

Candidate Assessment Regulations

CIOL Qualifications Level 7 Diploma in Translation
(DipTrans)

Qualification Number 501/1445/1

Table of Contents

Introduction.....3

Organisation ahead of your exam.....3

Organisation just before the exam starts.....3

During the exam4

Unauthorised materials4

Candidate Misconduct5

Key Dates and Times.....5

Introduction

All CIOL Qualifications (CIOLQ) assessments are conducted in line with the information published in the relevant guide for candidates and this guide relates to assessments that are scheduled using both an online and face to face delivery method. We want your exams to go as smoothly as possible, so read through this guide to ensure you know what the rules are and what is expected of you.

All candidates must ensure that they have read and fully understand this information before sitting our exams so that they are not at risk of misconduct or malpractice. Malpractice means any act, default or practice (whether deliberate or resulting from neglect or default) which is a breach of CIOLQ assessment requirements.

Candidate misconduct and malpractice in exams is a serious offence and this guidance is intended to inform and support candidates so that any instances of cheating, copying, plagiarism or conduct is reduced (whether intentional or unintentional) so that it does not place them in a position that could affect achievement of their qualification.

CIOLQ will take formal steps to investigate any instances that we identify, which may compromise the security and integrity of our formal exams and at the most serious level could include action such as candidate disqualification.

Organisation ahead of your exam

- Start preparing for the exam session early giving yourself ample time and avoid any need to rush.
- Carefully read all the information received, as well as, the [DipTrans Qualification Specification](#) which you can find on our [website](#).
- Familiarise yourself with timings, what local time will your units start, how long each unit is, what time will you finish.
- Prepare the room/area where you will be taking the exam in advance.
- Check lighting and room temperature.
- Organise the space you are going to use and check that it is big enough for the number of dictionaries and reference materials you are going to refer to.
- This is a professional qualification and you are advised to dress accordingly.
- Wear a simple wristwatch with an analogue or digital display, or refer to a wall clock ('smart' watches are not allowed), you will not be allowed to use your mobile phone to check the time.

Organisation just before the exam starts

- Make sure any phones or smart watches are completely switched off (not just on 'Airplane mode', 'Flight mode' or 'Do Not Disturb' mode) and place them away from your desk.
- Make sure that your hands/arms are clean and have no writing on them:
 - if you have writing on your person, you **MUST** tell the Invigilator before the exam starts. Do not write on yourself during the exam.
- Check the area you are sitting in and your pockets to make sure you do not have any prohibited items, such as your phone, or any device that accesses or stores information.

- If you do have something that is not permitted or you are unsure about, you must tell the Invigilator before the exam starts.
- Ensure you have your photographic ID with signature ready for inspection.
- If you have requested and received approval for Reasonable Adjustments make sure you have the confirmation letter with you and show this to the invigilator if asked to do so.
- Candidates with approved extra time will have this time automatically added to their exam duration.
- Ensure that you have a supply of single leaf paper for rough notes if necessary.
- Check that there are no materials around the room or on the walls which could be deemed as benefiting you or providing information that will assist you during the exam.
- Listen carefully to all instructions from the invigilator.

During the exam

- Raise your hand if there is a problem during the exam and the Invigilator will support you with any issues via the chat function.
- Inform the Invigilator if you realise you have something on you that is not permitted.
- You must not communicate or attempt to communicate with anyone (except the invigilators) during the exam.
- You must not copy or attempt to copy from another student's work.
- You must not be involved in any arrangement whereby another party undertakes the assessment on your behalf.
- You must not obtain or access, or attempt to obtain or access, an unseen assessment.
- You must not cause a disturbance or disruption.
- Answers must be all your own work.
- You may not leave the exam during the first half hour or during the final fifteen minutes of your exam. You are not allowed to leave the exam for any reason without permission.
- Unauthorised materials listed below should not be in the same room/venue during the exam. Candidates found in possession of such material during an exam will be referred to CIOL Qualifications for investigation into potential malpractice.

Unauthorised materials

There are a number of items that you cannot use in your exam and that you must not have in your possession or have access to at any time, whether or not they have been used, or were unintentionally or intentionally within easy access during the exam. Such items include:

- personal organisers, electronic dictionaries, electronic translation devices, radios and personal audio equipment (including head/earphones)
- communication devices, including mobile phones, smart watches (such as Apple Watch, Fitbit, and Samsung Galaxy Watch) or other electronic, mobile, technical or computing equipment capable of accessing the internet, email and/or storing data
- drinks in open cups, mugs, tumblers.

Candidate Misconduct

Misconduct in exams can include (but is not restricted to) the following prohibited activities:

- copying or paraphrasing text or material from other sources and presenting this as one's own work
- impersonation or attempted impersonation of a candidate
- co-operating with any other person when completing the exam, this must be entirely the candidate's own work
- unauthorised and undeclared acquisition or dissemination of exam questions or related material prior to or after an exam
- failure to follow the rules for an exam in a way that might result in gaining an advantage.

Exam answers **must** be entirely the candidate's work.

Key Dates and Times

The key dates document published on our [website](#).

[Key Dates for CIOL Qualifications Level 7 Diploma in Translation](#) - provides information on all key dates relating to your exam. Please read the document and familiarise yourself with relevant dates and deadlines.

- Exam times are scheduled using local time of the time zone in the location in which you are taking the exam.
- Exam papers will be released over three slots one each for Unit 01, Unit 02 and Unit 03.
- Candidates are responsible for correctly noting the dates and times of their exams.