

IoLET Level 6

Diploma in Police Interpreting

Handbook for Candidates

Effective 2017

Candidates and teaching staff must ensure that they are working from the current edition of the Handbook. IoLET cannot be held responsible for problems arising from use of an out-of-date version.

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Preface

The Chartered Institute of Linguists (CIOL) serves the interests of professional linguists throughout the world and the IoL Educational Trust (IoLET) – an associated charity of the Institute – is a respected awarding organisation recognised by Ofqual (Office of Qualifications and Examinations Regulation) delivering nationally accredited language qualifications.

Founded in 1910, the Institute now has around 5,700 Fellows, Members, Associate Members and Students. It aims to:

- serve the professional interests of its members
- set the professional standard for language practitioners
- be an authoritative and respected voice promoting the learning and use of languages
- provide advice to organisations engaged in the formulation of policy and strategy affecting languages in the UK

The Institute publishes a bi-monthly authoritative journal, *The Linguist*, and is actively involved in promoting languages as well as raising awareness of the importance and relevance of language knowledge and use through engagement with national and international projects.

IoLET qualifications serve both professional linguists, providing the gold standard for translators and interpreters, recognised widely in the UK and around the world, as well as other linguists who may have a different primary role but who use their language(s) on a regular basis in their professional work.

The Diploma in Police Interpreting qualifies holders to interpret in a wide range of police and criminal justice contexts. With its focus on the environments and contexts of policing, it provides candidates with evidence of their specialist skills and provides reassurance to both users and providers of police and related services that the quality of interpretation provided by qualified holders of the diploma is of the highest professional standard.

Ann Carlisle
Chief Executive
IoL Educational Trust (IoLET)

August 2014

Special note:

IoLET organises thousands of individual examinations every year. The vast majority proceed without a hitch. However, there are occasionally one or two candidates who suffer unforeseen problems, such as an examiner falling ill on the day. In such circumstances IoLET always does its best to rectify such problems as soon as possible, but may have to make alternative arrangements, such as a resit at the next Diploma in Police Interpreting (DPI) examination. IoLET will not be responsible for any consequential losses to candidates or centres arising from such problems.

Equal opportunities policy for examination candidates

IoLET takes into account all current legislation in relation to diversity and equality. IoLET is committed to equality of access to its examinations for all candidates, regardless of gender, age, ethnic origin, nationality, creed, sexual orientation, marital status, employment status or disability.

IoLET seeks to ensure that:

- the content and assessment of its examinations are non-discriminatory and are appropriate to the knowledge and skills specified;
- the style and language of IoLET documentation is readily understood and does not reflect stereotyped or biased attitudes;
- All persons associated with the examinations follow fair and just processes and procedures. In the case of a query relating to this policy, candidates should contact the Chief Executive at IoLET in writing.

Introduction

The IoLET Level 6 Diploma in Police Interpreting replaced the Metropolitan Police Test, which ran from 1997-2013

The Diploma in Police Interpreting (DPI) is Ofqual accredited at Level 6 (first degree level) and has a credit value of 44. The DPI examines interpretation and translation skills. It comprises five units – three oral and two written. The DPI is unitised, meaning that candidates can choose to sit one or more units at their first attempt and will receive a certificate for every unit passed. It is necessary to pass all units within five years to receive the qualification. Successful candidates will be able to use the initials DPI after their name.

The DPI is widely recognised both by organisations who previously recognised the Met Test and those who will now use the DPI as a standard of eligibility for work. This includes acceptance of the DPI as qualification:

- to apply for registration on the List of Metropolitan Police Interpreters (Metropolitan Police Service);
- for registration on the National Register of Public Service Interpreters (NRPSI);
- for interpreting work with the National Crime Agency and also with UK Visas and Immigration;
- for work in courts through the MoJ Framework Agreement.

Objective of the Diploma in Police Interpreting (DPI)

The objective of the DPI is to provide a nationally consistent standard of professionalism in the context of the Police interpreting.

The DPI is mapped against the National Occupational Standards for Interpreting.

The Police Interpreter

In order to work reliably and effectively, Police Interpreters must have:

- a good command of English and the Other Language, as they may need to act as interpreters for both English-speaking and non-English-speaking clients
- a familiarity with, and objective understanding of, the cultures in question
- competence in the relevant interpreting and translating techniques
- an ability to function professionally in all situations
- a commitment to the professional code of conduct and guide to good practice produced by the National Register of Public Service Interpreters

- a sound knowledge of the structures, procedures and commonly used terminology of the professional areas in which they work
- complete impartiality of attitude, speech and script

Interpreters are often given little time to prepare for work in a given situation. They must therefore possess the requisite skills and information which will enable them to respond immediately and effectively to their clients' needs in a particular context.

The Diploma in Police Interpreting and career development

Candidates who obtain the DPI are entitled to:

- use the title DPI after their name;
- apply for membership of the Chartered Institute of Linguists (MCIL) in accordance with the conditions of membership. Members of the Chartered Institute of Linguists are required to abide by the Institute's Code of Professional Conduct which is subject to a disciplinary committee;
- apply for registration on the National Register of Public Service Interpreters subject to the current conditions. Interpreters on the National Register are required to abide by the code of conduct and are subject to a disciplinary procedure.

Details of how to apply for membership of the Chartered Institute of Linguists and for registration on the National Register are sent to all successful candidates.

Courses

IoLET is an awarding organisation and does not run courses. Candidates are advised to refer to IoLET's website www.ciol.org.uk or to contact IoLET's Central Registration Department for a list of DPI courses.

IoLET strongly recommends that candidates attend a preparatory course, although it is not obligatory. Courses may vary in length depending upon the level and skills of the candidate.

