DPSI Law

Exams Handbook

2021

INTRODUCTION

DPSI Online with Helena El Masri has been a course provider offering preparatory courses for candidates preparing for the CIoL exam for over 10 years and all our students are given feedback according to the NQF Level 6 as used by the CIoL. Therefore, we plan to continue using the same high standards and offer exams that follow a similar assessment process.

We are committed to high standards and excellence, therefore, we require that all candidates complete a preparatory course before booking the exam with us.

If you have completed a course with DPSI Online, we will provide you with all the necessary information to book your exam. If you are enrolled on or have completed our self-study course without support from a language tutor, you will need to complete a mock exam prior to registering for the exam.

If you have completed a course with another course provider we will require a letter confirming that you've completed a course with language support, which means you have had a tutor in your language giving you feedback during the course. Your exam registration form will be reviewed, during which references or further information might be required. This process might take up to 14 working days.

The national average pass rate for the DPSI qualification is between 20-30%, this is because a high number of candidates registering for the exam have little to no prior preparation.

DPSI Online has achieved an average pass rate of between 64% - 84% over the last 10 years. Therefore, it is our professional view that it is essential for interpreter training courses to include practicing interpreting skills in both working languages and having feedback from a qualified and experienced tutor.

This improves candidate's chances of passing the exam which in turn saves them money and valuable time. Upon successfully passing the exam, interpreters will be able to use DPSI after their name and join relevant bodies in the industry such as the APCI, NRPSI, CIoL and/or the ITI (pending other requirements).

About the Awarding Body

The DPSI Online exam is a qualification accredited by Training Qualifications UK (TQUK) under Ofqual Accreditation Nr 603/2014/X.

TQUK is a National Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England, CCEA Regulation in Northern Ireland and by the Welsh Government.

TQUK offers qualifications which are regulated by Ofqual and by CCEA Regulation, sit on the Regulated Qualifications Framework (RQF) and are listed on the Register of Regulated Qualifications. Please visit the TQUK website for more information.

Total Qualification Time (TQT) – 450 hours

The TQT is an estimate of the length of time a candidate needs to study to meet the criteria for this exam. This translates as approximately 2 hours of study per day over 8 months or 2.5 hours over a period of 6 months.

TQT is composed of Guided Learning Hours (GLH) which is the time spent studying, this means preparing, researching, completing assessments, practicing in class with a tutor and colleagues or language specific study groups, which takes place as directed by but not necessarily supervised by a tutor.

About the DPSI Online exam (Law Option)

Professionalism shows in many ways and candidates wishing to enter the career as a professional interpreter need to show commitment to their profession by seeking appropriate knowledge and qualifications.

Candidates may take the exam one unit at a time and have 2 years in which to complete the 5 units and be awarded their Diploma. However, we recommend that all units should be taken either at the same time or within a short period of time to avoid delaying being awarded the Diploma. Candidates who only complete part of the exam will receive a certificate for the units achieved.

Candidates are examined in English and their chosen language in a legal setting, that includes police, courts and immigration. Candidates should be conversant and knowledgeable on all areas of the criminal justice system and know specialised terminology related to the topics covered in this exam.

In the oral exam, candidates are required to take notes and use appropriate intervention techniques to show they can manage an interpreting assignment. No dictionaries or glossaries are allowed.

In the written exam, candidates are allowed to use dictionaries, glossaries and reference materials (if the language does not offer dictionaries). This does not include notes or course materials given by tutors. All of these should be in hard copy only. No electronic dictionaries or devices for storing information are allowed.

The legal pathway covers the following topics:

Types of crime (criminal and civil offences, including offences against the person, drugs, road traffic related, etc.)
Police Powers & Procedures (bail, cautions, warrants, witness statements, etc.)
Civil and Criminal Courts (magistrates, crown, county, appeals, sentences, tort, ADR, etc.)
Tribunals (immigration, social security, employment, etc.)
Probation & Prisons (pre-sentence reports, community orders, parole, electronic tagging, etc.)
Immigration (applications and interviews for asylum and refugee status, assistance and support in the community)

Please note that scenarios can be taken from any of the listed topics, and that it is therefore not always possible to choose scenarios that are relevant for all language groups and cultures.

