



# PRACTICE TEST: GUIDELINES

The practice test is part of the SATI accreditation system. The aim of the test is to give candidates an indication of whether their work is of a standard where they are likely to pass the accreditation exam. It also serves as a limited training exercise, as candidates' work will be returned to them and they will be able to see how it has been marked and any comments the marker might have.

1. Members may apply to do a practice test after one month's membership of the Institute, provided they meet the requirements related to qualifications and/or experience (see the pamphlet on individual accreditation).
2. The fee for a practice test is R385 in 2016.
3. A period of at least eight weeks should be allowed for processing of the completed test. No application for an examination may be made before the practice test results have been received.
4. The practice test is available only to SATI members; they must be individual members or individuals who are part of a corporate membership.
5. The practice test is available in the following language combinations:  
*For general translation:*
  - From English into the other official languages
  - From English into French, German, Portuguese and Spanish
  - Into English from Afrikaans, French, German, Portuguese and Spanish*For sworn translation:*
  - From English into Afrikaans, French, German, Portuguese and Spanish
  - Into English from Afrikaans, French, German, Portuguese and Spanish*For language editing:*
  - For English and AfrikaansIf you are interested in a language combination that is not listed, please contact the accreditation officer to discuss the matter.
6. Candidates will receive one passage to translate. The passages available will come from a previous accreditation exam. In certain cases, candidates will be given the topics available and may select the passage they wish to translate.
7. Candidates should follow the accreditation exam regulations as closely as possible in order to gain a good idea of whether they are likely to pass the accreditation exam.
8. The test will be e-mailed to the candidate – no invigilator is required.
9. Candidates may e-mail their completed translations to the accreditation officer.
10. The completed test passage will be submitted to ONE exam marker. It will be marked according to the requirements for the accreditation exam and the marked script will be returned to the candidate together with a brief report indicating strengths and weaknesses and a "Pass" or "Fail".
11. The anonymity of both candidates and markers will be respected.
12. Passing the practice test is **not a guarantee** that a candidate will pass the accreditation exam.

## ***How is the practice test similar to the accreditation exam?***

The markers of the practice test are also accreditation exam markers. They will apply the same standards as they use when marking an accreditation exam.

Candidates are required to simulate accreditation exam conditions in that they should not write their names on the paper and they should leave wide margins and use 1,5 or double spacing to enable the examiner to write comments on the translation.

## ***How does the practice test differ from the accreditation exam?***

Whereas the accreditation exam is not meant to be a learning exercise, the practice test is an excellent opportunity to receive feedback. The accreditation exam is not returned to the candidate. The practice test is returned, along with comments from the marker on the strong and weak points of the test. The marker may also explain how the translation could have been improved and indicates whether the candidate would have passed or failed if the work had been part of an accreditation exam.

Whereas the accreditation exam is marked by two markers, and by a third marker if the first two do not agree on whether to pass or fail the candidate, the practice test is marked by just one marker.

Although the practice test instructions encourage candidates to simulate the conditions of the accreditation exam, the two exams are taken under quite different circumstances. The accreditation exam has a time limit, while the time constraint for the practice test is whatever candidates decide to impose on themselves. This may give candidates time to do further research and consultation, which may not be possible in an exam situation.

Simulating accreditation exam conditions will put candidates in a better position to judge their readiness to undertake the exam.

### ***What happens if a candidate fails the practice test?***

The following waiting periods apply before a candidate who fails a practice test may rewrite:

#### *General translation*

Ten or more minor errors, or one or more major errors and seven or more minor errors, means that one fails the test.

- 0 major errors and up to 15 minor errors = 3 months
- 0 major errors and more than 15 minor errors = 6 months
- 1 major error and up to 10 minor errors = 6 months
- 1 major error and more than 10 minor errors = 8 months
- 2 or more major errors and up to 10 minor errors = 6 months
- 2 or more major errors and more than 10 minor errors = 12 months

#### *Sworn translation*

Two or more major errors, or one major error and four minor errors, means that one fails the test. The candidate is penalised only once for major errors of a technical nature, such as failure to certify.

- 0 major errors and up to 10 minor errors = 3 months
- 0 major errors and more than 10 minor errors = 6 months
- 1 major error and up to 6 minor errors = 6 months
- 1 major error and more than 6 minor errors = 8 months
- 2 or more major errors and up to 4 minor errors = 8 months
- 2 or more major errors and more than 4 minor errors = 12 months

#### *Language editing*

Two or more major errors, or six or more minor errors, means that one fails the test.

- 0 major errors and up to 8 minor errors = 3 months
- 0 major errors and more than 8 minor errors = 6 months
- 1 major error and up to 10 minor errors = 6 months
- 1 major error and more than 10 minor errors = 8 months
- 2 or more major errors and up to 5 minor errors = 6 months
- 2 or more major errors and more than 5 minor errors = 12 months

Candidates who fail three consecutive practice tests must wait two years before they may attempt the test again.

***Because the conditions for taking the practice test are different from those for the accreditation exam, passing the practice test does not guarantee a pass in the accreditation exam. However, failure of the practice test probably means that a candidate is not yet ready for the accreditation exam. Both the practice test and the accreditation exam test whether or not the candidate can demonstrate professional translation skills in addition to language fluency.***