



Division on Deaf and Hard of Hearing

MICHIGAN BOARD for EVALUATION
of INTERPRETERS

MI BEI 2011

Study Guide for Interpreter Certification
Candidates

State of Michigan
Michigan Department of Civil Rights
Michigan Commission on Disability Concerns
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***MI BEI Application now located at www.michigan.gov/mcdc-dodhh**

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Please save this study guide. You may need it for later reference.

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FOREWORD AND ACKNOWLEDGMENTS

The study guide for interpreter certification candidates has been prepared by the University of Arizona National Center for Interpretation Testing, Research and Policy (UA NCITRP). Its purpose is to provide user-friendly information about the Board for Evaluation of Interpreters (BEI) interpreter certification process, which is administered by the Department of Assistive and Rehabilitative Services, Office for Deaf and Hard of Hearing Services (DARS DHHS), Michigan Division on Deaf and Hard of Hearing (DODHH) and the Illinois Deaf and Hard of Hearing Commission (IDHHC). The study guide contains information about the test itself, information about the testing process, and sample questions.

We hope that this study guide will facilitate your participation in the testing program. If you have questions after you have read the study guide, please contact the DODHH staff at (877) 499-6232 or dodhh@michigan.gov.

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CHAPTER 1: THE MI BEI INTERPRETER CERTIFICATION PROCESS

1.1 Background

The purpose of the BEI interpreter testing and certification process is to ensure that people working in Michigan and elsewhere as certified American Sign Language (ASL) or English interpreters and transliterators meet the minimum proficiency standards established by their respective states for successfully discharging the responsibilities of a certified interpreter and to provide certification options for Michigan interpreters.

The procedure followed in creating these tests provided an empirical basis for the BEI interpreter certification process, ensuring its validity in assessing the interpreting proficiency of candidates.

In January 2007, the DODHH office and various community partners began reviewing the mechanism and system used for assessment of Michigan interpreters. In June 2007, after amendments were concluded with the Deaf Persons' Interpreters Act, 1982 PA 204 further scrutiny supported research into other assessment systems.

What followed was a thorough investigation of current national and state-level testing instruments used for assessment of interpreter skill. Many states were queried about their testing instruments as the Division attempted to find a valid, reliable test that could withstand a legal challenge if necessary and one which would be fair to candidates throughout Michigan.

On August 28, 2009, an interstate contract was developed with the State of Texas, Department of Assistive and Rehabilitative Services, Office of the Deaf and Hard of Hearing Services to lease their interpreting test, known as the Board for Evaluation of Interpreters (BEI). This test was developed by the National Center for Interpretation Testing, Research and Policy at the University of Arizona (UA NCITRP) and finalized with Texas. Together, these two organizations conducted an extensive job analysis. The purpose of the job analysis was to empirically establish the parameters that an interpreter certification test must possess to ensure that certified interpreters have the ability to successfully serve the deaf and hard of hearing community. These empirical determinations became the foundation for the newly established certification exams, forming the content, format, and structure of both the Test of English Proficiency and

the interpreter performance tests. Through this process, the Knowledge, Skills, Abilities, and Tasks (KSATs) were identified as essential to the job of a certified interpreter which will be directly tested.

The test development team included leading educators, interpreters, deaf consumers, and community activists with exceptionally broad and deep collective experience in all areas of language services. As a result of selecting this assessment tool, Deaf citizens in Michigan and appointing authorities can rest assured that the interpreters evaluated thru the BEI system are certified using the most valid, reliable, legally defensible interpreter assessment tools on the market. The testing instrument along with Michigan's proposed standards reflects the true range of the interpreter's ability.

1.2 How to Use This Study Guide

The BEI interpreter certification tests are both proficiency-based and criterion-referenced evaluations. This means that interpreter proficiency is measured according to standards of minimum competency set by certified and practicing interpreters, language and testing specialists, and the BEI.

This study guide does not provide instruction; its purpose is to familiarize you with the general format, content, and evaluation criteria used in the examinations. We intend the certification process to test only your language and interpreting proficiency.

This study guide is **not** intended to substitute for techniques to enhance interpreting proficiency, such as academic preparation, or years of professional or practical experience. As with any other proficiency or criterion-referenced examination, one cannot open a book or follow a set of procedures to achieve the standard of performance necessary.

1.3 Eligibility Requirements

To apply for a BEI Certificate in Michigan, you must

- be at least 18 years old
- possess a high school diploma or equivalent at the time you submit the application;
- not have a criminal conviction that could be grounds for denial, suspension, revocation, or other disciplinary action; and
- pass the requisite examination for the certification level sought, which may be
 - the Test of English Proficiency (TEP), or
 - a performance test.

1.4 Definitions

Interpreting

Interpreting is a process that includes taking a source language message, identifying meaning and speaker intent by analyzing the linguistic and paralinguistic elements of

the message, then making a cultural and linguistic transition and producing the message in the target language.

Transliterating

Transliterating is the process of rendering a spoken or signed source into a signed or spoken target when both the source and target are English. An effective translator will work between the two modes (signed and spoken) of a single language, English. When a spoken English source is delivered as a signed English target, the target should include features of ASL such as use of space, classifiers, and conceptually accurate sign choices. However, the grammatical structure and mouthing should reflect an acceptable English standard.

Source: *So You Want to Be an Interpreter* by Janice H. Humphrey and Bob J. Alcorn, 4th Edition.

CHAPTER 2: ESSENTIAL FUNCTIONS OF A BEI-CERTIFIED INTERPRETER

A BEI-certified interpreter is a person who provides sign language interpreter services. To work as a BEI-certified interpreter, a person must have the skills, experience, education, and other job-related requirements of the position. The person must also be able to perform the essential job functions.

2.1 Essential Abilities and Attributes of Non-intermediary or Non-deaf Interpreters

A BEI-certified non-intermediary interpreter must have the following physical, cognitive, cultural, linguistic, and professional abilities and attributes.

2.1.1 Essential Physical Abilities

The essential physical abilities of a non-intermediary interpreter are described below.

Hearing—the ability to hear, identify, and understand the speech of another person without relying on visual assistance

Speech—the ability to speak clearly so that the speech is understandable to a listener

Vision—the ability to see details of another person’s hand shapes, hand movements, and facial expressions from a distance of three to six feet

Facial expression—the ability to control the muscles of the face in order to manipulate the eyebrows, cheeks, mouth, and nose

Manual dexterity—the ability to quickly make coordinated movements of one hand, a hand together with its arm, two hands, or two hands together with arms

Finger dexterity—the ability to make precisely coordinated movements of the fingers of one or both hands

Wrist-finger speed—the ability to make fast, simple, repeated movements of the fingers, hands, and wrists

Limb movement—the ability to move the arms to place the hands slightly above the head, and to extend the arms away from the front of the body and to the sides of the body

Limb movement speed—the ability to quickly move the arms

Dual-limb coordination—the ability to coordinate movements of both arms while sitting or standing

Head—the ability to control the head in order to nod and to turn it from side to side

Physical stamina—the ability to endure moderate physical exertion without getting winded or out-of-breath for at least 30 minutes

2.1.2 Essential Cognitive Abilities

The essential cognitive abilities of a non-intermediary, non-deaf interpreter are described below.

Critical thinking—the ability to use logic and analysis to assess communication in order to make adjustments in approaches to interpretation

Self-monitoring—the ability to monitor and assess the interpretation during and after a task

Selective attention—the ability to concentrate and be undistracted while performing a task, and to sustain that attention over a period of time

Auditory attention—the ability to focus on a single source of auditory information in the presence of other distracting sounds

Visual attention—the ability to focus on a single source of visual information in the presence of other distracting movements in the surrounding area

Mental stamina—the ability to sustain a significant amount of mental processing without fatigue or breakdown for at least 30 minutes

Working memory—the ability to remember information such as concepts, words, and numbers for a brief time while interpreting

Information ordering—the ability to track and arrange information in a certain order

Pattern inference—the ability to quickly make sense of information even when parts of that information may appear to be missing

Time sharing—the ability to efficiently shift between two or more activities or tasks, and between two or more sources of information

Problem sensitivity—the ability to recognize when something is wrong or is likely to go wrong

Fluency of ideas—the ability to generate a number of ideas about a given topic (This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas)

Breadth of knowledge—an acquaintance or understanding, at the introductory level or higher, of a broad variety of topics and fields of interest

2.1.3 Essential Cultural Knowledge and Linguistic Abilities

The essential cultural knowledge and linguistic abilities of a non-intermediary, non-deaf interpreter are described below.

English language

- knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- the ability to listen to and understand information and ideas presented through spoken words
- the ability to communicate information and ideas by speaking so that others will understand

Written English comprehension

- read and understand information and ideas presented in writing
- communicate information and ideas in writing so that others will understand

American Sign Language

- knowledge of the structure and content of American Sign Language including the meaning of lexical and phrasal items, rules of grammar, and articulation
- the ability to watch and understand information and ideas presented through signs, gestures, classifiers, and finger spelling
- the ability to communicate information and ideas through signs, gestures, classifiers, and finger spelling so that others will understand

Culture—a BEI-certified interpreter must have an in-depth understanding of the cultural norms and mores of the American English-speaking and the American deaf communities.