Format of the Exam

All candidates will be given further information and instructions upon enrolling for the exam.

All exams are video recorded for auditing purposes.

Each exam is anonymised and given a number, this is the only way to identify a candidate throughout the exam process. This means that examiners do not see any personal information (name, nationality, etc.) about the candidate.

The audio of the oral exams is sent to an external language examiner, who is independent from DPSI Online, who will evaluate the performance of the candidate. Afterwards, an Internal and External Qualification Assurance (EQA) officer from TQUK will check that the examiner's report is accurate, and that the candidate meets the criteria described in the **Assessment Criteria below**.

The differences between the DPSI exam offered by the CIoL and the one offered by TQUK are mainly logistical and organic. Both qualifications can now be taken online.

The CIoL DPSI Exam has 5 units:

Unit 01 (Level 6): Interpret consecutively and simultaneously (whispered) in the public services
Unit 02 (Level 6): Provide a sight translation into English in the public services
Unit 03 (Level 6): Provide a sight translation from English in the public services
Unit 04 (Level 5): Translate into English in the public services
Unit 05 (Level 5): Translate from English in the public services

The TQUK DPSI Law Qualification also has 5 Units:

Unit 01 (Level 6)**:** Interpret consecutively and simultaneously to and from English in legal, police and immigration contexts
Unit 02 (Level 6)**:** Provide a sight translation to English in legal, police and immigration contexts
Unit 03 (Level 6)**:** Provide a sight translation from English in legal, police and immigration contexts
Unit 04 (Level 6)**:** Provide a draft written translation to English in legal, police and immigration contexts
Unit 05 (Level 6)**:** Provide a draft written translation from English in legal, police and immigration contexts

TQUK constantly monitors the quality and materials used in examinations and these materials receive TQUK approval prior to use, to ensure they are mapped to the relevant unit, learning outcome and assessment criteria.

For more information read the **Assessment Criteria below.**

ASSESSMENT CRITERIA

Title: UNIT 1	Interpret simultaneously and consecutively to and from English in legal, police and immigration contexts	
Level:	6	
Credit value:	9	
Guided learning hours:	16	
Learning outcomes The learner will:	**Assessment criteria** The learner can:	
1. Interpret the meaning expressed by users who are communicating with each other across two languages while interpreting consecutively in legal, police and immigration contexts	1.1	Act in an ethical manner, not discriminating or showing bias
	1.2	Use correct interpreting mode and techniques
	1.3	Make effective and safe use of technology
	1.4	Ensure strategies are in place to manage difficulties and terminology that may arise in an assignment
	1.5	Demonstrate competence in both languages: - accurately interpret the meaning of the communication - interpret without adding anything to or omitting anything from the message - repair mistakes - question/check meaning where necessary - take notes during the assignment including symbols - accurately interpret factual information, concepts and opinions - pronounce words clearly and accurately - interpret without allowing accent to effect ease of understanding by either party
	1.6	Demonstrate cultural awareness related to each language.

2.	Reflect the flow of communication between users communicating with each other across two languages while interpreting consecutively in legal, police and immigration contexts	2.1	Demonstrate language ability is at correct level for both languages: - reflect the register, tone, intonation, emotion and speed of the original message - reflect any intention, attitude, irony, sarcasm or innuendo - reflect non-verbal communication of both parties - interpret precisely, fluently and confidently in both languages - naturally switch between both languages - show confidence in both languages - use correct sentence structure - demonstrate excellent command of grammar, syntax and vocabulary - control the session, take action if communication breaks down or the conduct of either party prevents effective interpreting
		2.2	Use language and paraphrasing to convey the meaning of complex or unique terminology and phrases
		2.3	Interpret complex language, specialist terminology and jargon
		2.4	Demonstrate competence and knowledge in the subject matter
3.	Interpret the meaning expressed by users who are communicating with each other across two languages while interpreting simultaneously in legal, police and immigration contexts	3.1	Act in an ethical manner, not discriminating or showing bias
		3.2	Competently use correct interpreting mode and techniques
		3.3	Make effective and safe use of technology
		3.4	Ensure strategies are in place to manage difficulties and terminology that may arise in an assignment