The list of languages for which the DPI is awarded is listed as Appendix "A" of this publication. For availability of languages in a given session, please refer to IoLET's website www.ciol.org.uk or contact IoLET's Central Registration Department.

Level of the Diploma in Police Interpreting

The DPI is at approximately first degree level in terms of the language skills required. This qualification has been accredited by Ofqual, the government's regulatory body, and included in the Regulated Qualifications Framework at Level 6.

Total Qualification Time (TQT)

The Total Qualification Time (TQT) is the estimated amount of preparation time needed to complete the qualification. The TQT includes, Guided Learning Hours (GLH), private study time and assessment time.

Candidates entering for the DPI should speak two languages fluently (C2 level) – English and the Other Language – and be able to interpret (consecutively and simultaneously) and translate both into and out of English.

Diploma in Police Interpreting Total Qualification Time (TQT)

Unit	Unit Title	Level	GLH	Private study	Assessment time	TQT	Credit Value
01	Interpret consecutively two-way in a Police context and take a Police statement	6	22	99	45 minutes	122	12
02	Unit 02: Interpret simultaneously – whispered – from English in a Police context	6	13	59	5 minutes	72	7
03	Unit 03: Provide a Sight Translation from English in a Police context	6	13	59	10 minutes	72	7
04	Unit 04: Translate a Police statement into English	5	16	72	25 minutes	89	9
05	Unit 05: Translate from English in a Police context	5	16	72	1 hour	89	9
	Total		80	360	2.5 hours	444	44

Glossary

Consecutive Interpreting

The source language speaker delivers the material in segments at a time. Once the speaker has completed a chunk of material and has stopped speaking, the interpreter provides an interpretation of what the speaker has just said.

Simultaneous Interpreting

The interpreter provides an instant, contemporaneous interpretation of spoken material through electronic means. The interpreter sits in a soundproof booth and speaks the Other Language material into a microphone. The listeners receive the interpreted material through headphones.

Simultaneous (Whispered) Interpreting

Simultaneous (whispered) interpreting is similar to simultaneous interpreting in that the interpreter provides an instant, contemporaneous interpretation of spoken material. But whispered interpreting does not involve electronic means or technical equipment. Instead

the interpreter sits alongside the Other Language user and whispers the interpretation at the same time as the source language user speaks.

The DPI assesses consecutive and whispered interpreting.

EQUIVALENT UNITS

1. Diploma in Police Interpreting holders

The DPI has two units which are equivalent to units of the DPSI (Law). Holders of the **full** DPI qualification who passed within 5 years prior to their applying for the DPSI can use their equivalent units together with units 01, 02 and 04 of the DPSI (Law) in order to gain that qualification, providing it is in the same language. Please see table below:

Diploma in Police Interpreting			DPSI (Law)		
Unit	Ref No.	Credit value	Equivalent Unit	Ref. No.	Credit value
Unit 03: Provide a Sight Translation from English in a Police context	Y/505/8232	8	Unit 03: Provide a Sight Translation from English in the Public Services context of English, Scottish or Northern Irish Law.	D/602/2407	8
Unit 05: Translate from English in a Police context	D/505/9088	9	Unit 05: Translate from English in the Public Services context of English, Scottish or Northern Irish Law.	K/602/2443	9

2. DPSI (English Law) holders

The DPSI (English Law) has three units which are equivalent to units of the DPI. Holders of the **full** DPSI (English Law) qualification who passed within 5 years prior to their applying for the DPI can use their equivalent units together with units 01 and 04 of the DPI to gain the DPI qualification, providing it is in the same language. Please see table below:

DPSI (English Law)			DPI		
Unit	Ref no.	Credit value	Equivalent Unit	Ref No.	Credit value
Unit 01: Interpret consecutively and simultaneously (whispered) in the Public	M/602/2332	12	Unit 02: Interpret simultaneously – whispered – from English in a Police context	A/505/8224	8

Services context of English Law.					
Unit 03: Provide a Sight Translation from English in the Public Services context of English Law.	D/602/2407	8	Unit 03: Provide a Sight Translation from English in a Police context	Y/505/8232	8
Unit 05: Translate from English in the Public Services context of English Law.	K/602/2443	9	Unit 05: Translate from English in a Police context	D/505/9088	9

Equivalencies should be applied for at the time of registration. Please contact info.dpi@ciol.org.uk for more information.

The Examination

Pathways and Languages

The Diploma in Police Interpreting examination is set within the contexts of police interpreting. Candidates are examined in English and one language other than English. IoLET reserves the right not to set an examination in a particular pathway or language (see Appendix "A" for a list of languages/pathways which have been set in previous years).

Candidates are expected to be familiar with police procedures and specialist vocabulary relating to the police interpreting. These will be tested in all of the examination tasks both in English and the Other Language.

All units must be successfully completed within a five year period for candidates to be awarded the DPI. Successful candidates will be awarded the full Diploma; candidates successful in one unit only will be awarded a unit certificate. DPI candidates can take the units in any order. For full information on completion periods refer to the Candidate Regulations, copies of which are available from IoLET and can also be downloaded from the website: www.ciol.org.uk

Examination format

The examination consists of five units.

All units test candidates' professional knowledge and vocabulary in their chosen pathway.

During the course of their professional activities, interpreters may be asked to use all of the

skills which are assessed in this examination (see Introduction: The Police Interpreter). Therefore, in order to provide a realistic level of assessment, each of the tasks is set in a practical context.

