

**TEST ADMINISTRATION STANDARDS**

**THE MULTIPLE-CHOICE  
CONSORTIUM WRITTEN EXAMINATION**

**ATTENTION PROGRAM MANAGERS AND TEST  
ADMINISTRATOR SUPERVISORS**

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*Please read this document in its entirety prior to administering tests.*

The instructions provided in this manual should be followed very closely. All test proctors who administer the Consortium's Written Examination should be trained prior to administration of the examination. The program manager/test administrator supervisor is responsible for providing training opportunities and for ensuring that test administration does not deviate from the instructions contained herein. If the test administration deviates from these instructions, the test may be invalidated, especially if such administration procedure affects the validity and reliability of the test or the test experience.

**Consortium for State Court Interpreter Certification**

**March 2001**  
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## **INTRODUCTION**

These instructions apply to test administration of the multiple-choice portion of the written proficiency examination, which is comprised of 135 multiple-choice items, including general English language vocabulary and court-related items.

It is recommended that this examination be given to candidates in its entirety. Consistency in administration standards is important. If administered consistently, examination results can be reciprocal among Consortium member states, and can produce useful statistical information.

## **STAFF NEEDED**

At each testing site, there must be a Test Administration Supervisor who is responsible for oversight of the entire test administration process. Generally this will be a representative of the Administrative Office of the Courts in the state where the test is being administered. It is the responsibility of the Test Administration Supervisor to ensure that test security standards are maintained and that the tests are administered in accordance with these instructions and standards.

Depending upon the number of people being tested, a test registration clerk might be present to assist the supervisor and the proctor(s). The test registration clerk is the person to whom examinees report when they appear for the test. The clerk secures identification, registers the examinee and maintains security in the waiting area. The proctors assist the Test Administration Supervisor in keeping order in the testing room, monitoring examinees to deter cheating, and collecting Answer Sheets, test parts, and envelopes. The test registration clerk should maintain quiet among those who have completed the test and left the testing room, and ensure that they do not re-enter the testing room or talk among themselves about test content after the test is completed.

If more than ten candidates are participating in the test, it is strongly suggested that at least two individuals be present in the testing room: a Test Administration Supervisor to read the instructions and collect the test materials, and a proctor or proctors to help monitor the

candidates and guard against attempts at cheating and to assist the Test Administration Supervisor.

This section describes the preferred staffing levels for best practices. If the Program Manager cannot follow this recommendation exactly, then the *concepts* described herein should be understood and the best staffing levels possible should be developed. For example, if the Test Administration Supervisor must be alone in the testing room, an additional staff person should be readily available outside the testing room to assist with the activities described above.

### **EQUIPMENT AND SUPPLIES**

Consortium staff at the National Center for State Courts will provide only the examination materials and answer sheets to the state administering the examination upon request. Other materials needed for the day of testing include the following:

- The roster of candidates, containing the name and identification number of each candidate registered to participate in the examination on this date.
- Sealed envelopes containing the test. The tests and envelopes should be numbered sequentially and inventoried prior to and at the conclusion of the test to ensure that all copies of the test are accounted for when the testing is completed.
- An Answer Sheet for each candidate. (Attached as Appendix 1.)
- A minimum of two #2 pencils for each candidate.
- A clock for each testing room that can be seen by the candidates. If the test room does not have a wall clock, one should be brought in, if possible.
- Agreement and oath for candidates. (Attached as Appendix 2.)

Prior to the day of testing, a packet of material should be compiled for each registered candidate. The packet should include:

- The numbered written test, placed inside an identically numbered envelope and sealed.
- An Answer Sheet placed on top of the sealed envelope.
- An Agreement and Oath placed on top of the Answer Sheet.

## **TEST SECURITY**

Test administrators and proctors are required to safeguard all aspects of test security, to conduct the testing efficiently and quietly, to ensure that examinees are not disturbed, and to account for all test materials distributed. No one may view a test booklet at any time except for authorized test administration personnel, Consortium staff, and the person taking the examination. Examinees may not review the test after the time has expired.

