scheduled testing session**.** Your letter of admission will confirm what parts of the examination you will be required to take. *IF YOU HAVE NOT RECEIVED YOUR LETTER OF ADMISSION, CONTACT* MARY ROSE ZINGALE AT (615) 741-2687.

If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Mary Rose Zingale at (615) 741-2687.

THE COURT INTERPRETER ORAL EXAMINATION

What to expect:

There will be a test administration supervisor who is responsible for oversight of the entire test administration process. It is the responsibility of the test administration supervisor to ensure that test security standards are maintained and that the tests are administered in accordance with these instructions/standards.

The supervisor will be assisted by a test registration clerk and a test proctor. The test registration clerk is the person to whom candidates report when they appear for the test. The clerk secures identification, registers the candidates, provides them with any necessary pre-test information, and maintains security in the waiting area. The test proctor is the person who will administer the examination to the candidate. The proctor will explain the test and operate the audio equipment which is used in administering the exam.

The structure of the test:

The oral exam has three parts:

1) Sight Translation – You will be given a document to translate orally from English into Spanish. You will be given a second document to translate orally from Spanish into English. Each document is approximately 225 words in length. You will have a total of six minutes to complete each task.

2) Consecutive Interpreting –This portion of the test consists of an audio tape recording from a transcript representing witness testimony. The examinees must interpret the testimony, acting exactly as if they were in court. This will involve interpreting from English into Spanish (attorney's questions) and from Spanish into English (witness' responses). You will have twenty-two minutes to complete this task. To prepare for this section of the examination, the National Center for State Courts recommends that you practice interpreting in the consecutive mode until you are able to interpret 45 to 50 separate utterances of varying lengths (up to 950 words total) within 20-22 minutes.

3) Simultaneous Interpreting – This portion of the test consists of an audio tape recording of a passage based on an attorney's opening or closing statement to a judge or jury, a discussion between a judge and an attorney, or a similar proceeding. You will simultaneously interpret this material from English into Spanish. It is approximately 900 words in length and is recorded at an approximate speed of 120 words per minute. This portion of the test takes approximately 10 minutes, with instructions and preparation, and the recording lasts approximately 7 minutes.

Your response to each part of the examination is recorded on audiotape by your test administrator. Your exam will be graded by professional interpreters who have been trained to rate oral exams under the auspices of the National Center for State Court's Consortium for Court Interpreter Programs.

The entire exam takes approximately 40-45 minutes.

What you MUST bring to the testing session:

Letter of Admission
Positive Photo Identification (This must be a driver's license or passport. An interpreter photo identification card is NOT sufficient.)

Administrative Office of the Courts

Tennessee State Court Interpreter Credentialing Program

Spanish Oral Performance Examination – Feb 4-8 or Feb 11-15, 2013

APPLICATION DEADLINE: JANUARY 4TH

Applicant's Full Name

_____ _____ _____ _____

Last | First | Middle Initial | Suffix (Jr, Sr, etc)

Address

_____

City	**State**	**Zip Code**
_____	_____	_____
Telephone (_____)_____ **Home**	(_____)_____ **Cell**	(_____)_____ **Work**
Email Address: _____		

Have you previously taken the oral examination? _____**YES**_____**NO** If yes, when and where did you take the examination? (include all previous testing exams whether in Tennessee or in another state):

_____

_____

_____

_____

Circle DATE and TIME you wish to take the exam

Monday 2/4 OR 2/11	**Tuesday 2/5 OR 2/12**	**Wednesday 2/6 OR 2/13**	**Thursday 2/7 OR 2/14**	**Friday 2/8 OR 2/15**
9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00
10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00
1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00
2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00

PLEASE CHECK ONE OF THE FOLLOWING, IF APPLICABLE

___ I AM A RESIDENT OF TENNESSEE and I have enclosed my **NON-REFUNDABLE** check or money order for $**150.00** made payable to the Administrative Office of the Courts (AOC).

___ I AM **NOT** A RESIDENT OF TENNESSEE and I have enclosed my **NON-REFUNDABLE** check or money order for $**300.00** made payable to the Administrative Office of the Courts (AOC).

_____In compliance with the Americans with Disabilities Act, please let us know if you require any modifications due to a qualified disability:

_____

_____

_____I am not able to attend during the week. I have particular schedule concerns that the AOC should be aware of. (This request will be reviewed on a case-by-case basis.)

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