The units are as follows:

Unit 01 (Level 6): Interpret consecutively two-way in a Police context and take a Police statement

Unit 02 (Level 6): Interpret simultaneously – whispered – from English in a Police context

Unit 03 (Level 6): Provide a Sight Translation from English in a Police context

Unit 04 (Level 5): Translate a Police statement into English

Unit 05 (Level 5): Translate from English in a Police context

Structure of units

Oral units

All oral tasks will be recorded for moderation and quality assurance purposes. **Please note:** candidates are not allowed to make their own recordings of the oral tasks.

Unit 01: Interpret consecutively two-way in a Police context and take a Police statement (Time allowed: 45 minutes)

1.1 The interpreting unit tests the basic linguistic and interpersonal skills needed, contextual knowledge, and the awareness of the role and responsibilities of the interpreter.

1.2 There are two parts to this unit. The first part (A) is a consecutive interpreting role-play in the form of a police interview and in part B the candidate takes a statement from a suspect or witness.

1.3 During the role-play candidates are asked to interpret between two individuals who do not understand or speak the other's language. One represents a suspect or witness who is a native speaker of the other language and the other an English-speaking police officer.

1.4 Candidates are encouraged to take notes during the consecutive interpreting roleplay. Note-taking is mandatory during the taking of the statement.

1.5 **Please note: candidates are not allowed to use dictionaries or glossaries.**

Part A

1.6 Candidates will be assessed on their ability in consecutive interpreting from the other language into English and vice-versa.

Part B

1.7 Candidates will be assessed on their ability in consecutive interpreting from the other language into English whilst taking notes.

1.8 The written transcript of the statement in the other language produced in the other language during this unit will be marked as part of unit 04.

**Unit 02: Interpret simultaneously – whispered – from English in a Police context
(Time allowed: 5 minutes)**

2.1 The interpreting unit tests the basic linguistic and interpersonal skills needed and contextual knowledge needed to provide a simultaneous interpretation out of English.

2.2 Candidates will be assessed on their ability in simultaneous interpreting from English into the other language.

PLEASE NOTE

2.3 Candidates **are not** allowed to use dictionaries or glossaries.

2.4 Candidates **are not** allowed to remove the test paper from the examination room.

2.5 Candidates will be assessed on their ability to produce an accurate and complete oral translation of a text from English to the other language.

**Unit 03: Provide a Sight Translation from English in a Police context
(Time allowed: 10 minutes)**

3.1 The sight translation unit tests the basic linguistic skills and contextual knowledge needed to give an oral translation at sight.

3.2 Candidates are asked to give an oral translation at sight from English into other language of a text equivalent to about 200 words.

3.3 The source text will be of a formal nature which will require clear and precise translation.

3.4 Candidates are given 4 minutes to study the text and up to 6 minutes to produce an accurate and complete translation.

PLEASE NOTE

3.5 Candidates **are not** allowed to use dictionaries or glossaries.

3.6 Candidates **are not** allowed to remove the test paper from the examination room.

3.7 Candidates will be assessed on their ability to produce an accurate and complete oral translation of a text from English into the other language.

Written units

The written translation units test the candidates' ability to transfer content in a comprehensible and acceptable form from one language into another, according to the particular task requested.

Unit 04: Translate a Police statement into English (Time allowed: 25 minutes)

4.1 Candidates are asked to give a written translation from the other language into English of the statement they took in unit 01 part B. Candidates will be working from their transcript of the statement.

4.2 Candidates will be assessed on their ability to produce an accurate and complete translation of the statement into English.

4.3 Both the other language version of the statement and the translation into English provided by the candidate will be marked.

4.4. The candidate's statements will be marked against the original statement read to them in the oral examination.

Unit 05: Translate from English in a Police context (Time allowed: 60 minutes)

5.1 Candidates are asked to give a written translation of a text of approximately 250 words from English into the other language.

5.2 Candidates **are** allowed to use dictionaries (hard copies only; no electronic dictionaries) and glossaries. For details of permitted reference material please refer to page 28.

5.3 Candidates will be assessed on their ability to produce an accurate and complete written translation from English into the other language. In languages with more than one script then only one script must be used.

Assessment criteria and mark sheets

Special notes

Interpreting:

During the whispered part of the role plays candidates must not interrupt the interlocutors except for the purpose of asking them to slow down or speak up. Requests for repetition or clarification are not acceptable during this part of the examination. Please note that interruptions during the whispered section are not normally acceptable and should be used in exceptional circumstances only. The oral examiner will mark the candidate down for any inappropriate interruptions.

In their professional work interpreters must present themselves as competent professionals. In the examination, candidates should remember that they are being judged not only on their ability, but also consideration may be given as to how they present themselves. Inappropriate and unprofessional clothing, posture and attitude will give the wrong impression. In the context of the oral examination, candidates must present themselves as professional interpreters.

All units - Alternative Translations/Interpretations:

Candidates should note that it is not acceptable to provide several alternative translations for a term in the source text. In cases where candidates provide two (or more) alternative translations, thereby forcing the recipient to choose between them, they will be penalised as this is not acceptable translation or interpreting practice.

Where, as a result of this, the recipient cannot take appropriate action due to the confusion caused, it will be considered a fatal error and cause for a 'Fail' result.

Unit 04

Candidates applying to sit Unit 04 (Translate a Police statement into English) will be required, as part of the examination, to undergo Unit 01 Part B (Interpret consecutively two-way in a Police context and take a Police statement) in order to obtain the relevant Statement for Translation. The result for Unit 01 Part B under these circumstances will not be taken into account, if the candidate has already passed Unit 01 Part B in a previous session (within the five-year time period).