2.1.4 Essential Professional Attributes

The essential professional attributes of a non-intermediary, non-deaf interpreter are described below.

Social perceptiveness—the ability to be aware of and sensitive to others' reactions, and the ability to understand why others react as they do

Independence—the ability to develop independent approaches to doing things and to work with little or no supervision

Interpersonal relationships—the ability to develop constructive and cooperative working relationships with others, and to maintain them over time

Adaptability and flexibility—the ability to adapt to considerable variety in the workplace and be flexible and accepting of positive and negative change

Emotional well-being—the ability to exercise emotional control and stability in order to fully use intellectual abilities and good judgment

Self-control—the ability to maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in difficult situations

Professional decorum—the ability to show respect and act in a professional manner during all interactions

Problem solving—the ability to make complex decisions, including the ability to identify problems, collect information, establish facts, and draw valid conclusions

Organizing, planning, and prioritizing work—the ability to develop specific goals and plans, and to prioritize, organize, and accomplish goals

Conflict resolution—the ability to identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors

Time management—the ability to manage time well and to respect the time of others

Ethical standards—the ability to follow the *Code of Professional Conduct as set forth by the Registry of Interpreters for the Deaf. The seven tenets of the code are as follows:

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

*For a complete explanation of the Code of Professional Conduct, see www.RID.org.

2.2 Essential Abilities and Attributes of Intermediary Interpreters

A BEI-certified intermediary interpreter is a person who is deaf and provides sign language interpreter services. To work as a BEI-certified interpreter, a person must have the skills, experience, education, and other job-related requirements of the position. The person must also be able to perform the essential job functions, and have the following physical, cognitive, cultural, linguistic, and professional abilities and attributes.

2.2.1 Essential Physical Abilities

The essential physical abilities of an intermediary interpreter are described below.

Vision—the ability to see details of another person’s hand shapes, hand movements, and facial expressions from a distance of three to six feet

Facial expression—the ability to control the muscles of the face in order to manipulate the eyebrows, cheeks, mouth, and nose

Manual dexterity—the ability to quickly make coordinated movements of one hand, a hand together with its arm, two hands, or two hands together with arms

Finger dexterity—the ability to make precisely coordinated movements of the fingers of one or both hands

Wrist-finger speed—the ability to make fast, simple, repeated movements of the fingers, hands, and wrists

Limb movement—the ability to move the arms to place the hands slightly above the head, and to extend the arms away from the front of the body and to the sides of the body

Limb movement speed—the ability to quickly move the arms

Dual-limb coordination—the ability to coordinate movements of both arms while sitting or standing

Head—the ability to control the head in order to nod and to turn it from side to side

Physical stamina—the ability to endure moderate physical exertion without getting winded or out-of-breath for at least 30 minutes

2.2.2 Essential Cognitive Abilities

The essential cognitive abilities of an intermediary interpreter are described below.

Critical thinking—the ability to use logic and analysis to assess communication in order to make adjustments in approaches to interpretation

Self-monitoring—the ability to monitor and assess the interpretation during and after a task

Selective attention—the ability to concentrate and be undistracted while performing a task, and to sustain that attention over a period of time

Visual attention—the ability to focus on a single source of visual information in the presence of other distracting movements in the surrounding area

Mental stamina—the ability to sustain a significant amount of mental processing without fatigue or breakdown for at least 30 minutes

Working memory—the ability to remember information such as concepts, words, and numbers for a brief time while interpreting

Information ordering—the ability to track and arrange information in a certain order

Pattern inference—the ability to quickly make sense of information even when parts of that information may appear to be missing

Time sharing—the ability to efficiently shift between two or more activities or tasks, and between two or more sources of information

Problem sensitivity—the ability to recognize when something is wrong or is likely to go wrong

Fluency of ideas—the ability to generate a number of ideas about a given topic (This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas)

Breadth of knowledge—an acquaintance or understanding, at the introductory level or higher, of a broad variety of topics and fields of interests

2.2.3 Essential Cultural Knowledge and Linguistic Abilities

The essential cultural knowledge and linguistic abilities of an intermediary interpreter are described below.

Written English comprehension—the ability to read and understand information and ideas presented in writing

Written English expression—the ability to communicate information and ideas in writing so that others will understand

American Sign Language—the ability to watch and understand information and ideas presented through signs, gestures, classifiers, and finger spelling and to communicate information and ideas through signs, gestures, classifiers, and finger spelling so that others will understand

Signed English—the ability to watch and understand information and ideas presented through signs, gestures, classifiers, and finger spelling in an English-like structure and to communicate information and ideas through signs, gestures, classifiers, and finger spelling in an English-like structure so that others will understand

Culture—an intermediary sign language interpreter must have an in-depth understanding of the cultural norms and mores of the American English-speaking and the American deaf communities

2.2.4 Essential Professional Attributes

The essential professional attributes of an intermediary interpreter are described below.

Social perceptiveness—the ability to be aware of and sensitive to others' reactions, and the ability to understand why others react as they do

Independence—the ability to develop independent approaches to doing things and to work with little or no supervision

Interpersonal relationships—the ability to develop constructive and cooperative working relationships with others, and to maintain them over time

Adaptability and flexibility—the ability to adapt to considerable variety in the workplace and be flexible and accepting of positive and negative change

Emotional well-being—the ability to exercise emotional control and stability in order to fully use intellectual abilities and good judgment

Self-control—the ability to maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in difficult situations

Professional decorum—the ability to show respect and act in a professional manner during all interactions

Problem solving—the ability to make complex decisions, including the ability to identify problems, collect information, establish facts, and draw valid conclusions

Organizing, planning, and prioritizing work—the ability to develop specific goals and plans, and to prioritize, organize, and accomplish goals

Conflict resolution—the ability to identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors

Time management—the ability to manage time well and to respect the time of others

Ethical standards—the ability to follow the *Code of Professional Conduct as set forth by the Registry of Interpreters for the Deaf. The seven tenets of the code are as follows:

1. Interpreters adhere to standards of confidential communication.

2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

*For a complete explanation of the Code of Professional Conduct, see www.RID.org.

2.3 Accommodation Requests

DODHH is committed to providing equal access to interpreter certification applicants and candidates. Requesting an accommodation and submitting documentation of need from a certified diagnosing professional are the first steps to advising DODHH of your disability. All requests are reviewed by the Director of the Division for a determination. When a determination is made, the DODHH will notify you of the outcome and proceed accordingly. The DODHH cannot make accommodations that would fundamentally alter the nature of the test.

DODHH requires documentation from a certified diagnosing professional (a physician, psychiatrist, or psychologist) that is dated less than two years before the application for the TEP. This documentation must:

- specify how your disability substantially limits your ability to take this examination under current testing standards,
- provide guidance about modifications recommended to enable you to test, and
- be submitted on the certified diagnosing professional's letterhead.

2.4 Criminal Conviction Records

Applicants, candidates and certificate holders are required to report criminal convictions to the Division at the time of application, renewal, maintenance, or when the conviction occurs.

Candidates for certification are required to voluntarily disclose any criminal convictions. The goal and responsibility of the Division is to protect, by prevention, consumers who use interpreters through the identification of risks and the causes of predictable harm.

Individuals with criminal conviction history will be required to provide additional or supplemental information regarding the conviction within thirty days of any request from the Division to do so. Failure to disclose information which is later discovered will result in denial of certification.

DODHH staff will review information regarding the convictions from all sources and will make a determination of the appropriate action based upon all information provided.

Use and Analysis of Criminal Conviction Records and Related Information

Use and Analysis of Criminal Conviction History in the BEI Certification Process

Criminal conviction history may be used to deny an application for BEI certification in accordance with promulgated rules. In such cases, individuals will be given notice and opportunity to respond and to request a hearing on the denial.

In determining whether a criminal conviction warrants a recommendation or proposal to deny an application, or to suspend or revoke a certification, or otherwise discipline a certificate holder, DODHH uses the following guidelines.

Analysis of Criminal Conviction Records

The decision of whether an applicant, candidate, or certificate holder is qualified to be certified as a BEI-certified interpreter or to maintain BEI certification, in light of the convictions specific to that individual may be based on any of the following factors:

- the recommendation of the DODHH Interpreter Advisory Committee;
- the nature and seriousness of the crime;
- the relationship of the crime to the purposes for requesting to become a certified interpreter;
- the extent to which being a certified interpreter might afford an opportunity to repeat the crime;
- the relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of a certified interpreter;
- the age of the person at the time of the crime;
- the amount of time that has passed since the person's last criminal activity;
- the conduct and work activity of the person before and after the crime;
- evidence of the person's rehabilitation or rehabilitative effort while incarcerated or following release;
- other evidence of the person's present fitness, including letters of recommendation from
 - prosecution, law enforcement, or correctional officers who had responsibility for the person;
 - sheriff or chief of police in the community where the person resides; and

- any other individual/agency with direct knowledge of the offense.
- any other factor that it is reasonably determined to be relevant to the individual's qualifications to serve as a BEI-certified interpreter.

