

CALIFORNIA

*Judicial Council of California
Administrative Office of the Courts*

*Candidate Information Bulletin
for those taking the
Court Interpreter Written 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 the court interpreter 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** Complete the written exam registration form and submit to Prometric. (See Page 18.)
- 2** Contact Prometric to schedule an appointment to take your written exam. (See Page 4.)
- 3** Prepare for your written exam using this bulletin and other materials. (See Page 10.)
- 4** Take the scheduled exam bringing required identification to the test center. (See Page 8.)
- 5** If you pass your written exam, refer to the Oral Interpreting Exam Candidate Information Bulletin posted online at www.prometric.com/california for information on scheduling your oral exam.
- 6** Take and pass the oral interpreting exam for certified languages or the oral English proficiency exam for registered languages.
- 7** Enroll with 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
TDD User: 800.790.3926
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: www.courtinfo.ca.gov/programs/courtinterpreters

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 enroll with the Judicial Council are referred to as “certified court interpreters.”

The certification examination consists of written and oral components. In the written portion, candidates are tested on their knowledge of English language grammar and vocabulary, court-related terms and usage, and ethics and professional conduct. Candidates who pass the written component can go on to take the oral component, which tests skills in simultaneous and consecutive interpreting and in sight translation.

Certified languages

Currently, California recognizes 12 spoken languages as certified languages: Arabic, Eastern Armenian, Western Armenian, Cantonese, Japanese, Korean, Mandarin, Portuguese, Russian, Spanish, Tagalog, and Vietnamese.



Note Oral certification exams will be available in the following languages in early 2011: Arabic, Cantonese, Korean, Mandarin, Portuguese, Russian, Spanish, 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;
- Enroll with the Judicial Council;
- Pay the annual fee;
- Attend a Judicial Council Code of Ethics Workshop; and
- Meet the requirements developed for court interpreters regarding professional development.

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 English-only written exam and the oral 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;
- Enroll with the Judicial Council;
- Pay the annual fee;
- Attend a Judicial Council Code of Ethics Workshop;
- Attend a Judicial Council Orientation Workshop; and
- Meet the requirements developed for court interpreters regarding professional development.

Registered vs. certified interpreters

To become a certified interpreter in Arabic, Cantonese, Eastern Armenian, Japanese, Korean, Mandarin, Portuguese, Russian, Spanish, Tagalog, Vietnamese, or Western Armenian, you must take and pass the written exam and the bilingual oral interpreting exam. If you are seeking to interpret in the courts for **any other language than those listed above**, you must take and pass the English only written exam and the oral English proficiency exam. Registered exam scores will not be valid for interpreting in any language recognized as a certified language.



Note Oral certification exams will be available in the following languages in early 2011: Arabic, Cantonese, Korean, Mandarin, Portuguese, Russian, Spanish, and Vietnamese. Oral exams in other certified languages will be available following test development efforts.

The Administrative Office of the Courts anticipates offering court interpreter certification exams in other certified languages in the near future.

Candidates who wish to interpret in a certified language must take the certification exam as available.

Registering for and Scheduling Your Written Exam

The following instructions are intended to help you understand the registration and scheduling processes for the Judicial Council of California's Court Interpreter Written Examination.

Exam registration and scheduling process for all languages

You must complete the following three steps with Prometric:

- 1 Complete the exam registration form on Page 18 and submit 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.

Unique Prometric identification number (ID). Prometric's data management system will assign a unique identification number, often called a Prometric ID, to every candidate effective March 1, 2009. This number, which follows the candidate throughout the entire testing process, protects a candidate's sensitive information while still allowing the candidate to be tracked on attendance rosters and score reports. The candidate uses the identifier when completing the scheduling process and, if needed, when rescheduling. **Record and keep this number for your records as it will be necessary for all future exam scheduling.** 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. Candidates will be required to present a valid government-issued ID when they enter the testing center. **For security purposes, candidates must register with the exact same name that appears on the photo ID.** If your registered name does not exactly match your photo ID, you may not be allowed to take the exam.

Scheduling protocols. Candidates may schedule a written exam at any available time at a Prometric testing center in California. Candidates may take a written exam in a particular language a total of **two times per 365 days**. While a candidate can call to re-register for a failed exam 48 hours after exam results are known, the candidate must wait a minimum of 90 days before retaking the written exam.

Accommodations. If you require ADA accommodations, see "Special test considerations" on Page 7 **before** registering.

Holidays. Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional holidays may be observed at the California testing center where you schedule your exam appointment.

Test centers

Your written exam will be given by computer at a Prometric test center. You must test at a Prometric test center in California. A complete list of the over 15 test center locations in California may be found by going to www.prometric.com/california/courtintwritten and clicking on the “Do More” button. Alternatively, you may call 866.241.3118.