Candidates who do not follow the correct procedure for Unit 01 in the oral room will be disqualified from sitting Unit 04

IoLET Level 6 Diploma in Police Interpreting

Oral assessment criteria

Special note

In their professional work interpreters must present themselves as competent professionals. In the examination, candidates should remember that they are being judged not only on their ability, but also consideration may be given as to how they present themselves. Inappropriate and unprofessional clothing, posture and attitude will give the wrong impression. In the context of the oral examination, candidates must present themselves as professional interpreters.

Assessment criteria for interpreting (Consecutive and Simultaneous)

Accuracy of Interpretation:

- The candidate should faithfully convey the sense of the original. The most important factor is accuracy.
- The candidate should transfer all the original information without omissions, additions or distortions. Too much slippage during transfer renders the interpretation unsafe.
- The candidate should demonstrate competence in conveying content and familiarity with the subject matter.

Delivery:

- The candidate should be competent in the required language and be able to switch between the two languages without stumbling over words.
- S/he is expected to interpret smoothly, reflecting tone and emotion appropriate to the situation, so that the listener finds the interpretation accessible and easy to listen to.
- The candidate should display a courteous and confident manner but should also be unobtrusive and impartial, thus allowing the client to feel in control of what s/he is saying.
- The candidate should, if necessary, be able to quietly and firmly prevent any real or potential breakdown of communication, handling inter-cultural references correctly.
- The candidate may ask for repetition or clarification of any point s/he feels unsure of (although s/he may be penalised for excessive requests).

Language use:

- The candidate should use the appropriate choice of words in both languages. It is possible for more than one word or phrase to be "correct" - the choice frequently depending upon the type of client. It is also possible for there to be an acceptable use of English vocabulary in the Other Language during interpretation, ie, One Stop Shop. The important point is that the choice of words conveys the meaning accurately.
- Correct grammatical construction should be used in both languages, preserving the clarity and content of the original (ie, placing the verb at the end of the sentence in English or using a clumsy word order could damage the sense).
- The candidate should be able to demonstrate appropriate use of terminology relevant to the material in which s/he is being examined.
- The candidate should have good, clear pronunciation which can be heard easily by the client.
- Please note that for the Consecutive Interpreting of the Statement you must ensure that the statement you write up in the Other Language is complete enough for you translate it into English in the written examination.

DPI ASSESSMENT CRITERION STATEMENTS FOR INTERPRETING

	Accuracy	Delivery	Language Use
Band A Mark Range 10-12	The candidate: - conveys sense of original message with complete accuracy - transfers all information without omissions, additions, distortions - demonstrates complete competence in conveying verbal content and familiarity with subject matter	The candidate: - demonstrates complete competence in language - switches effortlessly between languages - interprets clearly and smoothly - reflects tone, emotion and non-verbal signs appropriate to situation - displays courteous and confident manner - remains unobtrusive and impartial - handles intercultural references correctly - displays good management strategies intervening appropriately and only when necessary to clarify or ask for repetition or prevent breakdown of communication	The candidate: - demonstrates excellent command of grammar, syntax, vocabulary, specialist terminology, with minimum paraphrasing - chooses language and register entirely appropriate to situation - has clear, distinct pronunciation - has accent which in no way affects ease of comprehension
Band B Mark Range 7-9	- accurately conveys sense of original message - makes only one or two minor omissions/distortions not affecting correct transfer of information or complete comprehension	- demonstrates good competence in language - switches easily between languages - interprets for most part clearly and smoothly - reflects tone, emotion and non-verbal signals of interlocutors - displays courteous and confident manner - remains unobtrusive and impartial - handles intercultural references correctly - intervenes justifiably and appropriately - makes occasional slip or sign of nervousness but not leading to communication problem	- demonstrates good command of grammar, syntax, vocabulary, and specialist terminology - paraphrases in clear, concise way, where appropriate - chooses language, register largely appropriate to situation - has clear, distinct pronunciation - has accent which in no way or only occasionally affects ease of comprehension
Band C Mark Range 4-6	- adequately conveys sense of original message - makes no serious inaccuracies, omissions or distortions affecting comprehension or transfer of information	- demonstrates adequate competence in language - switches between languages without major problem - shows some confidence while interpreting - makes reasonable attempt to reflect suitable tone, emotion and demeanour - displays manner, delivery and interventions, occasionally not completely appropriate, but not leading to irretrievable breakdown of communication	- demonstrates adequate command of grammar, syntax, vocabulary and specialist terminology - keeps paraphrasing to acceptable level - may choose inappropriate language/register at times but not impairing overall transfer of information - may occasionally evidence faulty pronunciation, pronounced accent but without impairing message
Band D Mark Range 1-3	- does not, or only partially, convey sense of original message - makes serious inaccuracies, omissions, distortions affecting comprehension and transfer of information - demonstrates inadequate grasp of language and/or subject matter	- demonstrates inadequate competence in language - has problems switching between languages - lacks confidence and clarity - does not attempt to reflect tone, emotion relevant to situation - sounds flat and mechanical or too loud and overbearing - fails to apply suitable management strategies, where appropriate, e.g. asking for repetition/clarification - makes excessive requests for repetition/clarification	- has inadequate command of grammar, syntax, vocabulary and specialist terminology - uses excessive and inaccurate paraphrasing which distorts meaning - uses register which prevents successful transfer of message - has strong accent, intonation, stress patterns, making it difficult to understand meaning of message

Assessment criteria for sight translation

Completeness:

Candidates should demonstrate the ability to accurately convey the sense of the original message without omissions or distortions. The task must be completed within the allotted time.

Accuracy/appropriateness:

Candidates should demonstrate the ability to transmit information accurately and clearly, paraphrasing if necessary, thus displaying a sound knowledge of the relevant language, option and context.