No one is permitted to take notes of any kind or copy or retain copies of the examination or any of its questions. All security rules are to be enforced without exception.

Only small purses or wallets should be allowed into the testing room and they should be placed on the floor under the candidate's chair. No dictionaries, reference books, briefcases, bags, totes, palm pilots, or other items should be taken into the testing room, including cell phones, beepers, or other communication devices. The test room must be supervised at all times.

If a candidate asks to leave the testing room for any reason before the testing process is complete, all test materials must be accounted for and kept by the Test Administration Supervisor or a proctor. If there is a test registration clerk outside the testing room, the registration clerk should insure that the candidate does not use the telephone or converse with other individuals before re-entering the testing room. Depending upon the location of the restrooms, the registration clerk might escort the candidate to the entry door of the restroom and then escort the candidate back to the entry door of the testing room. If no registration clerk or other personnel is readily available outside the testing room, then a proctor should accompany the candidate outside the testing room. No more than one candidate should be permitted to leave the testing room at the same time. No extra time should be granted for anyone leaving the room, except when it is provided for under an approved ADA application.

Every test administrator and proctor is responsible for ensuring the security of the examination. All proctors and test administrators should be alert and observant of any attempts to cheat during the examination and protect the security of the test material. Proctors may circulate throughout the room to monitor, but not disturb, the examinees. If administrators and/or proctors suspect that an examinee is cheating in any way, including giving or receiving assistance during the examination, communicating with others, retaining or copying examination questions, or using prohibited aids, then:

- If possible, two test personnel should witness the incident for verification purposes.

- Warn and/or move the examinee, advising the examinee that test irregularities will be reported to the state's interpreter program manager.
- Document incidents and descriptions of the incidents.
- If the examinee tries to copy or retain test examination material, confiscate the material and expel the examinee from the testing room.

If an examinee is disruptive, engages in clear or flagrant cheating, or attempts to copy questions or retain or record test materials, and is expelled from the testing room, the candidate should be advised that his or her examination will not be scored. Documentation of the expulsion and the reasons for it should be maintained for the state's official files.

## TEST ADMINISTRATION INSTRUCTIONS

After signing in with the registration clerk, candidates should proceed directly to the testing room. (Adjust this instruction, depending upon physical environment.) Belongings should be placed on the floor under the candidates' chairs in the testing room. As examinees enter the testing room, the Test Administration Supervisor and/or proctors should assign seats to the candidates.

Examinees should be seated in ways that discourage cheating. If the room is large enough, examinees should have an empty seat on each side and no one should be seated immediately behind or across from another examinee. Test Administration Supervisors and proctors should randomly assign seats to individuals or remove chairs from the room in order to seat the examinees in the best fashion to avoid attempts at cheating. No eating, smoking, or drinking is permitted during the test process.

Once all the candidates are seated, the Test Administration Supervisor or proctors should hand out one materials packet and two pencils to each candidate. An announcement should be made to the candidates, cautioning them not to open the envelope or begin filling in information on any of the documents. Once all of the packets have been distributed, the Test Administration Supervisor should note the number of packets distributed for inventory purposes.

At the scheduled time, the door should be closed. At that point, no late examinees should be admitted into the testing room. The administrator should come to the front of the room and read verbatim:

**Welcome to the written examination for court interpreters. My name is \_\_\_\_\_, and I am the test administrator. I am reading these instructions so that each candidate receives the same instructions each time the examination is given. Please listen carefully.**

**On the top of your packet of materials is an Agreement and Oath Form. You should read that form now and sign and date the Oath.** [pause, allowing time for candidates to perform that activity]

**Once you have signed the Oath form, you may set that sheet aside.**

**Next, you will see the Answer Sheet. Please print your name and social security number on the lines provided for that information. Then, fill in today's date [state today's date] and the Test Site [state the city and state where the test is being administered]. Please print clearly. Do not make any extraneous marks on the Answer Sheets. Do you have any questions?**

While the candidates are filling in the information, the supervisor and/or proctors should walk around the room to monitor candidates and be available to answer questions. When all candidates are finished filling in the information, continue:

**Now, please open the test envelope and remove the test. The directions for each section of the test are at the beginning of the section. You must read each set of directions carefully to be sure that you understand the instructions for that portion of the test. You will have two hours and fifteen minutes to complete the test.**

**The questions are multiple-choice. Read each question and decide which of the choices is the correct answer. Place a clear “X” on the letter that corresponds to your answer on the Answer Sheet.** (For states that use scannable “bubble” sheets, adjust this instruction to read: *Completely fill in the bubble that corresponds to your answer. If the circle is not completely filled in, the scanner may not be able to read your response.*) **If you change your mind about an answer, be sure to erase the mark completely.**

**No talking is allowed once the test begins and you may not look at another’s Answer Sheet or test during the testing process. There are extra pencils if you find that you need one. Please raise your hand if you need an additional pencil and someone will bring it to you.**

**If you finish the test before time is up, place the test, the Answer Sheet, and your signed Oath on top of the envelope, and quietly bring them to the front of the room. We will confirm that all materials have been turned in and will allow you to leave the room. Please proceed to the exit and leave the building as soon as you are released.**

**If time is called before you finish the test, immediately place your test, Answer Sheet, and signed Oath on top of the envelope and bring the materials to the front of the room. Once I confirm that all materials have been turned in, you may leave the room. Please proceed to the exit and leave the building as soon as you are released.**

**Do you have any questions?**

**You have two hours and fifteen minutes. I will tell you when fifteen minutes remain. You may begin.** [Write down the time that you begin.]

Make note of the starting time and be sure that you know when two hours and fifteen minutes are up. At exactly two hours into the test, clearly and loudly announce:

**You have fifteen minutes remaining.**

When the time has elapsed, if there are any candidates still working on the test, say:

**Your time is up. Stop immediately. Please place the test, Answer Sheet, and Oath on the envelope, and bringing the materials with you, form a single file line. Once we confirm that all test materials have been turned in, you will be released to leave the testing room and exit the building.**

(If any candidate does not stop marking answers immediately, it is suggested that a proctor or the Test Administrator Supervisor walk to the candidate's seat and take all test materials away.)

Make sure that the test, the Answer Sheet, the Oath form, and the envelope are collected from each candidate. All numbered envelopes and contents that were distributed must be accounted for. The materials should then be taken either to the test registration clerk or to another pre-determined location and secured. The Test Administration Supervisor (or appropriately designated personnel) must ensure that all test pages, Answer Sheets, Oaths and envelopes are accounted for and secured.

### **GRADING THE TEST**

The Test Administration Supervisor (or appropriately designated personnel) should have the Answer Sheets corrected, either manually or by scanning the Answer Sheets. Please note that no grading or scoring services are offered for the written examination. The Answer Sheet provided is for manual scoring. Members may elect to purchase scannable "bubble" score sheets, which can be electronically scanned.<sup>1</sup> Others may elect to manually score the examinations. The cut score for passing is currently set at 80 percent. Therefore, if a candidate scores 108 or more of the items correctly, a passing score is achieved.

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<sup>1</sup> As of 2004, members could purchase scan units that scan scoring sheets (commonly referred to as "bubble sheets") for approximately \$2,200 to \$6,000. Scantron is one such company and can be contacted by calling 800-722-6876. Online, you may search [www.scantron.com](http://www.scantron.com) [www.edvancedata.com](http://www.edvancedata.com) or similar sites.

## **MANAGING TEST RESULTS**

The Test Administration Supervisor (or appropriately designated personnel) should formally advise candidates of the results of their tests in writing. Then, all Answer Sheets (or copies of Answer Sheets) should be sent to NCSC via UPS or FedEx with a tracking number. Send an e-mail message to NCSC providing the tracking number of the shipment containing the test materials.

Each state is responsible for deciding whether to keep test materials (e.g. blank or completed tests, answer sheets, answer keys, etc.) on site. Program Managers are cautioned that if test materials are retained, all security measures as described in these instructions must be carefully followed. When test materials are destroyed (except for the formal notification of individual results), the Program Manager must ensure that they are shredded prior to disposing of the materials.

