



# THE NATIONAL BOARD OF CERTIFICATION FOR MEDICAL INTERPRETERS

## Candidate Test Preparation Document for the Oral Exam

This document is for candidates testing with an online proctor or at testing site.

### 1. System Check:

Prior to starting the test, make sure you perform the system check. This enables you to record your voice and play it back to ensure that the system is recording appropriately. If you perform the system check and do not hear your voice or the recording is too low or too high, please inform the Proctor. If there is a volume control on your headset, please be sure you know how to adjust the volume on it and do not mute yourself.

This is what you will see on the screen during the System Check:

The screenshot shows a Microsoft Edge browser window titled "Testing Module - Microsoft Edge". The address bar displays "OWL Testing Software (Prismatic Consulting, LLC) [US] hosted.owlts.com/Testing/Session/10567181cdbc0-272e-45eb-bc96-ee8af37ddced". The main content area is titled "System Check" and contains the following text and elements:

- A green progress bar at the top with the text "Please complete the system check."
- Navigation tabs: "System Check", "Directions", "Section 1", and "Finish Test".
- A "Section" button with a right-pointing arrow.
- A red warning message: "Please alert your test administrator if you are unable to complete any step of the system check."
- Instructions: "Please use the recorder below to complete the following steps."
- A "Recorder" control with a red dot and the text "Ready".
- A numbered list of steps for the recorder:
  1. Wait for the recorder to indicate 'Ready'.
  2. Click the record button and wait for the recorder to indicate 'Recording'.
  3. Speak clearly into the microphone for five or ten seconds.
  4. Click the stop button and wait for the recorder to indicate 'Saved'.
- Instructions: "Please use the player below to complete the following steps."
- A "Player" control with a play button and the text "Waiting...".
- A numbered list of steps for the player:
  1. If the player says 'Waiting...', there is a problem. Alert your test administrator.
  2. Click the play button and make sure you can hear the audio clearly.
  3. If you heard the audio clearly please click the button below to continue.
- A "System Check Complete" button at the bottom right.

The Windows taskbar is visible at the bottom, showing the Start button, search bar, and various application icons. The system tray shows the time as 10:49 AM on 3/2/2017.

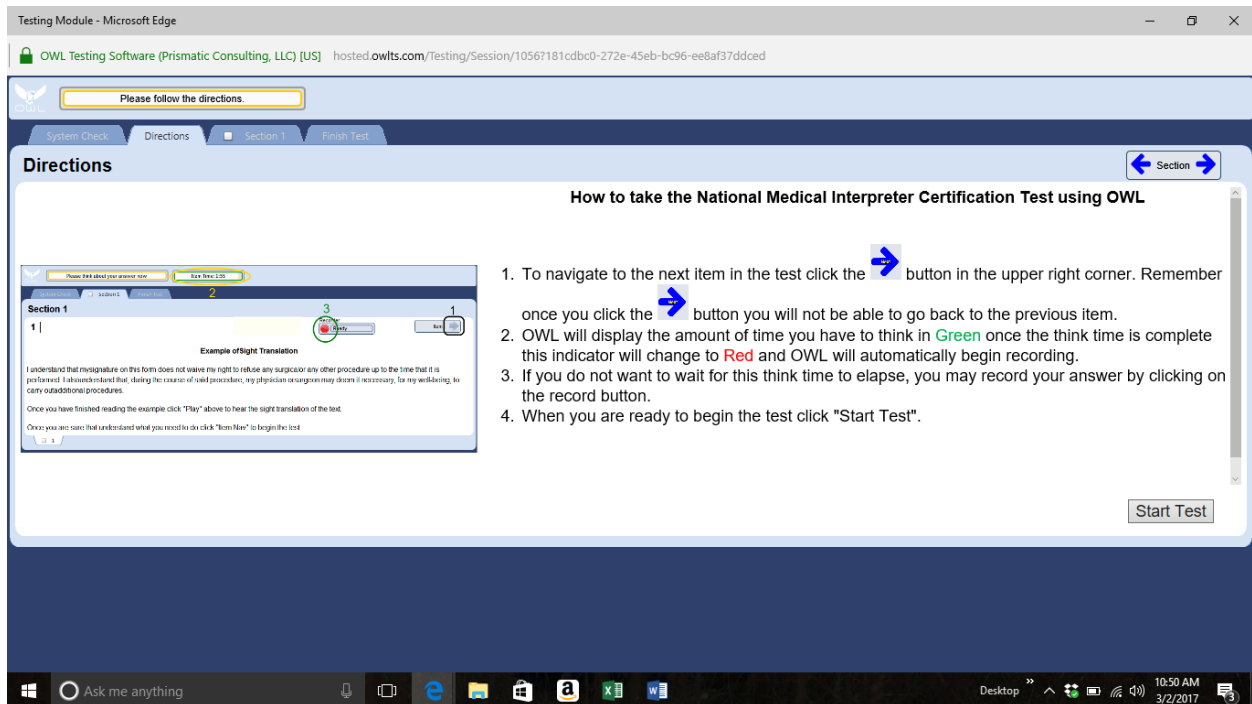
## 2. Sequence of the exam:

