

# The use of subtitles in RSL recorded video exams

## Introduction

This document is intended for candidates, parents and teachers who speak languages other than English, as a guide for the use of subtitles within RSL recorded video examinations.

## Translation guidance

Subtitles are meant to provide a translated version of the words being spoken on the video in real time, so it is important that, as well as the translation being accurate, the subtitles should reflect the sense and meaning of the spoken content as closely as possible. Therefore, it is vital to engage the services of an experienced translator who:

- has experience of translating dialogue/lyrics/spoken content
- is familiar with the subject matter and genre (eg. Acting/Singing/Musical Theatre/Vlogging)
- is fluent in English and the candidate's language
- has no potential conflict of interest in the translation of the assessment materials (ie. is not likely to translate them in such a way as to advantage/disadvantage the candidate(s))

**Online machine translation services, such as Google Translate, should not be used.** This is because these systems cannot interpret context and complexities of text (eg idiomatic expressions) and therefore may not reflect the true meaning of the spoken content, while increasing the likelihood of errors.

**Please note that candidates/entrants must read and agree to the [RSL Interpreter Guidance](#).**

## Subtitling guidance

Once you have translated the content, it will need to be added to the video. The subtitles should appear at the bottom of the screen, timed so as to match the words as closely as possible.

General tips:

- Subtitles should be white or another light colour, on a black background.
- Where there are multiple candidates, use different colours for each candidate.
- Subtitles should be placed at the bottom of the screen.

- The font size should be easy to read but not too big and not obscuring the candidates. A wide font is recommended, eg Verdana.

There are several good websites to visit for technical advice, including:

<https://www.bbc.co.uk/academy-guides/how-do-i-create-subtitles>

## Responsibility

It is the responsibility of the candidate or entrant (teacher, parent, etc.) to ensure that subtitling is accurate and adheres to this guidance. By submitting recorded video examinations with subtitles the candidate or entrant confirms the quality and accuracy of the subtitles.

**RSL will not accept Enquiries or Appeals on results based on the use of subtitles.**