Language use:

Candidates have to demonstrate the ability to deliver the translation fluently with a good accent and clear pronunciation.

ASSESSMENT CRITERION STATEMENTS FOR SIGHT TRANSLATION

	Completeness	Accuracy/Appropriateness	Language Use
Band A Mark Range 10-12	The candidate: - demonstrates the ability to faultlessly and accurately convey the sense of the original message - transfers all information without omissions, additions or distortions within the allotted time	The candidate: - demonstrates the ability to translate the passage with great accuracy and clarity, with appropriate paraphrasing, where necessary - displays a very good knowledge/use of the language (including vocabulary/specialist terminology, register and context)	The candidate: - demonstrates a very good command of the language, and - delivers the translation fluently - displays a very clear and distinct pronunciation and a good accent which facilitate comprehension
Band B Mark Range 7-9	- demonstrates the ability to accurately convey the sense of the original message - makes only a few minor slips which do not hamper comprehension	- demonstrates the ability to translate the passage with satisfactory accuracy and clarity, with occasional paraphrasing, where necessary - displays a good knowledge/use of the language (including vocabulary/specialist terminology, register and context)	- demonstrates a good command of the language, and - delivers the translation fluently and accurately, apart from some minor lapses - displays for the most part a clear and distinct pronunciation and accent which make for ease of comprehension
Band C Mark Range 4-6	- demonstrates the ability to adequately convey the sense of the original message - makes no serious omissions, inaccuracies, distortions in the transfer of information which will lead to misunderstandings	- demonstrates an adequate ability to translate the passage accurately and clearly - keeps paraphrasing to an acceptable level without distorting the meaning - may make several errors but the intended meaning can be discerned without too much difficulty - displays adequate knowledge/use of vocabulary, specialist terminology, register and context	- shows an adequate command of the language - may evidence some faults and hesitation which may hamper the flow of the translation and faulty pronunciation and a pronounced accent may occasionally be present but these will not impede meaning
Band D Mark Range 1-3	- demonstrates an inadequate grasp of the language and/or subject matter and does not, or only partially, convey the sense of the original message - makes serious omissions and/or distortions preventing comprehension	- lacks the ability to translate the passage with sufficient accuracy/clarity - uses excessive and inaccurate paraphrasing, distorting the meaning - makes too many errors of all kinds - produces translation not always coherent; intended meaning only partially conveyed - shows poor knowledge/use of vocabulary, specialist terminology, register and context	- demonstrates an inadequate command of the language for the required task, makes a considerable number of errors which hamper the flow of the translation - evidences faulty pronunciation and/or a strong accent which makes it difficult or impossible for the intended listener to discern the meaning

Written Assessment Criteria

Assessment criteria for written translation:

(Unit 04 – Translate a police statement into English)

(Unit 05 – Translate from English in a police context)

ACCURACY & APPROPRIATENESS OF THE TRANSLATED TEXT:

- Candidates should provide a complete and accurate translation of the source text without omissions, additions or distortions. This means that for the Translation of the Statement the Other Language version taken down in the Oral Examination must be complete in order for you to provide an acceptable translation into English.
- Candidates should demonstrate good use of grammatical/syntactical constructions, style and register and good spelling, punctuation and accentuation.
- Candidates should display good use of vocabulary and knowledge of specialist terminology.

ORGANISATION OF TEXT:

- Candidates should aim to provide a text which reads like an authentic piece of writing in the target language.
- Candidates should convey the original message with good coherence and display good sentence structure and linkages.

EFFECTIVENESS OF COMMUNICATION:

- Candidates should provide a well presented text suitable for the intended purpose which conveys the meaning fully and accurately to the intended reader.
- Candidates should display good awareness of intercultural differences and be able to express these well.

SPECIAL NOTE: Illegibility and incoherence will be penalised.

DPI ASSESSMENT CRITERION STATEMENTS FOR WRITTEN TRANSLATION

	ACCURACY/APPROPRIATENESS OF TRANSLATED TEXT	ORGANISATION OF TEXT	EFFECTIVENESS OF COMMUNICATION
Band A Mark Range 10-12	<p>The candidate:</p> <ul style="list-style-type: none"> - conveys information with complete accuracy - conveys all information without omissions, additions or distortions - shows excellent use of vocabulary throughout - uses excellent grammatical/syntactical constructions - displays faultless spelling, accentuation/use of diacritics, faultless punctuation - displays excellent use of style and register - has excellent knowledge of specialist terminology with minimum paraphrasing 	<p>The candidate:</p> <ul style="list-style-type: none"> - provides text which reads like authentic text written in target language - conveys original message with complete coherence - displays excellent sentence structure and linkages 	<p>The candidate:</p> <ul style="list-style-type: none"> - provides text entirely suitable for intended purpose - conveys meaning fully and accurately to intended reader - displays excellent presentation and legibility - shows excellent awareness of intercultural differences and expresses these well
Band B Mark Range 7-9	<ul style="list-style-type: none"> - conveys information accurately with only few minor errors - transfers information without serious omissions or distortions - shows good use of vocabulary - uses sound grammatical/syntactical constructions - displays good spelling, careful accentuation/use of diacritics/punctuation - displays good style and register with only minor errors - has good knowledge of specialist terminology, paraphrasing in clear, concise way, where necessary 	<ul style="list-style-type: none"> - provides text which reads fluently with structure of original well conveyed - conveys message with good overall coherence - displays sentence structure and linkages appropriate to target language 	<ul style="list-style-type: none"> - provides text well suited to purpose - conveys meaning well to intended reader - displays good presentation and legibility - shows good awareness of intercultural differences and handles these well
Band C Mark Range 4-6	<ul style="list-style-type: none"> - makes some inaccuracies but no misunderstandings - adequately conveys content - makes minor omissions/distortions but not leading to misunderstandings - makes adequate use of vocabulary - uses adequate grammatical/syntactical constructions - displays no major faults in spelling, accentuation, diacritics, punctuation - displays adequate style and register - has adequate knowledge of specialist terminology with paraphrasing kept to an acceptable level 	<ul style="list-style-type: none"> - provides a text which adequately reflects structure of original - conveys message with adequate coherence - displays sentence structure adequate for conveying message 	<ul style="list-style-type: none"> - provides text adequate for intended purpose - conveys meaning adequately to intended reader - displays adequate presentation and legibility - shows adequate awareness of intercultural differences, handling these in acceptable manner
Band D Mark Range 1-3	<ul style="list-style-type: none"> - makes inaccuracies leading to misunderstandings - inadequately conveys content - makes serious omissions/distortions - has inadequate command of vocabulary - has inadequate knowledge of grammar and syntax - makes considerable number of technical faults: spelling, punctuation, accentuation, diacritics - displays inappropriate style/register - has inadequate knowledge of specialist terminology and/or excessive and inaccurate paraphrasing 	<ul style="list-style-type: none"> - provides text which does not reflect structure of original - provides text which is not coherent - displays faulty sentence structure or one too close to other language 	<ul style="list-style-type: none"> - provides text unfit for purpose - conveys meaning inadequately to intended reader - displays poor presentation and legibility - shows lack of awareness of intercultural differences and expresses these badly