Test center locations are subject to change. Be sure to verify the address of and directions to your destination before you leave for your exam. Exam sites cannot answer questions regarding exam registrations, scheduling or rescheduling. If you have these types of questions, please call 866.241.3118.

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.
2	The representative will then be able to schedule your exam appointment as well. 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.
3	Once you complete the exam registration and scheduling process, you will receive an email notice confirming your exam date, time and location. If you cannot receive confirmation via email, you will need to contact Prometric at 866.241.3118.

Registering by fax	
1	Fax your completed exam registration form (Page 18) 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, your unique Prometric ID will be mailed to you. You must then 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.
4	Once you complete the scheduling process, you will receive an email notice confirming your exam date, time and location. If you cannot receive confirmation via email, you will need to contact Prometric at 866.241.3118.

REGISTERING FOR AND SCHEDULING YOUR WRITTEN EXAM

Registering by mail	
1	Mail your completed exam registration form (Page 18) 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, your unique Prometric ID will be mailed to you. You must then 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.
4	Once you complete the scheduling process, you will receive an email notice confirming your exam date, time and location. If you cannot receive confirmation via email, you will need to contact Prometric at 866.241.3118.

Confirmation notice

Once you complete the exam registration and scheduling process, you will receive an email notice confirming your exam date, time and location. You will need to reference this email if you need to reschedule for any reason. Please note you will **not** receive a mail copy of your appointment details. If you do not receive your email confirmation within 24 hours, or if you do not have email, you are responsible for contacting Prometric at 866.241.3118.



Note An exam registration remains valid for one year after it has been processed. If you have not scheduled your exam within one year, your registration will expire without further notice and your fee will be forfeited. We recommend that you do not register for your exam until you are prepared to take your exam.

Rescheduling your appointment

To avoid an additional fee, you must contact Prometric at least **three full business days** (does not include weekends and holidays) before the day of your originally scheduled appointment.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule on the fourth business day or sooner prior to your appointment date.
- **\$50 fee** if you reschedule one to three business days before your appointment date.
- **Another full examination fee** if you cancel on or after your appointment date.

Refer to the following table to determine the **last day** you may reschedule without paying a rescheduling fee.

Last day to reschedule with no fee

If your exam is on:	Call by 6 p.m. (Pacific time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

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 testing 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.

Understanding the Computer-Based Written Exam

Knowing what to expect when taking your exam may help you prepare for it. This section contains:

- An overview of the computer testing process.
- Detailed information about the type of identification you need to bring with you.
- Regulations that will be enforced at the testing center.

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

The computer testing process

Your exam will be given by computer at a Prometric test center using Prometric's user-friendly, Microsoft Windows®-based, computerized testing system. Before you start the exam, you will receive a personalized tutorial to the testing system.

The tutorial features:

- Moving the mouse and using the mouse to select answers and to change answers.
- Marking a question for review.
- Reviewing questions.
- Viewing a summary list of questions showing answered and unanswered questions.
- Submitting a test for scoring.

You have 15 minutes for the tutorial. The tutorial is not included as part of the testing time. The time remaining for your exam is displayed in the upper right-hand corner of the computer screen.

If there is a power outage, the time will stop counting down. When power is restored, the examination will resume at the point where it left off.

Once the exam is finished, you will be asked to complete a brief survey sponsored by the AOC, as well as a computer-delivered questionnaire about your testing experience.

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").

For security reasons, Prometric uses the Candidate Identity Management System (biometrics) at all Prometric test centers. When you arrive at the test center, you will be required to sign a signature log and have your fingerprints scanned. The date and time you enter and exit the exam room will be recorded and the signature log will be verified against the signature on your identification documents and your

digital fingerprint. The fingerprint template is permanently erased within 48 hours after your exam is completed. If you leave the examination room while an examination is in progress, you must sign out/in on the log and your fingerprints will be rescanned to verify identity.



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.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center.

- 1 You will be continuously monitored by video, physical walk-throughs and the observation window during your test.
- 2 You must present valid (unexpired) and acceptable ID(s) in order to take your test. (See "Identification required" in the above section).
- 3 You are required to sign out on the test center roster each time you leave the test room. You must also sign back in and show your ID to the Test Center Administrator (TCA) in order to be re-admitted to the test room. If you leave the testing room at any time, you will lose exam time.
- 4 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.
- 5 You **must not** talk to other candidates or refer to their screens, testing materials, or written notes in the test room.
- 6 You **must not** use written notes, published materials, or other testing aids, except those allowed by your test sponsor.
- 7 You are **allowed** to bring soft earplugs or center-supplied tissues in the test room.
- 8 Any clothing or jewelry items allowed to be worn in the test room must remain on your person at all times. Removed clothing or jewelry items must be stored in your locker.
- 9 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 center. 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.
- 10 You **must** return all materials issued to you by the TCA at the end of your test.
- 11 You are not allowed to use any electronic devices or phones during breaks.
- 12 Your test has **no** scheduled breaks.
- 13 Repeated or lengthy departures from the test room for unscheduled breaks will be reported by the TCA.
- 14 If you need access to an item stored in the test center during a break such as food or medicine, you must inform the TCA **before** you retrieve the item. You are not allowed to access any prohibited item (as defined by the client practice applicable for the test you are taking).

