

**FAQs 2 - CIOL Qualifications Level 7 Diploma in Translation exams January 2021****Q1: I have registered to take the exam in the CIOLQ Virtual Centre, may I use a second screen during the exam?**

*No, only one screen is allowed and that is the screen on which the exam is being delivered.*

**Q2: How will the source texts be displayed on the screen?**

*CIOLQ has released a full set of test papers which candidates are advised to access and practice using the platform with. These can be found:*

*<https://www.ciol.org.uk/sites/default/files/ROGO-DipTrans%20Test%20papers-Units%201-3.pdf>*

**Q3: Can I use my own calculator?**

*No, there is a calculator function on the platform which has been enabled. Please familiarise yourself with this when completing the test papers.*

**Q4: I have a webcam with a built-in microphone, is this sufficient or do I need separate devices?**

*This is sufficient, you do not require separate devices.*

**Q5: Can I wear a USB headset with microphone?**

*Yes, if the microphone is working and enabled. All exam candidates will be provided with a separate online website link to test their web camera and microphone suitability before the exam. These details will be included in the email containing the live exam link.*

**Q6: If I am unable to complete the exam due to technical issues or poor connectivity will my registration automatically be moved to the next exam session.**

*No, CIOLQ will not automatically move registrations and takes no responsibility for poor connectivity or issues with personal equipment.*

**Q7: What ID checks will be made and when?**

*Please refer to the Candidate Guide to Remotely Delivered Exams (page 4). Candidates will be required to take a photo of their valid ID with signature using their web camera and by following the instructions on their screen. If the form of ID shown is not acceptable then the invigilator (proctor) will request a different form of ID to be presented. Please refer to the list of acceptable forms of ID provided in the guide. An ID check will be carried out before the start of each of the three units.*

**Q8: Can I use exam resources?**

*Yes, this is an open book exam during which candidates may use general bilingual, monolingual, and specialist dictionaries. Published glossaries and/or personal wordbanks. Various reference materials including encyclopaedias. Candidates are not permitted to bring into the exam course materials supplied by tutors or any electronic dictionaries or devices.*

**Q9: Can I use course textbooks?**

*No. Textbooks issued or purchased to support work or to be used as part of a preparatory course for the exam are not permitted.*

**Q10: How do I select/access accents for my language? Can I use exam resources?**

*All the target language specific symbols/characters must be accessed via the keyboard input only. Exam candidates will not be permitted to access any such symbols/characters on their computer by, for example, copy and pasting it from an Internet resource such as online dictionaries. Exam candidates must ensure they have set up their keyboard before the exam and know how to access any required special symbols/characters.*

**Q11: Is it possible to enlarge the font size of the text in which the candidate writes?**

*Exam candidates can enlarge the font of their response by accessing the 'Formats' option above the response box and selecting one of the 'Headings' formats available. Exam candidates are encouraged to test this functionality using the sample papers ahead of the exam.*

**Q12: Are different papers marked by different examiners?**

*We are unable to comment on specific examiners allocated to different assessments. Rest assured our examining team are all experts in assessment and the subjects that they examine in.*

**Q13: Will CIOLQ make allowances for typographical errors?**

*Yes.*