Requests for Additional Information Regarding Criminal Convictions

In reviewing, investigating, or analyzing criminal conviction records, DODHH staff may request information from the applicant, candidate, or certificate holder about the convictions, circumstances relating to the convictions, and any information relating to the individual's circumstances since the convictions.

Applicants, candidates, and certificate holders with criminal conviction records are required to report such conviction records to DODHH at the time of application for testing or for certification, including at the time of four-year renewal or annual maintenance. Additionally, such individuals must report any criminal convictions to DODHH in a timely manner. Reference proposed regulations for specific reporting deadlines.

Individuals must provide DODHH with any requested information related to criminal convictions within thirty days of the date of the written request from DODHH for that information. Failure to submit the information within the stated timeline may result in the DODHH denying an application or proposing disciplinary action against a certificate holder.

CHAPTER 3: ABOUT THE TEST OF ENGLISH PROFICIENCY

3.1 Background

The written portion of the certification process was developed to evaluate an applicant's English skills. It was written by a multidisciplinary team that included language specialists to assess a person's knowledge of English.

The Test Development Team

- reviews and updates the content and skills specifications that serve as a blueprint for new editions of the test;
- writes test questions;
- evaluates each question for accuracy and appropriateness, suggesting revisions as necessary; and
- reviews each new edition of the test (once at the draft stage and again just before printing) to ensure that it meets the specifications and contains an appropriate balance of topics and skills.

3.1.1 Reliability

Reliability is the extent to which the same test is consistent over different administrations. Theoretically, reliability ranges from .0 (no consistency) to 1.00, (perfect consistency) over time. All language tests undergo extensive piloting and post-testing statistical procedures to ensure that the population tested is fairly evaluated.

3.1.2 Validity

The validity of a testing instrument is established when the content of the test reflects the particular skills that one is attempting to measure. The content validity of the written Test of English Proficiency was assured by the Test Development Team, which is composed of practicing language and testing specialists. The written Test of English Proficiency assesses a person's knowledge of the formal registers of English and English language proficiency at the level of a high school graduate. This was indicated as appropriate by studies of the type of language required in interpreter settings.

3.1.3 Pilot Test

To determine the reliability and validity of test items, a lengthy version of the written test was piloted to a small population. The data collected from the administration of the pilot test was subjected to a commonly used item-analysis procedure. The final version of the written test was then produced based on the statistical analysis of the pilot data.

3.2 Applying for the Test of English Proficiency (TEP)

All applicants must pass the written TEP to be eligible to apply for a performance test.

To apply for the TEP, the applicant must

- complete an APPLICATION FOR EXAMINATION form found at www.michigan.gov/mcdc-dodhh
- include proof of high school graduation. Proof may include one of the following
 - copy of diploma
 - college transcript
 - GED
 - If applying for BEI 2 or higher include copy of current certification
 - Sign each line of certifying statements on the application

Mail the form with a check or money order for the designated fee to DODHH. In person payments are NOT accepted at the office. Allow up to 30 days for processing.

When DODHH receives the application and fee, it will be reviewed and approved by the interpreter coordinator or designated staff. You will then be contacted by phone/ email to schedule the date and time of your TEP.

3.3 Scheduling the TEP

The TEP is currently provided in two locations: Detroit and Lansing. Testing may be arranged for interpreter training college classes or specific geographic areas for groups of 10 or more, depending on staff availability. Contact the interpreter coordinator to arrange for this.

In case of inclement weather, the DODHH policy is to cancel if the Lansing school district is closed. The DODHH will also reschedule an individual if the school district where the candidate lives is closed due to inclement weather or other unforeseen, uncontrollable events.

3.4 Forfeiture of Fees

The fee is subject to forfeiture if the TEP is not taken within one year of the application date. The fee is subject to forfeiture if the TEP candidate fails to arrive or arrives after the testing door has closed.

A TEP appointment may be rescheduled without penalty if it is rescheduled within two business days preceding the confirmed appointment. To cancel a confirmed appointment, he or she must immediately contact the DODHH administrative assistant or interpreter coordinator. A voice message will not suffice.

You may reschedule a confirmed test appointment without an additional fee by providing proof of one of the following:

- illness of yourself or an immediate family member,
- death of an immediate family member,
- inclement weather conditions, or
- reasons beyond the applicant's control that made attendance impossible.

3.5 Taking the TEP

The following information is provided to give you an idea of what to expect when taking the TEP. On the day before the test, it might be helpful for you to

- review Chapter 4 “Overview of TEP Sections” in this study guide. A review of the information, especially the sample questions, can make you feel more comfortable and better prepared;
- gather the materials you need to take to the testing center and put them in a convenient location. You will need
 1. two #2 pencils,
 2. a photo ID (you will not be admitted without it), and
 3. directions to the testing site (if necessary);
- get a good night's sleep before the test. Lack of sleep may make you unable to do your best work during the test; and
- make sure that you know where the testing site is located. If you are from out of town, visit the testing site the day before so that you can plan enough time to arrive 30 minutes before your test appointment time.

3.6 Procedure for the Day of the Test

On the day of the test:

- Arrive at least 30 minutes before the test appointment time. Late arrivals will not be admitted once the test has begun, nor will DODHH compensate a late arrival for a missed test.
- Do not park at a meter.
- Late arrivals will not be permitted to enter the TEP after the testing door has been closed.
- Bring proper photo identification with you. Preferred types of identification include a valid driver's license, student photo ID, employee photo ID card, or current passport. You will not be allowed to test without proper identification.
- Set all electronic communication devices such as cell phones, pagers, BlackBerrys, or Sidekicks to the off position and leave with the Administrative Assistant.
- Smoking and eating are not permitted in the testing room. Bottled drinks are permitted.
- Visitors are not permitted, although observers authorized by DODHH may be present.
- Due to the need for quiet during the time of testing in our office, we ask that you do not remain in our office. We recommend your guests visit one of the many restaurants, coffee shops or site attractions near the MCDH-DODHH office.
- The time allowed to complete the written Test of English Proficiency is **1 hour and 15 minutes**. This time allowance is specifically for taking the TEP and not for completing paperwork or reading the initial instructions. You may bring a watch (without an alarm) to the testing site to pace yourself during the test.
- The testing site proctor will
 - verify your identification;
 - provide general instructions;
 - allow you a few minutes to read and complete the answer sheet with your name;
 - tell you when to start and when to stop working on the TEP; and
 - require you to read and sign a Commitment to Confidentiality, which prohibits you from discussing or divulging the contents of the TEP.

- Observe all testing center procedures. Each testing site ensures that each person has equal testing time and that the operation of the testing site meets the criteria for standardized testing. The success of the test administration depends on your cooperation with these procedures. Do not read or work on the test during a time not authorized by the proctor. The proctor must observe you throughout the test.
- You may **not** be excused from the testing room during the test. A visit to the restroom before your test appointment is recommended. The test must be taken in one continuous sitting.
- You may not give or receive help, or bring books, papers, or aids of any kind.
- You may not write on the test booklet. Do not remove from the sheet protector.
- Unanswered will be counted wrong.
- At the conclusion of the test session, you will be required to return the test booklet and answer sheet to the proctor. Do not remove test materials or notes from the testing room.

Your commitment to confidentiality includes topics, subject matter, or specific vocabulary on the TEP. Breach of confidentiality, cheating, and compromising the integrity of the BEI tests are grounds for denying an application or suspending or revoking an interpreter's certificate. DODHH will investigate anyone alleged to have gained unauthorized access to confidential testing materials and will seek to legally recover the costs necessary to redevelop new testing materials.

3.7 Notification of TEP Results

After the TEP is administered, the staff member collects all materials and submits them to the administrative assistant for scoring. The administrative assistant scores the test and verifies results with the interpreter coordinator. The results are then documented. An individualized result notification letter is prepared for all candidates that did not pass. A generic pass letter is prepared for those who do. Letters are then sent by US mail. The process may take up to 30 days to complete. The names and results of persons taking the test are submitted as required by contract to our partners in Texas.

You must answer 55 questions correctly to receive a passing score and become a candidate who is eligible to apply for a performance test. Applicants who do not receive a passing score may resubmit an application, fee and test again six months after the failed attempt.

You may express any questions or concerns to the DODHH staff at DODHH@michigan.gov.

CHAPTER 4: OVERVIEW OF TEP SECTIONS

The Test of English Proficiency is made up of five parts.

- Part I – Reading Comprehension,
- Part II – Synonyms,
- Part III – Grammar and Usage,
- Part IV– Sentence Completion, and
- Part V – Antonyms.