### SUMMARY

- 1.-Log in
  - 2.-Systems Check
  - 3.-Directions
  - 4.-One example of the Sight Translation
  5. - The actual exam: Sight translation One and Sight Translation Two.
  6. - The introduction to the role play scenario section.
  7. - Two examples of the role scenarios.
  8. - The actual exam: the role play scenarios begin and continue without stop until the end of the exam.
- Sight-translation. You will be given time to review one sight translation sample document and when you click on the play button you will hear this sight translation as done by an interpreter. Then you will complete the two actual sight translation passages, one at a time.
  - Consecutive role-play scenarios. You will be given an explanation about the consecutive role-playing scenarios, specific instructions for you to follow during that part of the test and two examples before the role-play portion begins.
  - You can take as long as you need to review the instructions and two examples, but once you begin the first role-play, the segments will be timed from that point forward.
  - Once you have finished with each introductory example, proceed to the actual exam. Click once on the arrow to advance to the next item – do not double click.

Please familiarize yourself with the directions:

This is a view of the directions.



### 3. Actual test

**Two sight translations:** During the first portion of the assessment, you will need to sight translate two brief texts, one by one. For each one you will be given 90 seconds to read the passage to understand its meaning before you start to record your oral rendition from English into the target language. Recording starts automatically after 90 seconds, and there is a timer, but you can click once on the record button beforehand if you are ready. Be sure you see that the recorder bar says "recording" before you start speaking. You will have 4 minutes to record your response and during this time the passage will remain on the screen.

Here are some suggestions for techniques that might help you with the sight translation portion of the test:

- Read the entire document quickly to grasp the overall meaning and to identify areas where syntax might present a problem.
- Scan the document for words that are unfamiliar to you so that you will be prepared to sight translate them.
- When you begin to sight translate, take one sentence at a time and make sure to read ahead for understanding of the entire utterance.
- Speak at a steady, even pace that will not interfere with the accuracy and completeness of your rendition. Please use a normal tone of voice. Do not spend too much time trying to think of a word or phrase; instead, explain the term or, as a last resort, leave it in the source language and continue.

**Consecutive Role-play Scenarios:** In this part of the exam, you will play the role of the interpreter in 12 brief healthcare scenarios, comprised of 4 utterances each, for a total of 48 segments. You will need to consecutively interpret everything that is said in English into the target language and everything that is said in the target language into English. You will interpret after each utterance (utterances last from 8 to 15 seconds, approximately).

- After each utterance, you will have **eight (8) seconds** of “think time” before the system **automatically** begins to record your response. **If you begin your rendition before the 8 seconds of think time has elapsed, part of rendition will not be recorded, and you will lose point of the exam.** If you wish to respond right away, and not wait for the think time to end, you can click once on the red record button. You have 10-30 seconds to record your response, depending on the length of the role play scenario.
- The written prompts in the upper left in yellow will read in succession: “Please listen to the audio,” then “Think about your answer now,” then “Clearly say your answer now,” and that is when you start your response – make sure the recorder bar says “recording.” (See the screen shot below.) Please speak in a normal tone of voice. You will be expected to interpret without summarizing or paraphrasing, or adding or omitting any information provided.

**REPETITIONS: Six (6) repetitions will be allowed for the Consecutive Role-play Scenarios (not for each question in the section, but during the entire section).**

- To request a repetition, you need to wait until the entire utterance has been spoken, and then immediately click once on the Play button to hear a repetition of the utterance. The entire test item will then be repeated. (Do not double click.)

- Be advised that you will only have eight (8) seconds to request a repetition by clicking on the Play button, so make sure to do so right after the utterance is completed. The entire test item will then be repeated
- If you fail to request a repetition within the eight (8) seconds of “think time”, proceed with your rendition. Otherwise you will not have time to complete your response.
- Remember, you have six repetitions for the entire test (not per question) and your score will not be adversely affected by requesting the six allowed repetitions during the exam.
- A request for a previous exam item to be repeated at a later point during the exam will not be possible.
- If you realize during the test that you misinterpreted an earlier term, you will not be able to go back and re-interpret it. You cannot go back in this exam, only forward.
- You may only correct yourself while on an individual segment, and the rater will rate the last thing you say, but once you have proceeded to the next test item, any correction of a rendition given for previous utterances will not be possible. • Once you have used your six repetitions the Play button will no longer function – since no additional repetitions are allowed beyond the six – so please use the repetitions wisely.

**Note-taking is strongly recommended during the sight translations to help you remember the information provided.**

- Do not try to write down every word you hear.
- Concentrate on the key words and ideas so that you will be able to convey the correct meaning.
- Do not omit any unfamiliar terms but, instead, do your best to explain them.
- You are allowed 3 pieces of paper and pencil or pens. **All notes** taken on the paper provided during the administration of the test **must be given to the proctor** at the conclusion of the test.

For a **repetition**, click once on the “Play” button after the utterance has been completed and before the 8 second “think time” expires.