IoL LEVEL 6 DIPLOMA IN POLICE INTERPRETING

ALL SECTIONS BELOW *MUST* BE COMPLETED (ONE MARKSHEET PER SCRIPT)

Candidate Number:	UNIT 01 PART A: INTERPRET CONSECUTIVELY TWO-WAY IN A POLICE CONTEXT	Language:	Session:
<p>There are 3 categories of Assessment Criteria. Each category has 4 bands: D, C, B, A, which are described in the Criterion Statements. Read the Criterion Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and indicate the overall grade. Please ensure that you comment on the candidate's performance below and provide examples with explanations in English.</p>			

ASSESSMENT CRITERIA																
1. Accuracy – Meaning, Completeness, Subject Matter				2. Delivery – Technique, Management Strategy				3. Language Use – Fluency & Vocabulary in English & in the Other Language				Total Marks	Overall Grade (please indicate)			
Consecutive Interpreting into English												F	P	M	D	
D	C	B	A	D	C	B	A	D	C	B	A					
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Consecutive Interpreting into the Other Language												F	P	M	D	
D	C	B	A	D	C	B	A	D	C	B	A					
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Conveys the meaning accurately, all information included with no major omission, addition or distortion.				Demonstrates competence in both languages. Switches easily between languages. Interprets clearly & smoothly. Reflects tone & emotion. Use of 1st person. Appropriate interventions. Objective. Neutral/impartial. Courteous. Unobtrusive . Conveys & understands inter-cultural references. Confident . Management of situation				At ease in both languages. Command of grammar, syntax, pronunciation. Appropriate vocabulary. Accent. Specialist terminology. Appropriate register; choice of words; minimum paraphrasing								

Consecutive Interpreting into English		
1. Accuracy – Meaning, Completeness, Subject Matter	Comments:	Examples:

Cont.		
2. Delivery – Technique, Management Strategy	Comments:	Examples:
3. Language Use – Fluency & Vocabulary in English	Comments:	Examples:

Consecutive Interpreting into the Other Language		
1. Accuracy – Meaning, Completeness, Subject Matter	Comments:	Examples:
2. Delivery – Technique, Management Strategy	Comments:	Examples:
3. Language Use – Fluency & Vocabulary in the Other Language	Comments:	Examples:

EXAMINER'S NAME: _____ **EXAMINER'S SIGNATURE:** _____ **DATE:** _____

IoL LEVEL 6 DIPLOMA IN POLICE INTERPRETING

ALL SECTIONS BELOW *MUST* BE COMPLETED (ONE MARKSHEET PER SCRIPT)

Candidate Number:	UNIT No. 01 Part B: INTERPRET CONSECUTIVELY TWO-WAY IN A POLICE CONTEXT AND TAKE A POLICE STATEMENT	Language:	Session: May 2014
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There are 3 categories of Assessment Criteria. Each category has 4 bands: D, C, B, A, which are described in the Criterion Statements. Read the Criterion Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and indicate the overall grade. **Please ensure that you comment on the candidate's performance below and provide examples with explanations in English.**

ASSESSMENT CRITERIA																
1. Accuracy – Meaning, Completeness, Subject Matter				2. Delivery – Technique, Management Strategy				3. Language Use – Fluency & Vocabulary in English				Total Marks	Overall Grade (please indicate)			
D	C	B	A	D	C	B	A	D	C	B	A		F	P	M	D
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Conveys the meaning accurately, all information included with no major omission, addition or distortion.				Demonstrates competence in both languages. Switches easily between languages. Interprets clearly & smoothly. Reflects tone & emotion. Use of 1st person. Appropriate interventions. Objective. Neutral/impartial. Courteous. Unobtrusive . Conveys & understands inter-cultural references. Confident . Management of situation				At ease in both languages. Command of grammar, syntax, pronunciation. Appropriate vocabulary. Accent. Specialist terminology. Appropriate register; choice of words; minimum paraphrasing					Fewer than 12 marks or fewer than 4 marks in any category	Minimum of 12 marks with no fewer than 4 marks per category	Minimum of 21 marks with no fewer than 4 marks per category	Minimum of 30 marks