There are 16 items in each of the five parts with a total of 80 items on the test. Questions are multiple-choice and offer four choices, of which only one is correct. You mark the chosen answer on the provided answer sheet.

4.1 Part I Reading Comprehension

The reading comprehension questions assess your ability to read keenly and to analyze a written passage from a variety of perspectives. It tests your understanding of the material and your understanding of underlying assumptions and implications. The length of the written passage enables you to examine a variety of relationships within the passage. You may be asked to identify the function of a single word as it relates to the passage more broadly, the relationships of ideas within the whole passage, and the author's relation to both the topic and the audience.

Reading comprehension questions are of several kinds and include questions on

- the passage's main idea or topic,
- explicit information,
- possible implications,
- applications of ideas to situations beyond the author's reasoning and rhetoric, and
- the tone of the passage.

Question types include main idea, detail, and vocabulary in context and use true-false and agree-disagree formats, among others.

The following are examples of typical question formats:

- According to the passage, which of these statements is false?
- According to the passage, which of these statements is true?
- The author of the text implies that . . .

4.1.1 Helpful Strategies

- If you encounter material that seems overly technical or field-specific, do not assume it is beyond your ability. The reading passages are drawn from a variety of sources and disciplines, and the questions are based on the information in the passage and not on any prior knowledge. If a passage or question is difficult or unfamiliar, you may wish to skip that question or passage and return to it later.
- Practice a variety of strategies. You may wish to skim a passage and its questions first and then reread it more carefully or, read a passage very carefully and then answer its questions, or read the question carefully before reading the passage. Different questions call for different approaches.
- Watch for clues that point to the author's assumptions or a passage's implications. Separate main ideas from supporting ones. Separate the author's perspective from the information presented. Note the nature of the transitions between ideas. Consider the author's points and conclusions and how each is made or drawn.
- Carefully consider key elements such as main ideas, arguments, and transitions that allow you to follow the logical flow of a passage.
- Read each question carefully to understand exactly what the question is asking.
- Always read all the choices before making your selection.
- Do not choose an answer simply because it presents a true statement. Do not choose answers that are partially true or that only partially satisfy the question. The best answer is the one that most accurately and completely answers the question.

4.2 Part II Synonyms

Synonym questions test your knowledge of vocabulary. While these questions require knowledge of a word, you may also be asked to identify distinctions among answer choices. Synonym questions are generally confined to nouns, verbs, and adjectives with answers consisting of a single word. What is important to remember is that the synonym questions ask you to find the answer choice that is **closest** in meaning to the original word.

4.2.1 Helpful Strategies

The following are strategies for answering synonym questions.

- Sometimes more than one answer may seem appropriate. In these cases, consider the shades of meaning and choose the one that best matches the meaning and tone of the given word.
- A particular word may have multiple meanings. If you are unable to find an answer choice, examine all the possible answers for second meanings.
- Use what you know of roots, prefixes, and suffixes to help you decipher unfamiliar words.
- Some people find it useful to write a guess for the simplest meaning (for example, “bad” or “good”) of a word before looking at the answer choices. Then you can quickly eliminate answer choices that do not fit the broad category.

4.3 Part III Grammar and Usage

The grammar and usage questions test your familiarity with idiomatic expressions and syntactic and grammatical properties of the language. One half of these items focus on idiomatic expressions (Section 1), and the other half on syntactic and grammatical properties of English (Section 2).

4.3.1 Helpful Strategies

Strategies in choosing the best equivalent for an **idiomatic expression** are as follows:

- Read the entire sentence carefully before reviewing the possible answers.
- Study the context of the idiomatic expression in the sentence.
- Examine the expression for meaning beyond the literal one.

Strategies in choosing the most appropriate example of **written English** are as follows:

- Read through all the choices, and then decide what the usage issue being tested might be.
- Then, reread the sentences while looking for the correct rendition.

4.4 Part IV Sentence Completion

Sentence completion questions measure your ability to recognize words or phrases that **best** complete the meaning of a partial sentence. You must weigh each choice according to how the sentence would best read as an integrated whole taking account of both logic and style. Sentence completion questions provide a sentence stem that the correct answer will combine with to create the best sentence.

4.4.1 Helpful Strategies

Strategies helpful in sentence completion are as follows:

- Read the entire sentence carefully before reviewing the **possible** answers. Examine the sentence for meaning beyond the literal one including irony and humor.
- You may wish to think of a word that best completes the sentence, even before reviewing the answer choices. Then you can compare the possible answers to your best guess for similarity.
- Do not overlook grammatical clues given. Words such as “but” and “also” indicate the logic of the sentence that follows.
- Consider style and word choice.
- When a sentence has two blanks, make sure that both parts of your answer fit together to contribute to logic and style.

4.5 Part V Antonyms

Antonym questions test direct knowledge of word meaning. In addition, antonym questions assess your ability to reason from a given notion to its **opposite** meaning. Like synonym questions, antonym questions frequently ask about fine distinctions between possible answers. Generally, antonyms appear as nouns, verbs, or adjectives with answers consisting of single words. Antonym questions require you to determine the answer choice most nearly opposite in meaning to the word in the question.

4.5.1 Helpful Strategies

The following strategies may aid in answering antonym questions.

- Remember that you are seeking the word most nearly **opposite** in meaning to the given one.
- Sometimes more than one of the answers may seem to be appropriate. In such cases, examine the possibilities carefully for finer distinctions.
- Remember that many words have multiple meanings. If you cannot easily discover a word opposite to the given one, look at the possible answers for alternate meanings.
- As with synonyms, use what you know of roots, prefixes, and suffixes to aid you in determining meanings.

4.6 Sample Test of English Proficiency

Part I – Reading Comprehension

Directions: In this part, you will read several passages. Each passage is followed by questions or incomplete statements and four answer choices – A, B, C, and D. Choose the best answer to each numbered question or statement. Then, on your answer sheet, find the item number and darken the circle that corresponds to the answer you have chosen.

Example: The author’s overall purpose in this passage is

- A. to inform consumers of how a new product becomes available.
- B. to analyze the marketing and distribution of merchandise.
- C. to give an idea about how advertising slogans are created.
- D. to describe the shipping and receiving functions of retail stores.

A B C D
 Assume that the correct answer is **B**.

* * * * *

Reading Passage I: Sapphira and the Slave Girl

Sapphira and the Slave Girl was the last novel of Willa Cather’s illustrious literary career. Begun in the late summer of 1937 and completed in 1941, it is often regarded by critics as one of her more personal works. Although the story takes place in 1856, well before her own birth, she drew heavily on both vivid childhood memories and tales handed down by older relatives to describe life in rural northern Virginia in the middle of the 19th century. She even went on an extended journey to the area to give the story a further ring of authenticity.

Of all of Cather’s many novels, *Sapphira and the Slave Girl* is the one most concerned with providing an overall picture of day-to-day life in a specific era. A number of the novel’s characters, it would seem, are all included in the story only because they are representative of the types of people to be found in 19th century rural Virginia; indeed, a few of them play no part whatsoever in the unfolding of the plot. For instance, we are introduced to a poor white woman, Mandy Ringer, who is portrayed as intelligent and content, despite the fact that she has no formal education and must toil constantly in the fields. And we meet Dr. Clevenger, a country doctor who, with his patrician manners, evokes a strong image of the pre-Civil War South.

The title, however, accurately suggests that the novel is mainly about slavery. Cather’s attitude toward this institution may best be summed up as somewhat ambiguous. On one hand, she displays almost total indifference to the legal and political aspects of slavery when she misidentifies certain crucial dates in its growth and development. Nor

does she ever really offer a direct condemnation of slavery. Yet, on the other hand, the evil that was slavery gets through to us, albeit in typically subtle ways. Those characters, like Mrs. Blake, who oppose the institution, are portrayed in a sympathetic light. Furthermore, the suffering of the slaves themselves and the petty, nasty, often cruel behavior of the slave owners are painted in stark terms.

Although *Sapphira and the Slave Girl* was certainly not meant to be a political tract, the novel is sometimes considered to be a denunciation of bygone days. Nothing could be further from the truth. In spite of her willingness to acknowledge that particular aspects of the past were far from ideal, Willa Cather was, if anything, a bit of a romantic. Especially in the final years of her life, an increasing note of anger about the emptiness of the present crept into her writings. Earlier generations, she concluded, had been the real heroes, the real creators of all that was good in America.

