

Spanish Dance Society

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INTERPRETERS POLICY

ISSUE AND REVIEW: This policy was re-issued in January 2019 and will be reviewed every 5 years unless changes are required at an earlier stage.

USE OF INTERPRETERS DURING GRADED, VOCATIONAL OR TEACHERS' EXAMINATIONS

Candidates entering for a Spanish Dance Society (SDS) examination are permitted to have an interpreter present in the examination room, in instances where the candidate's native language is not English, or where the candidate's English is perhaps not sufficiently fluent to understand the specialist vocabulary used in the examination setting.

The interpreter will be able to:

- * clarify to the candidate what he / she is required to do at certain points of the examination
- * relay information between the candidate's native language and English, for example where to stand, when to do an exercise or dance alone
- * reiterate exactly the question(s) that the examiner poses to the candidate in the candidate's native language
- * reiterate exactly the candidate's responses to the examiner's question(s) in English
- * assist or direct the candidate in any way
- * be positioned in an area of the room where the candidate can both hear and see him / her easily

Interpreters must be totally impartial and are not permitted to:

- * assume the role of the examiner or a teacher
- * change the answer of the candidate if he / she is aware that the candidate's response (especially in the teachers' examinations) is incorrect
- * participate in any way other than interpret during the examination, for example offer an opinion

- * write or make notes before, during or after the examination
- * have his /her mobile phone switched on – silent/vibrate mode is not acceptable
- * be in a position whereby he / she is able to view the examiner's papers on his / her table
- * move about unnecessarily
- * provide feedback to the candidate's teacher on any aspect regarding the examiner and performance of the candidate

APPOINTING AN INTERPRETER

Candidates or his / her teacher / centre must employ and pay the interpreter. The interpreter must not be affiliated with the candidate in any way essentially, an individual who has not had input into the candidate's teaching or instruction. Teachers must inform **SDS** by post or email no later than 4 weeks before the examination that an interpreter will be present in the examination room. The place, time, name of the candidate and examination grade should be clearly indicated in order to inform the visiting examiner.

It is the teacher's responsibility to ensure that his / her selected interpreter is fully familiar with the structure and requirements of the examination and programmes of study. This is to ensure that the examination flows well and there are no major breaks, pauses or interruptions during the examination, which may unnecessarily cause the examination not to keep the stipulated examination time.

MALPRACTICE

Malpractice in instances where interpreters do not follow the correct procedures during an examination, the examiner should relay this information by post or email to **SDS** for investigation before the final results or certificates are subsequently released to candidates.

In such cases, teachers / centres are advised to no longer use this interpreter in any future examination. Teachers / centres are advised to fully brief interpreters of the procedures herewith to ensure that there are no delays to the release of results and dispatch of certificates to candidates. Any recurring instances of malpractice could lead to disciplinary action or sanctions against the teacher / centre.