

Using an Interpreter in your exam, or a translator for your submission of written work

You are welcome to bring an interpreter with you to your exam. We will advise the examiner on how best to conduct your exam, and will also pass on any extra advice or information you can provide at the time of entry. It is important to let us know at the point of registration whether you intend to use an interpreter, or submit a translation.

Interpreters are allowed for candidates whose first language is not English and where the candidate does not have sufficient mastery of the English language for the communication requirements of the exam. The candidate is responsible for all arrangements and costs of an interpreter, whose involvement must be agreed with the centre/representative in advance of the exam.

An interpreter's role is to facilitate communication between two or more people who use different languages - the interpreter is not responsible for what is said by either party, but is responsible for ensuring that everything that is said is communicated accurately in the other language. The type of interpretation required will be consecutive interpretation (taking turns).

Finding an interpreter

- Interpreters should be independent, so should not be your music teacher or someone related to you.
- We strongly recommended that your interpreter be suitably qualified to assist you in accessing your exam, and have experience of working in the assessment environment.
- It is probably best to use an interpreter that you have worked with before, who you think is familiar with interpreting the musical terms that will be needed.

During the exam, the interpreter will:

- Be able to communicate musical terms and ideas that are on a level with the grade of exam you are taking and to communicate the assessment appropriately.
- Interpret everything that is said during the exam, by both you and the examiner, as closely as possible.

The interpreter will not:

- Give any undue assistance in answering any of the questions.
- Explain or re-word anything said by the examiner. If you do not understand, the examiner will re-word the question and the interpreter will then interpret this.
- Physically demonstrate any of the technical instructions unless copying that of the examiner.
- Alter your response in any way when interpreting it back to the examiner.

Please note that RSL cannot accept responsibility for any problems between you and your chosen interpreter. RSL does not endorse any interpreters and cannot intervene in any disputes. If you are not happy with your interpreter or the service you have received from them, you must take this up with them or their agency directly.

Your Result

- When it comes to marking, all candidates are treated equally and you will be marked in the same way as any other candidate.
- It is accepted that your performance may be affected by the effectiveness of communication between you, your interpreter and the examiner. However, it is your responsibility to ensure that you and your interpreter have worked through any potential problems and are ready for the exam.
- RSL will accept no Appeals based on the interpreter.

Interpreter Information

- We ask that you make sure you are familiar with the relevant syllabus guide and appropriate grade book before the exam takes place this is to ensure you are familiar with the sort of questions that can be expected in the exam for the required level.
- To make the interpreting from the examiner to the candidate as clear as possible we recommend that you position yourself next to the examiner.
- Most of the interpreting needed will be quite simple, e.g. greetings, or “Would you like to begin?”.
- The part of the exam which will require detailed interaction between the examiner and the candidate will be the aural tests in graded music exams, reflection in PAA.

- The examiner will be prepared to re-word questions using different language if necessary.
- You should interpret the words of the examiner as closely as possible, and should not explain or re-word anything.
- If the candidate does not understand something, the examiner will re-word what he or she has said, and you should then interpret this to the candidate.

Quality Assurance

- As part of our quality assurance procedures we moderate a portion of our exams each year, and may record them. Such recordings remain the property of RSL and may be archived but will remain strictly anonymous.
- Any moderator in attendance will just be there as an observer and will not interfere with the exam process.

Signed Declaration

- As an interpreter of an RSL exam you are required to sign a declaration confirming that you have read and understood this guidance.
- You must make sure you have read, signed and dated the declaration, and have it with you on the day of the exam to hand to the examiner.

Translations

A translator is someone who conveys written messages or statements from one language to another. This could include a Vlog, audio or video as well as the written word. All evidence must be submitted with the translation.

Written translations- You will need to submit both your transcript and the translated submission- as we reserve the right to sample any translations.