		3.5	Demonstrate competence in both languages: - interpret the meaning of the communication - interpret without adding anything to or omitting anything from the message - repair mistakes - question/check meaning where necessary - take effective notes during the assignment including symbols - interpret factual information, concepts and opinions - pronounce words clearly and accurately - interpret without allowing accent to affect ease of understanding by either party
		3.6	Demonstrate cultural awareness related to each language
4.	Reflect the flow of communication between users communicating with each other across two languages while interpreting simultaneously in legal, police and immigration contexts	4.1	Demonstrate language ability is at correct level for both languages: - reflect the register, tone, intonation, emotion and speed of the original message - reflect any intention, attitude, irony, sarcasm or innuendo - reflect non-verbal communication of both parties - interpret precisely, fluently and confidently in both languages - naturally switch between both languages - show confidence in both languages - use correct sentence structure - demonstrate excellent command of grammar, syntax and vocabulary - control the session, take action if communication breaks down or the conduct of either party prevents effective interpreting
		4.2	Use language and paraphrasing to convey the meaning of complex or unique terminology and phrases
		4.3	Interpret complex language, specialist terminology and jargon
		4.4	Demonstrate competence and knowledge in the subject matter

Title: UNIT 2	Provide a sight translation to English in legal, police and immigration contexts
Level:	6
Credit value:	9
Guided learning hours:	16

Learning outcomes The learner will:	Assessment criteria The learner can:	
1. Translate the meaning of a document during sight translation to English in legal, police and immigration contexts	1.1	Act in an ethical manner, not discriminating or showing bias
	1.2	Use correct sight translation techniques
	1.3	Make effective and safe use of technology where appropriate
	1.4	Ensure strategies are in place to manage difficulties and terminology that may arise in an assignment
	1.5	Demonstrate competence in the target language: - interpret the meaning of the communication - avoid adding or omitting anything to the original message - repair mistakes - question/check meaning where necessary - translate factual information, concepts and opinions - pronounce words clearly and accurately - not allow accent to affect ease of understanding by either party.
2. Reflect the flow of a communication during a sight translation to English in legal, police and immigration contexts	2.1	Demonstrate language ability is at correct level for both languages: - reflect the register, tone, intonation and speed of the original message - reflect any intention, attitude, irony, sarcasm or innuendo from the original message - interpret precisely, fluently and confidently in target language - use the correct sentence structure - demonstrate excellent command of grammar, syntax and vocabulary - use language and paraphrasing to convey the meaning of complex or unique terminology and phrases - interpret complex language, specialist terminology and jargon
	2.2	Demonstrate competence and knowledge in the subject matter

Title: UNIT 3	**Provide a sight translation from English in legal, police and immigration contexts**	
Level:	**6**	
Credit value:	**9**	
Guided learning hours:	**16**	
Learning outcomes The learner will:	**Assessment criteria** The learner can:	
Translate the meaning of a document during sight translation from English in legal, police and immigration contexts	1.1	Act in an ethical manner, not discriminating or showing bias
	1.2	Use correct sight translation techniques
	1.3	Make effective and safe use of technology where appropriate
	1.4	Ensures strategies are in place to manage difficulties and terminology that may arise in an assignment
	1.5	Demonstrate competence in the target language: - interpret the meaning of the communication - avoid adding or omitting anything to the original message - repair mistakes - question/check meaning where necessary - translate factual information, concepts and opinions - pronounce words clearly and accurately - not allow accent to affect ease of understanding by either party

| 2. | Reflect the flow of a communication during a sight translation from English in legal, police and immigration contexts | 2.1 | Demonstrate language ability is at correct level for both languages:

- reflect the register, tone, intonation and speed of the original message

- reflect any intention, attitude, irony, sarcasm or innuendo from the original message

- interpret precisely, fluently and confidently in target language

- use the correct sentence structure

- demonstrate excellent command of grammar, syntax and vocabulary

- use language and paraphrasing to convey the meaning of complex or unique terminology and phrases

- interpret complex language, specialist terminology and jargon |
| | | 2.2 | Demonstrate competence and knowledge in the subject matter |