* * * * *

1. The word *extended* in paragraph 1 mostly means
 - A. enlarged
 - B. increased
 - C. postponed
 - D. prolonged

2. In the second paragraph, the author mentions Mandy Ringer and Dr. Clevenger in order to emphasize which point about *Sapphira and the Slave Girl*?
 - A. A number of the characters in the novel are based on people Cather knew in her childhood
 - B. The novel displays Cather's mixed feelings about slavery
 - C. Cather took four years to complete the novel because she carefully researched her characters
 - D. One of Cather's purposes in writing the novel was to paint a full portrait of life in rural Virginia in the years before the Civil War

3. According to the author, why is Willa Cather's attitude towards slavery "somewhat ambiguous" (paragraph 3)?
 - A. She was ignorant of the legal and political aspects of slavery even though she was a keen observer of history
 - B. She did not denounce slavery directly but criticized it in more roundabout ways
 - C. She sympathized equally with both slaves and slave owners
 - D. She was an enemy of slavery but refrained from getting involved in political issues

4. In context, "a bit of a romantic" (paragraph 4) suggests that Willa Cather
 - A. condemned the evils of slavery
 - B. favored the past over the present
 - C. disliked writing about life in the 1930s
 - D. denounced certain aspects of 19th century life

Reading Passage II: Pluto and Charon

From the surface of the planet Pluto, we would look up at Charon in the sky, 20 times closer to Pluto than our moon is to Earth. It is an impressive sight. Charon may rank twelfth in size among moons in the solar system, but it is so close to Pluto – only 11,650 miles (18,800 kilometers) above Pluto's equator – that it appears larger than any other moon appears from the surface of its planet. Charon covers almost 4 degrees in Pluto's sky – eight times as wide as our Moon appears from Earth. On our planet, you can hold a pea out at arm's length and completely eclipse our Moon. On Pluto, to block Charon from view, you would need a billiard ball.

It was no surprise that Charon rotates in the same period of time as it revolves so that it always presents the same hemisphere to Pluto. All the inner satellites and all the major satellites in the solar system have synchronous rotation and revolution because they are tidally coupled to their planets. A planet's gravity creates a slight tidal bulge in its moon and pulls on that bulge so that the moons cannot turn it away from the planet. One side of the satellite always faces the planet and the other side always faces away while the planet rotates rapidly, so that the moon rises and sets for all parts of the planet.

But Pluto furnished a surprise. Pluto and Charon are so close to twins in size and so close together that Charon's gravity induces a bulge in Pluto. The bulge is great enough that Pluto is tidally coupled to Charon just as Charon is tidally coupled to Pluto. Thus, Pluto always shows the same face to Charon just as Charon always shows the same face to Pluto. It is the only example of mutual tidal coupling in the solar system. The result is that for an astronaut standing on Pluto, Charon is either always visible or never visible.

The shadows we see on Charon reveal an uneven, cratered landscape. Like Pluto, Charon is light gray, although somewhat darker and more even in color than Pluto, as was known from measurements made from Earth using the Pluto-Charon eclipses. The very slightly reddish brown hue of Pluto is missing from Charon – or at least from Charon's Pluto-facing side, that is the only side we get to see from the surface of Pluto. Missing too from Charon is the methane frost which partially covers Pluto. With Charon's smaller mass and therefore weaker gravity, whatever methane ice there was at the surface has evaporated. Perhaps this in part explains why Charon is less reflective. The escaping methane has exposed frozen water to view.

On Earth, we are used to the rising and setting of the Sun, Moon, and stars as our planet turns. On Pluto, the Sun rises and sets, if somewhat slowly, but Charon stays fixed in the sky. It never rises or sets, thanks to tidal coupling. As Charon revolves once around Pluto in 6.4 days, Pluto spins once around on its axis in that same period of time. The result is that Charon hangs almost stationary in the sky while the Sun and the stars glide slowly past in the background. Because Charon is so large in the sky, stars are frequently blocked from view. These stellar occultations are the only eclipses visible during the 120 year gap between seasons of solar and lunar eclipses.

From the vantage point of Earth, Pluto and Charon pass in front of and behind one another very rarely. The earth experiences solar and lunar eclipses at least four times and sometimes as many as seven times a year. Because of Pluto's axial tilt and Charon's position over Pluto's equator, the pair go for almost 120 years without their shadows ever falling upon one another. Then, in a period roughly six years long, Charon's orbit is nearly edge on to Earth and every 6.39 day orbit Charon makes carries it across the face of Pluto and then around behind Pluto. The result is an eclipse frenzy. Serendipitously, that eclipse season began in 1985, soon after Charon was discovered.

During an eclipse of the Sun on Pluto, Charon would look like a giant dark hole in the sky, marked only by the absence of stars. It would be dark but not black because it would be illuminated by reflected light from Pluto. The corona – the outer atmosphere of the Sun, which makes solar eclipses seen from Earth so beautiful – would be visible only just after the Sun vanished and just before it reappeared. At mid-eclipse, the disk of Charon covers the entire orbit of the Earth. The corona is far too faint at that distance from the Sun to peer around the edges of Charon.

* * * * *

5. The passage asserts that Charon's relationship with Pluto is unique in our solar system in regard to
 - A. frequency of eclipses
 - B. mutual tidal coupling
 - C. synchronous rotation
 - D. axial tilt

6. The main point of the first paragraph is that
 - A. Charon is more similar to Earth's moon than you might expect
 - B. Charon is surprisingly similar to Pluto
 - C. Charon's closeness to Pluto makes it appear huge from the surface of its planet
 - D. In terms of size, the earth is to Pluto as a billiard ball is to a pea

7. The passage asserts that one feature of Pluto that is lacking on Charon is
 - A. escaping methane
 - B. noticeable gravity
 - C. a cratered landscape
 - D. methane forest

8. The passage suggests that the discovery of Charon was made even more interesting for scientists because that discovery coincided with
 - A. the discovery of the synchronous rotation of satellites
 - B. a large number of eclipses occurring on Pluto
 - C. the realization that our Moon is identical to Charon
 - D. a demonstration of tidal coupling by Earth and its Moon

Part II – Synonyms

Directions: In this part, you will read several sentences. Each one contains an underlined word or phrase and is followed by four answer choices – A, B, C, and D. Choose the lettered option that is most **similar** to the underlined word or phrase. Then, on your answer sheet, find the item number and darken the circle that corresponds to the answer you have chosen.

Example: The experimental music had a shrill sound.

- A. piercing
- B. prevailing
- C. fluttering
- D. relaxing

A B C D

Correct Answer: **A**

* * * * *

9. Ernesto, the most pompous senior in the entire school, struts around the halls like he's royalty.
- A. modest
 - B. conceited
 - C. humble
 - D. unassuming
10. It has been promulgated that AIDS patients should be quarantined.
- A. proclaimed
 - B. required
 - C. voted
 - D. necessary
11. For three years, the castaway survived on paltry amounts of fish, coconut, and bamboo.
- A. ample
 - B. meager
 - C. considerable
 - D. substantial
12. Mice have a keen sense of smell and quickly discern approaching danger.
- A. detect
 - B. flee
 - C. guard against
 - D. avert

13. The government agent trained for years before he began his clandestine activities overseas.
- A. conspicuous
 - B. aboveboard
 - C. covert
 - D. forthright
14. To accede to a terrorist's demand would set a dangerous precedent.
- A. turn down
 - B. give in to
 - C. pay attention to
 - D. turn a deaf ear to
15. After years of living a sophisticated, liberal life in the city, Ramon found his parents' small-town mindset unbearably parochial.
- A. secular
 - B. unsophisticated
 - C. open-minded
 - D. cosmopolitan
16. Traversing the infinite points between two locations within a finite time is a paradox.
- A. an aberration
 - B. a v-shaped curve
 - C. a mystery
 - D. a self-contradiction

Part III – Grammar and Usage

Directions: In this part, each item contains four answer choices – A, B, C, and D. There are two kinds of items— Idiomatic Expressions and Standard Written English.

Section 1: Idiomatic Expressions

In the first section, choose the option that is closest in meaning to the underlined idiomatic expression. Then, on your answer sheet, find the item number and darken the circle that corresponds to the answer you have chosen.

- Example:** With the deadline fast approaching, the journalist felt under the gun.
- A. irked at the unrealistic timetable.
 - B. close to a nervous breakdown.
 - C. heavy pressure to finish.
 - D. the threat of harsh repercussions.

- A B C D

Correct Answer: **C**

* * * * *

17. This car came hurtling towards me and I thought my number was up.
A. my health insurance will be increased
B. I will go insane
C. I will get too afraid
D. I am going to die
18. If you lay a hand on her I'll report you to the police.
A. hurt
B. touch
C. harass
D. rape
19. When the football player broke his leg, his substitute wept crocodile tears.
A. sobbed sympathetically
B. worried for the game's outcome
C. feigned disappointment
D. cried, but rose to the challenge
20. The lawyer wanted to open up the old case, but his partner advised him to let sleeping dogs lie.
A. to leave well enough alone
B. to take action immediately
C. to wait for the furor to die down
D. to alter facts of the case

* * * * *

Section 2: Standard Written English

In the second section, identify the written sentence that represents the most appropriate form of standard written English. Then, on your answer sheet, find the item number and darken the circle that corresponds to the answer you have chosen.

