

If you have been approved to serve as a language interpreter or live reader as an accommodation to assist an examination candidate during an examination, the following conditions and procedures apply:

- **ALL** examinations may be subject to electronic monitoring, including **video** and/or **audio**.
- You **must** interpret/read the examination verbatim; that is, exactly as it appears in the examination booklet. You may not add emphasis, inflection, or read in such a way as to prompt or guide the examination candidate. You may not ask leading questions, provide suggestions, provide interpretations, or word definitions of any kind.
- You **must** interpret/read in such a way that the examination candidate understands the beginning and end of each sentence and paragraph. Without leading the examination candidate, you must be aware of and obey all punctuation and interpret/read in such a way that the examination candidate understands the use and purpose of the punctuation.
- You may repeat interpretations/readings as often as necessary and must interpret/read consistently in the same way each time.
- Examination candidates **must** complete the examination in the allotted time, unless additional time has been approved as an accommodation.
- An examination that is administered involving the accommodation of a language interpreter/reader shall take place in a separate writing area so that other examination candidates who are writing the examination are not disturbed.

Note: The language interpreter or reader may make one attempt to 'reword' a word or phrase to the examination candidate in comprehending terminology that is unfamiliar to the examination candidate. This 'rewording' or 'restating' **must not** lead the examination candidate, provide a definition or make a suggestion. 'Rewording' presents the word or phrase in an alternate way without inference. An example of 'rewording' is:

Every other day – not familiar to the apprentice; 'reworded' to *every second day* and the apprentice understands.

A contravention of any of these conditions and procedures may result in the **cancellation** of the candidate's examination, examination results or the issue of the certificate result of the examination. If you have any questions concerning the above conditions and procedures or any comments regarding the use of a language interpreter or reader to assist an examination candidate when writing an industry examination, you should contact the local Apprenticeship and Industry Training office.