- 15** You must conduct yourself in a civil manner at all times when on the premises of the test center. Exhibiting abusive behavior towards the TCA, or any other staff member of the test center, may result in criminal prosecution.
- 16** To protect the privacy of all testers, the TCA can neither confirm nor deny if any particular individual is present or scheduled at the test center.
- 17** Persons not scheduled to take a test are not permitted to wait in the test center.

Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audio and videotape any examination session.

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.

If questions arise. Test center administrators **are not allowed** to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Preparing for Your Exam

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

- An overview of the exam content outline.
- Suggestions about self study.
- A list of reference materials.
- General test-taking strategies.

Written exam content outline overview

The written examination covers a wide range of important language skills. This section provides information on the specific knowledge, skills and abilities covered in the exam. The English written examination contains 135 multiple-choice questions, and you will have two hours and 15 minutes to complete it.

The written test is divided into the following 10 sections:

- General Vocabulary: Sentence Completion
- General Vocabulary: Synonyms in Context
- General Vocabulary: Synonyms
- General Vocabulary: Antonyms
- Idioms
- Ethics and Professional Conduct: Sentence Completion
- Court-Related Questions
- Sequence
- Professional Conduct Questions
- Scenarios

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 www.courtinfo.ca.gov/programs/courtinterpreters/inttrainprog.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.

The following self-study techniques are also suggested:

- Expand your vocabulary;
- Develop your own glossaries;
- Develop interpreting techniques; and
- Attend proceedings in the California trial courts to gain familiarity with legal proceedings and legal terminology.

Suggested skills-enhancing exercises are available to help you develop interpreting techniques:

- Consecutive interpretation;
- Simultaneous interpretation, and
- Sight translation.

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.

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.

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'interprétation 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.
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.
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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.
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2	www.glossarist.com.
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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.
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2	<i>Consecutive Forensic Interpretation, Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
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3	<i>Financial, Real Estate and Automotive Terminology</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1990.
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4	<i>Fingerprints Terminology English/Spanish with Definitions and Illustrations</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1986.
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5	<i>Firearms and Ballistics Terminology English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
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6	Free glossary of English-Spanish legal terms at http://ernestoromero.net/LS.pdf .
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7	<i>Glossary of Insults and Invective English-Spanish & Spanish-English</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
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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.
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9	<i>The Interpreter's Companion</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1991.
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10	<i>Medical and Drug Terminology</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
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11	<i>Penal and Civil Terminology English-Spanish</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
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12	<i>Weapons Other Than Firearms and Tools Used as Weapons</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
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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.
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2	<i>Consecutive Forensic Interpretation Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1989.
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3	<i>The Interpreter's Edge</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
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4	<i>The Interpreter's Edge, Generic Edition, Self Study Packet</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
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5	<i>The Interpreter's Edge, Self Study Packet</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
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6	<i>The Interpreter's Edge (With Korean Tape Set)</i> , H. Mikkelson, Acebo Press, Spreckels, CA, 1992.
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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.
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8	<i>Translation Spanish into English, Methodology and Exercises</i> , Alexander Rainof, A-Lexis Publications, Santa Monica, 1988.
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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.
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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 written and oral exams.

Long-term exam preparation

To maximize your study time, keep these tips in mind.

- Plan to study every day in preparation for the examination. Budget your time; set aside a definite study period for each day. Begin concentrating as soon as you sit down to study. Shorter periods of daily study are often more effective than occasional periods of longer study.
- Study both by yourself and with others to encourage an exchange of ideas. Your study should focus on learning the principles and practices of a language interpreter as well as gaining a broad understanding of the exam content areas.
- Take coursework in language and interpreting whenever possible or seek out study materials in your language to gain the breadth and depth of language skills necessary to perform the varied duties of a professional interpreter.
- Make sure you fully understand the basic terms for each content area. Create your own glossary of terms and look up any new words in a reference book.
- Build a personal library of your language and English dictionaries (general and legal), textbooks on language usage and expanding vocabulary, and textbooks on the theories and practices of court interpreting.
- Review material at law libraries to strengthen your knowledge of legal terms and the California legal system.
- Read a wide variety of magazines; legal, ethnic and general circulation newspapers; and literature in English and your language. Research the definitions and correct usage of unfamiliar words.
- The exam will contain items at various levels of ability. Consequently, it is important to be able to understand, apply and analyze the material as you would on the job. Although all written exam questions will be in a multiple-choice format, the items will be presented in a number of forms.
- Some test takers are anxious about taking tests and need to simulate the test-taking situation. If this is true for you, try practicing in a quiet, distraction-free environment.

