

Court Interpreter Exam Administration Considerations

A Pandemic Resource from NCSC

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The decision to conduct, postpone, or cancel written or oral exam administrations is up to the individual state. The Language Access Services Section (LASS) advises states to refer to local and state authorities and guidelines provided by the [Centers for Disease Control](#) when making decisions regarding upcoming written and oral exam administrations.

Please note that per NCSC test security policies, candidates **are not permitted** to bring or use their own water, writing utensils, note paper, or headphones. If you choose to conduct written or oral exams, we advise states to review and follow all guidance provided by the Centers for Disease Control with regard to hygiene, cleaning, and disinfection practices.

As states begin to administer the court interpreter exams, LASS offers the following considerations:



Prior to Candidate's Arrival for the Written or Oral Exam

LASS recommends providing information to candidates on state-specific safety protocols prior to the administration event. Information provided should be in accordance with court protocols and/or local and state guidelines, and may include information pertaining to:

- Mandatory or voluntary use of masks, face coverings, or gloves in designated facility spaces, including their possible inspection in accordance with test security protocols;
- Mandatory physical distancing procedures, which may include specific instructions on entering and exiting the test administration facility;
- Cleaning and disinfection procedures to be used at check-in locations and for test administration spaces and equipment;¹
- Health questionnaires or self-screening procedures prior to candidates being admitted for testing; and
- Protocols for rescheduling or cancelling a testing appointment due to illness or suspected exposure to COVID-19.



Registration Desk and Waiting Room

In setting up registration processes for exam administrations, states may consider the following:

- Registration desk and waiting room set-up to ensure physical distancing, which may include limitations on the number of individuals in a waiting area, as well as marked spaces to ensure the physical distance of chairs;
- Mandatory or voluntary use of masks, face coverings, and gloves by registration staff;
- Cleaning and disinfection practices of registration and waiting area and all related materials, such as pens;
- Storage and security protocols related to personal or prohibited items to be stored during exam administration; and
- Protocols for identity verification, including the possible removal of a candidate's mask or face covering temporarily to verify candidate identification.



Testing Room and Exam Administration

In preparing for the administration of exams, states may consider the following:

- Procedures for cleaning and sanitizing the testing room for the oral exam prior to and after each candidate. Cleaning and sanitizing may include door handles, table surface, and chair.
- Procedures for cleaning and sanitizing the oral exam testing equipment prior to and after each candidate. Cleaning and sanitizing may include voice recording equipment, speakers and their volume controls, plastic sleeves for the sight translation scripts, and headphones. States may also choose to use disposable headphones or disposable headphone coverings for each candidate. States may choose to conduct all equipment disinfection in front of each candidate.
- Physical distancing protocols for the proctor and candidate, which may include using wider tables to ensure physical distancing between the proctor and candidates. Some states may also choose to use plexiglass dividers between the proctor and candidate.
- Mandatory or voluntary use of masks, face coverings, and disposable gloves for the proctor.
- Use of masks, face coverings, and disposable gloves for the candidates.²
- Use of individualized materials for each candidate, including pens and pencils, loose leaf paper, disposable water bottles, and disposable headphones or disposable headphone coverings.

- Protocols for the disposal of notes taken during the exam administration, which may include having the candidate dispose of the notes in front of the proctor using a designated receptacle.
- Protocols for the candidate to take any individualized items with them when exiting, such as provided pen or pencil and water, as well as protocols for the candidate to retrieve any stored personal or prohibited items.

Questions?

If you have any questions, please contact Jacquie Ring at jring@ncsc.org or Kimberly Brooke at kbrooke@ncsc.org.

¹ LASS recommends that proctors and staff conduct all disinfecting procedures. In the event that a candidate wants to conduct his/her own disinfecting procedures, staff should provide disinfecting supplies, such as disinfecting wipes and hand sanitizer, to prevent candidates from bringing prohibited items into the testing site.

² The standard instructions for the NCSC Oral Exam include a notification to candidates that “if the Raters cannot understand what is being said, it will be counted against you.” Raters must be able to hear and understand the candidate’s audio recording in order to rate the exam.