- Example:** A. Yesterday I felt a little ill, and today I feel worse.
B. Yesterday I felt a little ill, and today I feel most ill.
C. Yesterday I felt a little ill, and today I feel worst.
D. Yesterday I felt a little ill, and today I feel more ill.

- A B C D

Correct Answer: **A**

* * * * *

21.

- A. Once the expiration date on the milk has passed, it would be prudent to dispose of the old milk.
- B. Once the expiration date on the milk has passed, would be, prudent to dispose of the old milk.
- C. Once the expiration date on the milk has passed, was prudent to dispose of the old milk.
- D. Once the expiration date on the milk has passed, might be prudent, to dispose of the old milk.

22.

- A. Doctors and nurses that, work in emergency rooms, often suffer from work-related stress.
- B. Doctors and nurses who work in emergency rooms often suffer from work-related stress.
- C. Doctors and nurses which, work in emergency rooms, often suffer from work-related stress.
- D. Doctors and nurses who work, in emergency rooms, often suffer from work-related stress.

23.

- A. Dr. Stephens is one of those professors who does whatever it takes to get his point across to the students.
- B. Dr. Stephens is one of those professors who does whatever it takes to get their point across to their students.
- C. Dr. Stephens is a professor who do whatever it takes to get his point across to this students.
- D. Dr. Stephens is one of those professors who do whatever it takes to get their point across to their students.

24.

- A. One-third of the voters tend not to cast their ballots in national elections.
- B. One-third of the voters tends not to cast their ballots in national elections.
- C. One-third of the voters tends not to cast its ballots in nations elections.
- D. One-third of the voters tend not to cast its ballots in national elections.

Part IV – Sentence Completion

Directions: In this part, you will read several sentences. Each one contains one or two blanks and is followed by four answer choices—A, B, C, and D. Each answer choice contains a word or set of words. Choose the word or set of words that best fits the meaning of the sentence as a whole. Then, on your answer sheet, find the item number and darken the circle that corresponds to the answer you have chosen.

Example: The crowd cheered at the clown’s extremely _____ juggling.

- A. tangible
- B. adept
- C. static
- D. deficient

A B C D

Correct Answer: **B**

* * * * *

25. Today Wegener’s theory is _____; however, he died an outsider treated with _____ by the scientific establishment.

- A. unsupported – approval
- B. dismissed – contempt
- C. accepted – approbation
- D. unchallenged – disdain

26. The two artists differed markedly in their temperaments; Palmer was reserved and courteous, Frazer _____ and boastful.

- A. phlegmatic
- B. choleric
- C. constrained
- D. tractable

27. The intellectual flexibility inherent in a multicultural nation has been _____ in classrooms where emphasis on British-American literature has not reflected the cultural _____ of our country.

- A. eradicated – unanimity
- B. encouraged – aspirations
- C. stifled – diversity
- D. thwarted – uniformity

28. Bird species _____ to this island were exterminated by feral cats, _____ of pets abandoned here decades ago by sailors.

- A. provincial/competitors
- B. harmless/liberators
- C. indigenous/descendants

D. unusual/signals

29. An editorial praised the generosity of an anonymous _____ who had donated over a million dollars and several priceless paintings to the college.
- A. mercenary
 - B. agnostic
 - C. curmudgeon
 - D. benefactor
30. Although marine engineers claimed that its hull was _____, the Titanic sank after hitting an iceberg.
- A. amorphous
 - B. equivocal
 - C. preeminent
 - D. impenetrable
31. The restaurant manager, who had _____ provided crayons and paper tablecloths for the amusement of small children, found that adult patrons were equally _____ the opportunity to express themselves.
- A. aggressively/delighted by
 - B. impulsively/anxious about
 - C. warily/shrewd about
 - D. initially/enthralled with
32. _____ by nature, Jones spoke very little even to his own family members.
- A. garrulous
 - B. equivocal
 - C. taciturn
 - D. gregarious

Part V – Antonyms

Directions: In this part, you will read several sentences. Each one contains an underlined word or phrase and is followed by four answer choices—A, B, C, and D. Choose the answer that is **opposite** to the underlined word or phrase. Then, on your answer sheet, find the item number and darken the circle that corresponds to the answer you have chosen.

Example: The earthquake quickly toppled the poorly constructed building.

- A. erected
- B. damaged
- C. leveled
- D. rattled

A B C D

Correct Answer: **A**

* * * * *

33. The evanescent mist disappears each day after the sun rises above the city.
- A. disappearing
 - B. long-lived
 - C. momentary
 - D. tenuous
34. The situation required a perfunctory reading of the transcript.
- A. deliberate
 - B. peripatetic
 - C. rehearsed
 - D. pejorative
35. Abe tried to defend himself against spurious accusations that he had rigged the cheerleading competition.
- A. genuine
 - B. bogus
 - C. illegitimate
 - D. deceitful
36. When she turned eighteen, Lily set out on a quixotic pursuit of roller skating fame.
- A. dreamy
 - B. pragmatic
 - C. unrealistic
 - D. romantic

37. Edward, looking morose, stared out at the rain and felt sorry for himself.
- A. miserable
 - B. cantankerous,
 - C. melancholy
 - D. jubilant
38. The young novelist, who had prodigious talent, won the Pulitzer Prize when she was in her mid-twenties.
- A. mundane
 - B. phenomenal
 - C. impressive
 - D. unusual
39. The poignancy of the performance affected the audience.
- A. candidness
 - B. candescence
 - C. capaciousness
 - D. callousness
40. The prisoners unwittingly exacerbated their plight.
- A. exaggerated
 - B. ameliorated
 - C. accelerated
 - D. adumbrated

Answer Key

1. D
2. D
3. B
4. B
5. B
6. C
7. D
8. B
9. B
10. A
11. B
12. A
13. C
14. B
15. B
16. D
17. D
18. A
19. C
20. A
21. A
22. B
23. D
24. A
25. D
26. B
27. C
28. C
29. D
30. D
31. D
32. C
33. B
34. A
35. A
36. B
37. D
38. A
39. D
40. B

CHAPTER 5: ABOUT THE INTERPRETER PERFORMANCE TESTS

Upon passing the Test of English Proficiency, you are eligible to take a BEI interpreter performance test. Each level of certification has its own interpreter performance test. After you pass one of these performance tests, you become certified at that level.

The BEI 1 (Basic), BEI 2 (Advanced), and BEI 3 (Master) performance tests are criterion-referenced tests of the three interpretation modes most commonly used by interpreters. These are:

- Expressive—rendering spoken English into ASL or signed English,
- Receptive—rendering ASL or signed English into spoken English, and
- Sight Translation—reading and rendering a written English document into ASL.

5.1 Reliability

To ensure that the test is reliable, both the testing procedure and test scoring are standardized. Standardization requires that the length, difficulty, and testing process of the test be uniform for all candidates, regardless of where or by whom the test is administered. Each candidate receives the same instructions and test stimuli, according to specified administration procedures.

Furthermore, the structure of the exam stimuli and objective scoring system employed in the test enables accurate and consistent scoring, which improves the exam's statistical inter-rater reliability, overall reliability, and validity.

5.2 Validity

The validity of the performance test is important because of the significant impact that interpretation has on the people who use it. The major criterion for a functional test of proficiency is that the skills tested should be related to real-life situations. For this reason, the BEI interpreter performance tests are based on both the experience of practicing interpreters and the empirical research of testing experts.

Also, typical interpretation evaluation is based solely on subjective assessment. However, for this examination a two-part system is used to ensure the validity of the test including objective and subjective assessments.

5.3 Pilot Test

To determine the reliability and validity of test items, the performance test was piloted to a small population. The data collected from the administration of the pilot examination was used to refine the format and content of the performance test. The final version of the performance test was then produced and based upon the information gathered from the pilot data.

5.4 Rater Training

To ensure inter-rater reliability, raters participate in a training program for the content evaluation part of the test. The training program includes scoring practice with a number and variety of renditions. The raters are made aware of varieties in language use and are instructed to accept appropriate variations if they meet all other test criteria.

5.5 Requirements for Performance Tests

Following are the requirements for applying for any BEI performance test:

Current Certification Status	Performance Test Eligibility
Not certified Michigan or other state issued QA: <ul style="list-style-type: none"> • QA 1 • QA 2 	MI BEI 1 (Basic)
Michigan <ul style="list-style-type: none"> • QA 3 • MI BEI 1 (Basic) Registry of Interpreters for the Deaf (RID) <ul style="list-style-type: none"> • Comprehensive Skills Certificate (CSC) • CI or CT, or CI/CT • NAD-RID NIC • NAD 3 	MI BEI 2 (Advanced)
Michigan <ul style="list-style-type: none"> • MI BEI 2 (Advanced) Registry of Interpreters for the Deaf (RID) <ul style="list-style-type: none"> • NIC Advanced or Master • NAD 4 or 5 	MI BEI 3 (Master)

*Registry of Interpreters for the Deaf

**National Association of the Deaf – Registry of Interpreters for the Deaf, National Interpreter Certification

Holders of RID, NAD, or certification from another state must submit a copy of their valid certification if applying for the Advanced or Master Performance test.