On the day of the exam

Confirm directions to the test site before you leave. Allow extra time to drive to the site. This ensures you will arrive relaxed and ready to perform and that you will be on time if the traffic is heavy.

- Be sure to get plenty of rest the night before the exam.
- Your attitude about the examination process can make a difference. Approach the exam confidently.
- 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. The ID must show the same name under which you registered for the exam.
- Test takers of certified languages should plan to be at the test site for approximately three hours to allow time for signing in, presentation of instructions and taking the 135-question multiple-choice written exam (two hours and 15 minutes allowed).
- **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 or a provided locker 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. You may bring test center-issued tissues into the room.

While taking the written exam

You will receive a short orientation and then be escorted to a computer terminal. You must remain in your seat during the exam, except when authorized to leave by a test center staff member.

- Read each question carefully so you know what is being asked. Reread it if needed, but do not waste time on questions that seem too unfamiliar or too difficult. Words should be read for their generally accepted meanings. The authors of the exams have tried to make the questions clear.
- The exam is designed to have only one answer that is the best from among the choices given. No question is intended to be a "trick" or "catch" question.
- Do not read through or answer a question too quickly. Do not place too much emphasis on speed. The time element is a factor, but it is not all-important. Accuracy should not be sacrificed for speed.
- Watch your time carefully during the exam. First, answer the questions that seem easy to you; postpone more difficult questions until later, make an initial guess in case you do not have enough time to go back to them. Check your answers if you have time, but remember that your first response is often correct.
- Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the exam, you should answer the question to the best of your ability. There is no penalty for guessing.



Note If you feel an item is a problem, you may call it to the test center administrator's attention **after the test is over**. Subject matter experts and testing specialists will carefully review any questioned items.

Exam Results and Next Steps

Score reports

At the end of your exam, you will receive a printed score report. To pass the written examination, you must answer 80% of the questions correctly.

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.

Unsuccessful candidates. If your scores were not close to the 80% pass point, you may need considerable study and development to be a viable candidate. You are permitted to take the written exam two times per year (365 days), but you must wait a minimum of 90 days before retaking the written exam.

Passing candidates

Once you pass the 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. For more information on the oral exams, review all of the documents located online at www.prometric.com/california/courtintoral.com.



Important The current oral exam retake policy allows you four attempts to pass the oral exam after passing the written exam. If you do not pass the oral exam within four attempts, you will be required to retake and pass the written exam.

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 attend a Code of Ethics workshop during their first two-year compliance period, as well as submit proof of 30 hours of continuing education and 40 recent court interpreting assignments during every two-year compliance period.

Rescheduling a failed written exam

If a candidate fails the written exam, he or she must re-register with Prometric online at www.prometric.com/california or by calling 866.241.3118. While a candidate can call to re-register for a failed written exam 48 hours after exam results are known, the candidate must wait a minimum of 90 days before taking the written exam again.



Important You are limited to **two** attempts to pass a written exam for a particular language within a one-year period (365 days). You must wait a minimum of 90 days before taking the written exam again.

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, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or exam administration (examination site procedures, equipment, personnel, etc.), please submit an appeal.

Grounds for an appeal include evidence of bias, fraud, discrimination, or manifest error in the administration of the examination. Appeals must be submitted in writing within **30** days of receipt of your examination results. Your appeal letter **must**

provide your name and your Unique Prometric identification number, the exam title, the date you tested, the testing center location, and the details of your concern, including all relevant facts. 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 Examinations

Candidate Information (All fields MUST be completed)

First	Middle	Last	Suffix	
Residence Address			Date of Birth ____ / ____ / ____	
City	County		State	ZIP Code
Daytime Phone ()		Evening Phone ()		
Fax Number ()		Email Address		

Written Exam Information

Exam Title	Exam Fee
<input type="checkbox"/> Court Interpreter Written Exam	\$150

Payment Information

The exam fee may be paid by MasterCard, Visa or American Express. If you are mailing your registration form, you may also pay by cashier's check, company check or money order. **Personal checks and cash are not accepted. Exam fees are nonrefundable and nontransferable.**

To pay by **credit card**, complete the information below:

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
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: CBT Processing California Court Interpreter Program
1260 Energy Lane, St. Paul, MN 55108
Phone 866.241.3118
Fax 800.347.9242