Consecutive Interpreting into English		
1. Accuracy – Meaning, Completeness, Subject Matter	Comments:	Examples:

Continues overleaf

2. Delivery – Technique, Management Strategy	Comments:	Examples:
3. Language Use – Fluency & Vocabulary	Comments:	Examples:

EXAMINER'S NAME: _____

EXAMINER'S SIGNATURE: _____

DATE: _____

IoL LEVEL 6 DIPLOMA IN POLICE INTERPRETING

ALL SECTIONS BELOW *MUST* BE COMPLETED (ONE MARKSHEET PER SCRIPT)

Candidate Number:	UNIT No. 02: INTERPRET SIMULTANEOUSLY – WHISPERED – FROM ENGLISH IN A POLICE CONTEXT	Language:	Session: May 2014
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There are 3 categories of Assessment Criteria. Each category has 4 bands: D, C, B, A, which are described in the Criterion Statements. Read the Criterion Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and indicate the overall grade. **Please ensure that you comment on the candidate's performance below and provide examples with explanations in English.**

ASSESSMENT CRITERIA																
1. Accuracy – Meaning, Completeness, Subject Matter				2. Delivery – Technique, Management Strategy				3. Language Use – Fluency & Vocabulary in the Other Language				Total Marks	Overall Grade (please indicate)			
D	C	B	A	D	C	B	A	D	C	B	A		F	P	M	D
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Conveys the meaning accurately, all information included with no major omission, addition or distortion.				Demonstrates competence in both languages. Interprets clearly & smoothly. Reflects tone & emotion. Appropriate interventions. Objective. Neutral/impartial. Courteous. Unobtrusive . Conveys & understands inter-cultural references. Confident . Management of situation				At ease in both languages. Command of grammar, syntax, pronunciation. Appropriate vocabulary. Accent. Specialist terminology. Appropriate register; choice of words; minimum paraphrasing					Fewer than 12 marks or fewer than 4 marks in any category	Minimum of 12 marks with no fewer than 4 marks per category	Minimum of 21 marks with no fewer than 4 marks per category	Minimum of 30 marks

1. Accuracy – Meaning, Completeness, Subject Matter	Comments:	Examples:

Continues overleaf

2. Delivery – Technique, Management Strategy	Comments:	Examples:
3. Language Use – Fluency & Vocabulary in the Other Language	Comments:	Examples:

EXAMINER'S NAME: _____

EXAMINER'S SIGNATURE: _____

DATE: _____

IoL LEVEL 6 DIPLOMA IN POLICE INTERPRETING

ALL SECTIONS BELOW *MUST* BE COMPLETED (ONE MARKSHEET PER SCRIPT)

Candidate Number:	UNIT No. 03: PROVIDE A SIGHT TRANSLATION FROM ENGLISH IN A POLICE CONTEXT	Language:	Session: May 2014
<p>There are 3 categories of Assessment Criteria. Each category has 4 bands: D, C, B, A, which are described in the Criterion Statements. Read the Criterion Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and indicate the overall grade. Please ensure that you comment on the candidate's performance below and provide examples with explanations in English.</p>			

ASSESSMENT CRITERIA																
1. Completeness - Transfer of information, accuracy				2. Accuracy & Appropriateness – Technique, Management Strategy				3. Language Use – Fluency & Vocabulary				Total Marks	Overall Grade (please indicate)			
D	C	B	A	D	C	B	A	D	C	B	A		F	P	M	D
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Conveys the sense of the original message accurately, all information included with no major omission, addition or distortion.				Demonstrates competence in translating the passage with accuracy and clarity. Appropriate use of paraphrasing. Appropriate knowledge/use of specialist terminology, register, vocabulary .				Pronunciation, accent, command of language.					Fewer than 12 marks or fewer than 4 marks in any category	Minimum of 12 marks with no fewer than 4 marks per category	Minimum of 21 marks with no fewer than 4 marks per category	Minimum of 30 marks

1. Accuracy – Meaning, Completeness, Subject Matter	Comments:	Examples:
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Continues overleaf

2. Delivery – Technique, Management Strategy	Comments:	Examples:
3. Language Use – Fluency & Vocabulary in the Other Language	Comments:	Examples:

EXAMINER'S NAME: _____

EXAMINER'S SIGNATURE: _____

DATE: _____

UNIT 04: TRANSLATE A POLICE STATEMENT INTO ENGLISH

Candidate Number:

Language:

Session: Summer 2016

There are 3 categories of Assessment Criteria. Each category has 4 bands: D, C, B, A, which are described in the Criterion Statements. Read the Criterion Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and indicate the overall grade. **Please ensure that you comment on the candidate's performance below and provide examples with explanations in English.**

ASSESSMENT CRITERIA

1. Accuracy /Appropriateness of translated text - vocabulary, spelling, punctuation, figures, grammar				2. Organisation of Text – structures, word order, cohesive devices				3. Effectiveness of Communication – completeness, meaning				Total Marks	Overall Grade (please indicate)			
Content of statement in the Other Language (Unit 01 Part B)													F	P	M	D
D	C	B	A	D	C	B	A	D	C	B	A					
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Translation of statement into English																
D	C	B	A	D	C	B	A	D	C	B	A					
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Conveys the meaning accurately, all information included with no major omission, addition or distortion. Knowledge of specialist terminology & vocabulary. Competent spelling, punctuation, figures, grammar, syntax, diacritics, style & register.				Text reflects the structure of the original. Conveys message with coherence. Appropriate sentence structure.				Conveys meaning, text suitable for intended purpose. Text presented appropriately & legibly. Handles intercultural references.				Fewer than 24 marks or fewer than 4 marks in any category	Minimum of 24 marks with no fewer than 4 marks per category	Minimum of 42 marks with no fewer than 4 marks per category	Minimum of 60 marks	

