



CANDIDATES REQUIRING USE OF A TRANSLATOR

Guidelines for a translator

- The translator is organised by the teacher/school principal and should be a responsible adult who acts as an interpreter between the candidate and examiner.
- The translator reports to the teacher/school principal and must be a person acceptable to them and capable of translating the examination in full.
- The translator should not be the candidate's tutor or teacher. On no account may a relative, friend or peer of the candidate be used as a translator.

During an examination a translator:

- must not give factual help to the candidate or indicate when the answer is incomplete.
- must not advise the candidate.
- must immediately indicate any problems in communication during the examination to the examiner.
- may allow the candidates to correct themselves if unhappy with their answers.

Application Requirements

1. The teacher/school principal acting on behalf of the candidate **must notify** the Examinations department of the need for a translator at the Intent to Enter stage of an in-person exam application or when requesting a remote exam session, whichever is applicable.
2. The teacher/school principal will need to download the translator declaration form from the ISTD website.
3. The translator declaration form must be completed for each examination that the candidate enters.
4. The signed declaration form must be sent via email to the relevant Examinations department within 5 working days of the examination date.



5. The examiner will be notified of any candidates requiring the use of a translator by the relevant Exams department via their tour itineraries.

After the examination session

1. The teacher/school principal will fill out the form declaring that the exam session was completed with the use of a translator and was carried out in accordance with the ISTD regulations.
2. The teacher/school principal should indicate whether any problems were experienced during the examination in the comments section.
3. The form must be signed by the translator and countersigned by the teacher/school principal upon completion of the examination.
4. The completed form must be emailed to the Examinations department within 5 working days of the examination date.



TRANSLATOR DECLARATION FORM

Please read the guidelines attached before completing this form. This section should be completed by the teacher/school principal after the examination session and emailed to the Examinations department within 5 working days of the examination date.

To be completed by the teacher/school principal.

Name of candidate:	
PIN of candidate:	
Name of teacher:	
Country:	
Session reference:	
Faculty/exam level:	
Examination date:	
Name of translator:	

By signing the below, I declare that the translator named above is:

- a)** arranged by the school and is a responsible adult who acts as an interpreter between the candidate and the examiner.
- b)** reports to the teacher/school principal and is a person acceptable to the teacher/school principal and capable of translating the examination in full.
- c)** not linked to the candidate in any way (i.e. the candidate's tutor or teacher, a relative, friend or peer of the candidate).



DECLARATION

We confirm that the examination (a) was completed with the use of a translator (b) was carried out in accordance with the ISTD regulations (c) is a true statement of the candidate's answers.

COMMENTS:

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TRANSLATOR

To be filled in and signed by the translator upon completion of the examination.

Name/Surname	
Signed:	
Date:	

TEACHER/SCHOOL PRINCIPAL

To be filled in and signed by the teacher/school principal responsible for the candidate upon completion of the examination.

Name/Surname	
Signed:	
Date:	