Consortium staff does not keep records of Written Examination results for Consortium members. The Answer Sheets that are forwarded to the National Center for State Courts are used for item-level data entry and statistical purposes only. Each Program Manager is responsible for keeping a record of Written Examination candidates, whether candidates have taken the test previously, candidate scores, and any required follow up communication with candidates or reporting requirements within the state.

## **REPEAT CANDIDATES**

If possible, no person will ever take the same written test version more than once. In no case shall a person be allowed to take the same written test version more than once within a 12-month period or more than twice altogether.

## **ADA AND OTHER SPECIAL ACCOMMODATIONS**

If an examinee has a disability recognized by the Americans with Disabilities Act (ADA), the examinee may request special accommodation. The examinee should complete the Request for Special Accommodation form (attached as Appendix 3). The disability must be described and the form should include a description of the type or kind of accommodation being requested. A statement from an appropriate professional, documenting the diagnosis or evaluation of the disability should be attached to the form.

An oral recording of the examination has been made for use when necessary (for example, as a special accommodation for a visually-impaired individual). When the program manager determines that a special accommodation is appropriate for other individuals, such as those determined to lack a cultural history of writing to the extent that an ADA-like accommodation is warranted:

- the program manager might elect to use the oral recording and/or
- elect to have a proctor mark on the answer sheet, the answer which is provided orally by the candidate.

There is a presumption that every candidate possesses the ability to read the English language.

If a group lacks cultural exposure to the multiple choice method of testing to an extent that results in discrimination against that group, it is suggested that samples of multiple choice questions be provided in advance of the test date. The Overview of the Written Examination contains twelve examples of multiple-choice questions and sufficient information exists on the World Wide Web to familiarize oneself with the multiple-choice testing method.

APPENDIX 1

Name \_\_\_\_\_

ID Number \_\_\_\_\_

Date \_\_\_\_\_

Test Site (City/State) \_\_\_\_\_

1	A	B	C	D	24	A	B	C	D	47	A	B	C	D
2	A	B	C	D	25	A	B	C	D	48	A	B	C	D
3	A	B	C	D	26	A	B	C	D	49	A	B	C	D
4	A	B	C	D	27	A	B	C	D	50	A	B	C	D
5	A	B	C	D	28	A	B	C	D	51	A	B	C	D
6	A	B	C	D	29	A	B	C	D	52	A	B	C	D
7	A	B	C	D	30	A	B	C	D	53	A	B	C	D
8	A	B	C	D	31	A	B	C	D	54	A	B	C	D
9	A	B	C	D	32	A	B	C	D	55	A	B	C	D
10	A	B	C	D	33	A	B	C	D	56	A	B	C	D
11	A	B	C	D	34	A	B	C	D	57	A	B	C	D
12	A	B	C	D	35	A	B	C	D	58	A	B	C	D
13	A	B	C	D	36	A	B	C	D	59	A	B	C	D
14	A	B	C	D	37	A	B	C	D	60	A	B	C	D
15	A	B	C	D	38	A	B	C	D	61	A	B	C	D
16	A	B	C	D	39	A	B	C	D	62	A	B	C	D
17	A	B	C	D	40	A	B	C	D	63	A	B	C	D
18	A	B	C	D	41	A	B	C	D	64	A	B	C	D
19	A	B	C	D	42	A	B	C	D	65	A	B	C	D
20	A	B	C	D	43	A	B	C	D	66	A	B	C	D
21	A	B	C	D	44	A	B	C	D	67	A	B	C	D
22	A	B	C	D	45	A	B	C	D	68	A	B	C	D
23	A	B	C	D	46	A	B	C	D	69	A	B	C	D

