

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

- **ALL** examinations may be subject to electronic monitoring, including **video** and/or **audio**.
- You **must not** be a relative or friend of the individual attempting the examination.
- You are a neutral person who interprets a spoken message into American Sign Language or into one of the Manually Coded English Systems for an individual with hearing loss.
- You may also voice what is signed by the examination candidate.
- You **must not** record the examination candidate's responses. This is the role of a scribe. The use of a scribe must be approved by Apprenticeship and Industry Training as a separate accommodation.
- For purposes of interpreting an examination, you may interpret all words spoken during the examination period that are intended for all students.
- You must render the message faithfully, always conveying the content and spirit of the spoken word using the signed language most readily understood by the examination candidate. You **must not** provide definitions beyond conveying the spoken message.
- You **must not** counsel, advise or interject personal opinions.
- You **must not** provide leading questions, provide suggestions, or provide word definitions of any kind.
- If the examination candidate has a question, the question must be directed to the presiding examiner. In this case, you may interpret spoken and signed messages between the examination candidate and the presiding examiner.
- You may repeat interpretations as often as necessary and must interpret consistently each time.
- Examination candidates must complete the examination in the allotted time unless additional time has been approved by Apprenticeship and Industry Training as a separate accommodation.
- You cannot act as the presiding examiner and are expected to adhere to the Examination Rules.

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