#### **4. End of test:**

Please make sure you answer all the items on the exam and see the screen above at the end – this means you have completed the exam - and remember to click once on “leave test.”

**Please be advised:** if your exam does not advance to the next question and seems to stop before you have completed all the items, inform the proctor right away so they can contact tech support to resume the test.

## 5. Expectations of the Examinee

Your role will be, first and foremost, to interpret accurately and completely what is spoken in English and in the target language, reflecting as closely as possible the source language, including the register and style of the speaker. You will also be expected to use appropriate grammar and syntax, and deliver your renditions at an even pace of delivery and with a professional demeanor, adhering to the correct interpreting protocol for the medical field, which is first person interpreting, or direct speech.

### Areas of Evaluation

- Accuracy – conveying the meaning without omissions, additions, summarizing or editorializing any information and retaining the original register.
- Listening and information retention skills – following instructions and retaining in your memory the most important information to recall when providing the interpreted rendition
- Grammar – using correct syntax and usage, and avoiding the use of false cognates and anglicized terms (words that sound like they should be correct, but are not).
- Interpreting style – displaying consistently good enunciation, intonation and pronunciation, as well as a courteous and professional demeanor.
- Knowledge of terminology and specialties – demonstrating knowledge of a wide range of managed care and medical terminology.

### Passing Scores:

To pass the Spanish, Russian, Korean, Cantonese oral exam, your percentage score must be at least **70%**.

To pass the Vietnamese oral exam, your percentage score must be at least **65%**.

To pass the Mandarin oral exam, your percentage score must be at least **80%**.

**Multiple Responses:** If you provide multiple interpreted renditions for a test item, only your last response will be considered by the Rater.

**Time:** The approximate total test time for the oral exam is 45 minutes. Each portion of the test is timed individually so candidates are expected to complete their responses within the time allotted for each segment. A timer is present on the computer monitor showing how much recording time remains for each segment. You will have ample time for your response. The exam will cycle to the next item

automatically after the allotted time is up, but if you wish, you may click once on the arrow to advance to the next item. All exams will conclude when the time for the last segment is completed. Examinees are, therefore, encouraged to use their time wisely during each segment of the exam. Remember, the directions and samples are not timed. Please be sure you take the time to read the directions and listen to the examples carefully. Please note: you cannot go back on the oral exam.

**Dictionary:** A non-electronic dictionary may be used during the test, as long as its use does not delay the delivery of your interpreted rendition. Please keep in mind that you are expected to interpret expediently and there is a limited amount of time that is allotted for each interpreted response.

**Confidentiality:** All tests are recorded and kept on file in a secure location for quality assurance purposes, as well as to ensure the reliability and validity of the assessment. Examinees are not allowed to share exam information with any other party or their colleagues, nor are they allowed to share or keep their exam notes after the conclusion of the exam. The test content is proprietary material and the confidentiality agreement that you agree to prior to taking the test prevents you from disclosing any related information, written or oral, to other parties before or after the test.

**Exam Results:** Trained raters will rate your exam and you will be notified of your exam results within **8–10 weeks**. The score sheet used by the raters and the exam recording are confidential and cannot be released to the examinee. The summary results are emailed to the candidate. Please do not inquire about your results until 8 weeks have passed. The National Board knows that you are eager to get your results, but we do not have ability to answer inquiries about test results unless 8 weeks have passed. Please include your complete name, date you took the exam and location in your email if you do not receive your notification in 8 weeks.

#### **Computer and headset tips:**

- If the screen goes blank during the exam, move or wiggle the mouse to return to the exam.
- During the role plays you do not have to manually advance to the next item - the exam cycles through automatically, so you do not have to worry about using the mouse.
- If you choose to advance to the next item on the exam by clicking on the arrow, do not leave your mouse so the cursor hovers over the arrow – you may accidentally click on the mouse and advance the exam before you are ready.
- Please note if there is a volume control on the headset, and if there is, make sure you do not accidentally mute yourself.

**Please note:** *If you encounter any difficulties or problems with the functionality or administration of the exam, please inform the testing center staff right away. However, it is your responsibility to read and follow the instructions for taking the exam; the proctors are there to guarantee test security. Proctors administer many types of exams and they cannot answer specific questions about the National Board exam beyond making sure you are set up and ready to go.*

If there are other testing center issues, please comment on them before you leave the testing center so the staff can document them.

Notify [staff@certifiedmedicalinterpreters.org](mailto:staff@certifiedmedicalinterpreters.org) with any questions/issues regarding the oral exam itself.

Make sure you print out directions and leave plenty of time to arrive and find parking at the testing center. Please be advised that if you are late, you might not be able to take the exam. If that is the case, you will need to reschedule and pay for the exam again. It is wise to call the center ahead of time to find out the parking situation and if you need a permit (on campuses especially).

Please note: There are monthly informational webinars about the exams - the schedule and how to join as well as a webcast are online at [www.certifiedmedicalinterpreters.org](http://www.certifiedmedicalinterpreters.org)

Thank you for your participation in the National Board of Certification for Medical Interpreter's CMI program