## APPENDIX 1

70	A	B	C	D	94	A	B	C	D	118	A	B	C	D
71	A	B	C	D	95	A	B	C	D	119	A	B	C	D
72	A	B	C	D	96	A	B	C	D	120	A	B	C	D
73	A	B	C	D	97	A	B	C	D	121	A	B	C	D
74	A	B	C	D	98	A	B	C	D	122	A	B	C	D
75	A	B	C	D	99	A	B	C	D	123	A	B	C	D
76	A	B	C	D	100	A	B	C	D	124	A	B	C	D
77	A	B	C	D	101	A	B	C	D	125	A	B	C	D
78	A	B	C	D	102	A	B	C	D	126	A	B	C	D
79	A	B	C	D	103	A	B	C	D	127	A	B	C	D
80	A	B	C	D	104	A	B	C	D	128	A	B	C	D
81	A	B	C	D	105	A	B	C	D	129	A	B	C	D
82	A	B	C	D	106	A	B	C	D	130	A	B	C	D
83	A	B	C	D	107	A	B	C	D	131	A	B	C	D
84	A	B	C	D	108	A	B	C	D	132	A	B	C	D
85	A	B	C	D	109	A	B	C	D	133	A	B	C	D
86	A	B	C	D	110	A	B	C	D	134	A	B	C	D
87	A	B	C	D	111	A	B	C	D	135	A	B	C	D
88	A	B	C	D	112	A	B	C	D					
89	A	B	C	D	113	A	B	C	D					
90	A	B	C	D	114	A	B	C	D					
91	A	B	C	D	115	A	B	C	D					
92	A	B	C	D	116	A	B	C	D					
93	A	B	C	D	117	A	B	C	D					

**APPENDIX 2**

**COURT INTERPRETER WRITTEN EXAMINATION**

**Agreement and Oath for Test Candidates**

I certify and affirm that I will not copy, record, discuss, or in any way divulge the contents of the [Name of State] court interpreter written examination, either during the testing period or at any other time thereafter.

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**Signature**

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**Date**

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**Print Name**

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**SS# (or other ID)**

### APPENDIX 3

#### ***Consortium for State Court Interpreter Certification***

##### Request for ADA Accommodation

Complete this form only if you are requesting individual testing arrangements because you have a disability recognized by the Americans with Disabilities Act (ADA).

APPLICANT NAME:
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Have you been diagnosed with a disability that is recognized by the ADA: Yes___ No___
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Describe the type of disability:
_____
_____
_____
_____

I request an accommodation, which is described on the *Documentation of Accommodation*, attached hereto.

Signature
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Date
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Attach the Documentation of Accommodation form and submit to:

### APPENDIX 3

## DOCUMENTATION OF ACCOMMODATION

This section must be completed by an appropriate professional (doctor, psychologist, psychiatrist, or education professional) to certify that your disabling condition requires the requested exam accommodation.

If you have existing documentation of having the same or similar accommodation provided to you in another test situation, you may submit such documentation instead of having this portion of the form completed.

I HAVE KNOWN \_\_\_\_\_ SINCE \_\_\_\_\_  
(APPLICANT NAME) (DATE)

AS A \_\_\_\_\_. I HAVE DIAGNOSED OR EVALUATED  
(PATIENT, OR OTHER PROFESSIONAL RELATIONSHIP)

THE APPLICANT MYSELF AND I AM NOT RELYING UPON FACTS RELATED TO ME

BY THE APPLICANT. MY DIAGNOSIS IS \_\_\_\_\_

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(DESCRIBE THE MEDICAL OR OTHER CONDITION)

THE APPLICANT HAS DISCUSSED WITH ME THE NATURE OF THE TEST TO BE ADMINISTERED. IT IS MY PROFESSIONAL OPINION THAT BECAUSE OF THIS APPLICANT'S DISABILITY, HE/SHE SHOULD BE ACCOMMODATED BY PROVIDING THE FOLLOWING: (CHECK ONLY THOSE THAT APPLY)

Large print type	Extra time (how much?)
Separate testing area	An examination reader
Other oral administration (describe)	Other accommodation (describe)

Signature and title of professional \_\_\_\_\_

Printed name and title \_\_\_\_\_

Date \_\_\_\_\_ Telephone Number \_\_\_\_\_