5.5.1 Scheduling a Performance Test

Scheduling a performance test: You will receive written notification from DODHH that you have passed the TEP. **After** you have received notification, you may call DODHH (877) 499-6232 to schedule your performance exam. You will be sent a written confirmation of the date and time of your examination. The Division will adhere to the date stated in the confirmation letter.

5.5.2 Testing Fees Schedule

The nonrefundable testing fees are shown in the following table. The initial fee of \$125 covers both the written test and the first performance test. A candidate is required to take and pass the TEP only once.

Certification Test	Applicable Fee
Michigan Resident	
Initial Test of English Proficiency & BEI 1 Performance Test	\$125
Retest TEP	\$125
Retest Any Performance	\$125
BEI 2 Performance Test	\$125
BEI 3 Performance Test	\$125
Non-Michigan Resident	
Initial Test of English Proficiency and Performance Test	\$175
Retest TEP	\$175
Retest Any Performance	\$175
BEI 2 Performance Test	\$175
BEI 3 Performance Test	\$175

5.5.3 Testing Sites and Schedule

The sites and dates for testing are available at the DODHH office or online at www.michigan.gov/mcdc-dodhh.

5.5.4 Confirming an Appointment for a Performance Test

Before a scheduled testing date, a DODHH staff member sends a letter through email or regular mail to confirm an appointment for testing. Appointments are

- given on a first-come, first-served basis; and
- offered only one time.

Fees are not refundable unless DODHH qualifications for refund are met. After the appointment is confirmed, directions and specific instructions are sent to the candidate through email or regular mail. For more information about test expectations, formats, and samples, see the About The Performance Test in this guide.

5.5.5 Forfeiture of Fees

Your performance test fee is subject to forfeiture if you fail to appear for your confirmed appointment without prior notification to the DODHH office or unless you provide proof of the following:

- illness of yourself or an immediate family member;
- death of an immediate family member;
- inclement weather conditions; or
- reasons beyond your control that made attendance impossible

When one of the above instances occurs, your name remains on the list for the next available testing opportunity.

For more information about the expectations of the performance test, see 5.6.2 What to Expect While Taking the Performance Tests in this study guide.

5.6 The Day of the Performance Test

Wear a solid color that contrasts with your skin. Do not wear any shade of blue. Our testing room screen is sky blue and it does not provide sufficient contrast. Persons with dark skin color should wear light colors but not white.

You must bring photo identification and arrive at least 15 minutes before the scheduled appointment time. Candidates who arrive later than 15 minutes after their scheduled appointment forfeit the testing opportunity and fees.

A BEI staff member or designee administers the performance test while videotaping each candidate. During the taping, you may sit or stand. Once the test begins, the videotape **may not** be stopped, rewound, or replayed. You may, however, pause briefly between each section. Once the test begins, you may not leave the testing room until all sections of the test are recorded and the test is complete.

You must not bring electronic devices such as cell phones or pagers into the testing room. This prohibition is necessary for test security. Any action that can be viewed as cheating on an examination is grounds for denial, suspension, or revocation of a certification.

5.6.1 Procedure for the Day of the Performance Test

On the day of the test, observe the following procedures.

- Be at the testing site at least 30 minutes before your scheduled appointment time. Since performance testing is on an individual basis, you are allocated a specific test time. If you arrive more than 15 minutes after your test appointment time, the test proctor may not allow you to participate in the performance test.
- Bring proper identification such as a driver's license, a student photo ID, an employee photo ID, or a current passport. You will not be allowed to test without proper identification.
- All electronic communication devices (cell phone, pager, BlackBerry, or Sidekick) are not allowed in the testing room. You may leave them with the Administrative Assistant.
- Visitors are not permitted, although observers authorized by DODHH BEI may be present.
- Smoking and eating are not permitted in the testing room.
- Bring a bottle of water; once you enter the testing room you may not exit until recording of the performance test is complete.
- You may sit or stand during the recording of the performance test.
- Due to the need for quiet during the time of testing in our office, we ask that you do not remain in our office. We recommend your guests visit one of the many restaurants, coffee shops or site attractions near the MCDH-DODHH office.

5.6.2 What to Expect While Taking the Performance Test

The interpreter performance test is administered by a designated technician, who may be a BEI staff member. The test proctor meets you in the designated waiting area and asks you for proper identification before asking you to sign a Commitment to Confidentiality statement. By signing the confidentiality statement, you acknowledge that you are prohibited from discussing or divulging the contents of the testing materials. This includes topics, subject matter, vocabulary, specific signs, and identity of individuals displayed on the tests. Breach of the confidentiality statement or cheating or compromising the integrity of the BEI tests are grounds for denying an application or suspending or revoking an interpreter's certificate. DODHH will investigate anyone alleged to have gained unauthorized access to confidential testing materials and will seek to recover the costs necessary to develop new testing materials.

You are then escorted into the testing room. You may either stand or sit when taking the performance test. Since the entire performance test is videotaped, you will be asked to state a candidate ID number provided by the technician for the record. You have the opportunity to ask questions following the general introduction.

The proctor starts the videotape and the test begins with a general introduction, as well as a specific introduction before each part of the test. Samples of these introductions are reprinted in Chapter 6 of this study guide, which also contains information about the warm-up, one-minute pause, and each part of the performance test.

Once the test begins, the videotape **cannot be stopped**, rewound, or replayed, but may be paused between segments. You are advised to continue interpreting or transliterating throughout. **If you encounter a particularly challenging portion of the scenario, do not allow yourself to fall behind.** Doing so is likely to result in your omitting language that you might otherwise render appropriately. As in a real interpreting scenario in which you cannot stop the speaker whose words you are interpreting, you should continue interpreting.

Remember that the Interpreter Performance Tests simulate actual interpreted proceedings. You are asked to render the information in the same manner as if you were working as an interpreter. All materials must be interpreted so that the intent, tone, and language level of the speaker, signer, or document is conserved without distorting or omitting any of the meaning of the original message in the source language. (The "source language" is the language in which the original message is conveyed, and the "target language" is the language into which the message is interpreted.) In other words, you should strive to fully conserve the *conceptual meaning* of the original message in the target language. This means conserving as many facets of *meaning* as possible as you interpret from source language into target language. For example,

- appropriate colloquialisms should be used if they were used in the source language,

- appropriate formal grammatical structures should be conserved in each language,
- slang should not be substituted for formal language or vice versa,
- the source language should not be "cleaned up" or "improved," and
- all of the source language message should be interpreted. The message in the target language should be equivalent to the source language message.

Finally, do not shift to the third person if the text clearly calls for the first person. For instance, if the speaker says "My name is John Stevens," do not interpret "His name is John Stevens." The correct rendition is "My name is John Stevens." Concentrate only on the actual communication.

For a sample of two scenarios and the tasks you will be asked to perform, please see Chapter 8 in this study guide.

CHAPTER 6: OVERVIEW OF THE BEI 1 (BASIC), BEI 2 (ADVANCED), AND BEI 3 (MASTER) INTERPRETER PERFORMANCE TESTS

There are three distinct Interpreter Performance Tests—**BEI 1** (Basic), **BEI 2** (Advanced), and **BEI 3** (Master). The tests are similar in terms of the sections they contain and the tasks they ask the candidates to perform. The tests differ principally in terms of their complexity. In these tests, there are several factors that add to the complexity of the tests:

- complexity of the language,
- complexity of the topics and/or settings, and
- speed of the speaker or signer.

At each performance test level, these factors increase the challenge presented to candidates as reflected in the three different BEI interpreter performance tests. These factors were identified empirically, as described in the "Background of the BEI Interpreter Certification Process" section.

In every section of every performance test, you are presented with a **stimulus**, which is either a video recording or a written document. As with all interpreted encounters, you are asked to interpret from the stimulus' **source language** into the **target language**. The source language is the language in which the original message is conveyed. The target language is the language into which the message is interpreted. Throughout all sections, your goal should be to render the source language message into the target language *without distortion or omission of any aspect of the message's meaning*. In other words, the target language message you produce should conserve everything that is conceptually relevant to the meaning of the original message. These criteria are discussed in detail in Chapter 7 in this study guide.

6.1 Content of the BEI 1 (Basic) Test

The content of the Basic test focuses primarily on the language found in routine educational and social service settings, as determined by the empirical job analysis of incumbent interpreters. Examples of possible topics include K–12 classroom presentations by students or teachers, special school assemblies, homework assignments, school memos, informational meetings or orientations, and so on.

6.2 Content of the BEI 2 (Advanced) Test

The content of the Advanced Test focuses primarily on the language found in a variety of high stakes settings, such as routine medical, social service, K–12 and higher education, routine mental health, and routine quasi-legal, as determined by the empirical job analysis of incumbent interpreters. Examples of possible topics include postsecondary student and professor classroom presentations, professional development seminars, doctor or dentist visits, application for services, employment forms, counseling sessions, and so on.