3. Effectiveness of communication – completeness, meaning	Comments:	Examples:
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EXAMINER'S NAME: _____ EXAMINER'S SIGNATURE: _____ DATE: _____

UNIT 05: TRANSLATE FROM ENGLISH IN A POLICE CONTEXT

Candidate Number:	Language:	Session: Summer 2016
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There are 3 categories of Assessment Criteria. Each category has 4 bands: D, C, B, A, which are described in the Criterion Statements. Read the Criterion Statements for each category and allocate the number of marks you consider most appropriate to the candidate's performance in that category. Write your scores in the blank boxes, total the marks and indicate the overall grade. **Please ensure that you comment on the candidate's performance below and provide examples with explanations in English.**

ASSESSMENT CRITERIA																
1. Accuracy /Appropriateness of translated text - vocabulary, spelling, punctuation, figures, grammar				2. Organisation of Text – structures, word order, cohesive devices				3. Effectiveness of Communication – completeness, meaning				Total Marks	Overall Grade (please indicate)			
D	C	B	A	D	C	B	A	D	C	B	A		F	P	M	D
1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12					
Conveys the meaning accurately. All information included with no major omission, addition or distortion. Reflects tone of the original text. Knowledge of specialist terminology & vocabulary. Competent spelling, punctuation, figures, capitals, abbreviations, grammar, syntax, diacritics, style & register.				Text reflects the structure of the original. Conveys message with coherence. Appropriate sentence structure.				Conveys meaning, text suitable for intended purpose. Text presented appropriately & legibly. Handles intercultural references.					Fewer than 12 marks or fewer than 4 marks in any category	Minimum of 12 marks with no fewer than 4 marks per category	Minimum of 21 marks with no fewer than 4 marks per category	Minimum of 30 marks

Translation into the Other Language		
1. Accuracy/ Appropriateness of translated text - vocabulary, spelling, punctuation, figures, grammar	Comments:	Examples:

		<i>Continues overleaf</i>
2. Organisation of text – structures, word order, cohesive devices	Comments:	Examples:
3. Effectiveness of communication – completeness, meaning	Comments:	Examples:

EXAMINER'S NAME: _____

EXAMINER'S SIGNATURE: _____

DATE: _____

General regulations

Candidate regulations

Candidates must read the Candidate regulations, which are available from IoLET and can be downloaded from www.ciol.org.uk, or by email from info.dpi@ciol.org.uk. The regulations cover items such as refunds, registration, reasonable adjustments, appeals, IT, etc.

Availability of examinations

The DPI is held twice a year a summer session (June) and a Winter session (November). At the present time the examination is only available in London.

Fees

For information on fees, please contact IoLET on info.dpi@ciol.org.uk or refer to www.ciol.org.uk.

Registration procedure

For details on how to register please refer to the Candidate Regulations, copies of which are available by emailing info.dpi@ciol.org.uk and may be downloaded from www.ciol.org.uk.

Use of reference materials in the examination

Candidates **are** allowed to use dictionaries, glossaries in the written examination unit 05.

Definitions

Dictionary Any general bilingual or monolingual dictionary. Any specialised dictionary (**no** textbooks).

Glossaries Any published glossary. Any wordbank produced by candidates (must be in hard copy format capable of being examined by invigilators).

All of the above may be used in hard copy format only. Electronic dictionaries and devices for storing information in any form whatsoever **are not** allowed.

Past papers and other examination literature

A sample paper order form is also available from IoLET by emailing info.dpi@ciol.org.uk or may be downloaded from www.ciol.org.uk. An English only sample paper is available to download from our website.

Quality assurance of examination material and results

IoLET carries out routine monitoring and evaluation of its examination formats and examination material. The external Quality Standards Board meets regularly to review the examinations and appropriate research is commissioned and published. All IoLET examiners must meet the Code of Conduct requirements. Reliability of marking is assured through the training and continuous monitoring of examiners.

IoLET Level 6 Diploma in Police Interpreting

List of languages

Albanian	Mongolian
Amharic	Nepalese
Arabic	Panjabi (Indian)
Bengali	Panjabi (Pakistani)
Bulgarian	Pashto
Cantonese	Polish
Croatian	Portuguese (European)
Czech	Portuguese (Brazilian)
Dari	Romanian
Dutch	Russian
Farsi	Serbian
French	Slovak
German	Somali
Greek	Spanish
Gujarati	Swahili
Hindi	Sylheti
Hungarian	Tagalog
Italian	Tamil
Japanese	Thai
Korean	Tigrinya
Kurdish (Sorani)	Turkish
Latvian	Ukrainian
Lithuanian	Urdu
Mandarin	Vietnamese

The above list shows the range of languages accepted for the Diploma in Police Interpreting. The language range in any given session depends on the applications received. If your language is not included in the above list please contact the **Diploma in Police Interpreting** at **IoLET** before submitting an application:

T: +44 (0)20 7940 3100

E: info.dpi@ciol.org.uk

Further information

Further information about the Diploma in Police Interpreting and IoLET's other examinations may be obtained from www.ciol.org.uk or from:

IoL Educational Trust
Dunstan House
14a St Cross Street
London EC1N 8XA

T: +44 (0)20 7940 3100

F: +44 (0)20 7940 3121

E: info.dpi@ciol.org.uk (for information on the DPI)

E: info@ciol.org.uk (for general information)