Title: UNIT 4	Provide a draft written translation to English in legal, police and immigration contexts	
Level:	6	
Credit value:	9	
Guided learning hours:	16	
Learning outcomes The learner will:	**Assessment criteria** The learner can:	
1. Translate the meaning of a document during draft written translation to English in legal, police and immigration contexts	1.1	Demonstrate the application of source material for work situations
	1.2	Produce a draft written translation which reflects the meaning and content of the original document including idiomatic phrases and cultural inferences but is not necessarily of publishable standard
	1.3	Produce a draft written translation that enables the reader to understand the content and to take the appropriate actions
	1.4	Ensure strategies are in place to manage difficulties and terminology that may arise in an assignment
	1.5.	Demonstrate competence in both languages: - translate the meaning of the original document - provide a translation that does not add or omit anything from the original message - reflect the register, style and tone of the original document - reflect any intention, attitude, irony, sarcasm or innuendo - question/check any uncertainty of meaning with the user to whom the document belongs - translate factual information, concepts and opinions - produce a readable and legible text - reflect meaning across the two languages, including idiomatic phrases and cultural inferences
	1.6	Produce a draft written translation that conforms to the conventions of the content
	1.7	Produce a draft written translation that demonstrates cultural awareness

2.	Be able to apply a complex range of vocabulary and technical language appropriate to legal, police and immigration contexts	2.1	Demonstrate language ability is at correct level for both languages: - use correct sentence structure - demonstrate excellent command of grammar, syntax, spelling and punctuation
		2.2	Paraphrase the meaning of complex terms and phrases, if the direct equivalent in the target language is not known
		2.3	Translate complex language, specialist terminology and jargon

Title: UNIT 5	Provide a draft written translation from English in legal, police and immigration contexts	
Level:	**6**	
Credit value:	**9**	
Guided learning hours:	**16**	
Learning outcomes The learner will:	**Assessment criteria** The learner can:	
1. Translate the meaning of a document during draft written translation from English in legal, police and immigration contexts	1.1	Demonstrate the application of source material for work situations
	1.2	Produce a draft – not necessarily of publishable standard – written translation which reflects the meaning and content of the original document including idiomatic phrases and cultural inferences
	1.3	Produce a draft written translation that enables the reader to understand the content and take the appropriate actions
	1.4	Ensure strategies are in place to manage difficulties and terminology that may arise in an assignment
	1.5	Demonstrate competence in both languages: - translate the meaning of the original document - provide a translation that does not add or omit anything from the original message - reflect the register, style and tone of the original document - reflect any intention, attitude, irony, sarcasm or innuendo - question/check any uncertainty of meaning with the user to whom the document belongs - translate factual information, concepts and opinions - produce a readable and legible text - reflect meaning across the two languages, including idiomatic phrases and cultural inferences

		1.6	Produce a draft written translation that conforms to the conventions of the content
		1.7	Produce a draft written translation that demonstrates cultural awareness
2.	Be able to apply a complex range of vocabulary and technical language appropriate to legal, police and immigration contexts	2.1	Demonstrate language ability is at correct level for both languages: - use correct sentence structure - demonstrate excellent command of grammar, syntax, spelling and punctuation
		2.2	Paraphrase the meaning of complex terms and phrases, if the direct equivalent in the target language is not known
		2.3	Translate complex language, specialist terminology and jargon

Timescales for Assessment of Exams

We aim to provide written results within 60 days from the date of the assessment. Your results will be accompanied with a report on your performance regardless of your results. A fail report will describe in detail where the candidate failed so that candidates can address these issues before attempting the exam again.

Examiners are independent and external to DPSI Online with Helena El Masri. They hold qualifications vetted by TQUK. Their reports are verified by an EQA from TQUK, and the Diploma in Public Service Interpreting will only be awarded if TQUK's External Quality Assurance determines that a candidate fully meets the criteria.

Equal opportunities

DPSI Online with Helena El Masri is committed to equality and diversity, therefore we accept candidates, regardless of gender, age, ethnic origin, nationality, creed, sexual orientation, marital status, employment status or disability. To make reasonable adjustments to the exam set up please describe in detail any special needs or disability that could have an impact on your performance during an online exam.

Other Policies

To consult all our policies please click here.

Queries

Should you have any questions about this qualification not included in this handbook nor in our policies please send an email to **exams@dpsionline.co.uk**

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