6.3 Content of the BEI 3 (Master) Test

The content of the Master test focuses on the language found in a variety of complex high stakes settings, such as medical, mental health, quasi-legal, and educational settings, as determined by an empirical job analysis of incumbent interpreters. Examples of possible topics include patient information forms, intake forms, contracts or contract negotiations, meetings with medical specialists, special education meetings, and so on.

6.4 Performance Tests

The following performance tests are administered by DHHS BEI.

The **Basic level** performance test consists of

- expressive interpreting (spoken English-to-ASL),
- expressive transliterating (spoken English-to-signed English),
- receptive (ASL-to-spoken English), and
- sight translation (written English-to-ASL).

The **Advanced level** performance test consists of

- expressive interpreting (spoken English-to-ASL),
- expressive transliterating (spoken English-to-signed English),
- receptive interpreting (ASL-to-spoken English),
- receptive transliterating (signed English-to-spoken English), and
- sight translation (written English-to-ASL).

The **Master level** performance test consists of

- expressive interpreting (spoken English-to-ASL),
- expressive transliterating (spoken English-to-signed English),
- receptive interpreting (ASL-to-spoken English),
- receptive transliterating (signed English-to-spoken English), and
- sight translation (written English-to-ASL).

The **Intermediary Certificates** performance tests consist of

- receptive interpreting (ASL-to-signed English),
- receptive transliterating (signed English-to-ASL), and
- sight translation (written English-to-ASL).

The **Morphemic Sign System (MSS)** performance test consists of

- expressive transliterating (spoken English-to-Morphemic Signs), and
- receptive interpreting (Morphemic Signs-to-spoken English).

6.5 Overview of Sections in the Performance Tests

The **BEI 1** (Basic), **BEI 2** (Advanced), and **BEI 3** (Master) level Interpreter Performance Tests all contain some of the following sections:

- **Expressive Interpreting:** In this part, you are asked to watch a video recording of **spoken English and render it into ASL**. *It is important that your rendition be into ASL, and not into signed English.*
- **Expressive Transliterating:** In this part, you are asked to watch a video recording of **spoken English and render it into signed English**. *It is important that your rendition be into signed English, and not into ASL.* You are expected to convey the speaker's message into Signed English using sign words and concepts in a conceptually correct manner. Signs should match the meaning of the word.
- **Receptive:** Only the BEI 1 Basic Level test has a part entitled "Receptive." The "Receptive" part of the BEI 1 Level test requires you to watch a video recording of sign and render it into spoken English.
- **Receptive Interpreting:** The BEI 2 Advanced and BEI 3 Master Level tests both include a part entitled "Receptive Interpreting." In this part, you are asked to watch a video recording of a presentation in **ASL and render it into spoken English**.
- **Receptive Transliterating:** The BEI 2 Advanced and BEI 3 Master Level tests both include a part entitled "Receptive Transliterating." In this part, you are asked to watch a video recording of a presentation in **signed English and render it into spoken English**. You are expected to mouth the target language in English

syntax. Restructuring is acceptable as long as the meaning is preserved and English syntax is maintained.

- **Sight Translation:** The job analysis indicated that interpreters for the deaf and hard of hearing are frequently required to sight translate documents from English to ASL. In Sight Translation (sometimes called “Sight Interpreting”), the source language is written rather than spoken or signed language. Therefore, this part of each performance test differs from the other parts in that it does not include a prerecorded video stimulus. At the beginning of this part, you are instructed to read a short, **written English document and interpret it into ASL for a person who is monolingual.**

6.6 General Introduction to the Performance Tests

Each test—**BEI 1** (Basic), **BEI 2** (Advanced), and **BEI 3** (Master)—begins with a general introduction. The following is the general introduction for the **BEI 1** Basic level test:

This Is the Basic Level Certification Examination

The purpose of this introduction is to familiarize you with the structure of this assessment. The Basic Level Certification exam consists of four components. They are:

- A. Expressive Interpreting
- B. Expressive Transliterating
- C. Receptive
- D. Sight Translation

For Part A—Expressive Interpreting—you will be listening to a spoken English source and will be expected to render an equivalent message in American Sign Language.

For Part B—Expressive Transliterating—you will be listening to a spoken English source and will be expected to render an equivalent message in Signed English.

For Part C—Receptive—you will be watching a signed source and will be expected to render an equivalent message in spoken English.

For Part D—Sight Translation—you will be reading from a printed English source and will be expected to render an equivalent message in American Sign Language.

Your performance will be videotaped for scoring purposes. Each of the four sections will be preceded by a brief introduction, which will identify the topic and setting and remind you of the expected target language. This will be followed by a short warm-up designed to acquaint you with the specific communication style of the source. Raters do not score the warm-up.

Each segment will contain a prompt that alerts you to the beginning of the segment. At the conclusion of each segment of the assessment, you may pause momentarily, or you may elect to proceed through the entire assessment without stopping.

If at any time you are unable to see or hear the source clearly, please notify the technician immediately so the problem can be corrected. Once the test begins it may **NOT** be stopped but may be paused between segments. This concludes the introduction. If you need additional clarification, please ask the technician at this time.

The general introductions for **BEI 2** (Advanced), and **BEI 3** (Master) level tests are similar to the above general introduction, except that they list five components rather than four. In the Advanced and Master levels, the candidate's ASL-to-spoken-English and signed-English-to-spoken-English skills are assessed by two separate parts: "Receptive Interpreting" and "Receptive Transliterating."

6.7 Part-by-Part Instructions

For all three tests, each part follows the same basic format (with the exception of the Sight Translation, which is discussed below). Before each part of all three performance tests, you listen to an introduction. Each introduction provides you with some information about the content of that part of the test, as well as information about the interpretation setting and who the client is.

The following is a sample of an introduction for the Expressive Interpreting part of the test:

Introduction: This is the Expressive Interpreting part of the test. You have been asked to interpret at a social service agency meeting, which is being held in an auditorium. The audience consists of both deaf and hearing members.

Warm-Up Section

Following the introduction, there is a “warm-up” section for each part (except for the Sight Translation). The **warm-up** consists of the beginning portion of the scenario. This provides you with more information, such as who is speaking or signing, what topics are being discussed, and where the presentation is taking place. You may choose to interpret or to simply watch the warm-up. The warm-up section is not scored; it is included to introduce the content of the script and to give you the opportunity to think about the context and topic of the scenario and to prepare to interpret the rest of the scenario.

Following the recorded warm-up, you are given **one minute** to prepare for your interpretation. It may be to your advantage to take some time to think about who is speaking, where they are speaking, and the topic that is being presented. This may help you to interpret more accurately and to improve your processing time. After this one-minute pause, the actual test is introduced with the words, “Begin Interpreting,” after which you are expected to interpret. *Once the video has begun playing, it may NOT be stopped, rewound, or replayed. Be sure to continue interpreting throughout. If you are uncertain about a word or expression, do not allow yourself to become distracted, as it is important to keep pace with the test.*

The final part of each test is the **Sight Translation**. It differs from the other parts of the test in that it does not include prerecorded video stimulus. At the beginning of this part, you are instructed to sight translate a short, written English document into ASL for a person who is monolingual. Following is a sample of the introduction to this part:

Introduction: This is the Sight Translation part of the test. You have been asked to sight translate a PTA flyer that a hearing child has brought home from school for her deaf mother, who is monolingual and an ASL user. You will have a total of seven minutes both to prepare and to deliver your translation. You may start your translation when you wish, but if you have not started in two minutes, the proctor will instruct you to begin.

Note that this section is timed. It may be to your advantage to review the document completely before beginning your rendition, so that you are familiar with the full context of the message. If you have not begun your rendition within two minutes, you will be instructed by the proctor to do so. Remember, you have the document available to you throughout this part of the test.

6.8 Basic Performance Test Format

Test Part	Format	Time	Speed (words per minute)
I. Expressive Interpreting	Spoken English → ASL	Approx. 6.5 min.	Approx. 110 WPM
II. Expressive Transliterating	Spoken English → Signed English	Approx. 6.5 min.	Approx. 110 WPM
III. Receptive	Sign → Spoken English	Approx. 7.5 min.	see below *
IV. Sight Translation	Written English → ASL	7 minutes	N/A
Total Time: Approx. 38.5 minutes (includes Introduction, Warm-Ups, and Instructions)			

The Basic test includes four parts:

- I. Expressive Interpreting** consists of a video recording of a scenario in spoken English, which you render into ASL.
- II. Expressive Transliterating** consists of a video recording of a scenario in spoken English, which you render into signed English.
- III. Receptive** consists of a video recording of a signed scenario, which you render into spoken English.
- IV. Sight Translation** consists of a written English document, which you read and render into ASL.

Parts I and II are timed to last approximately 6.5 minutes. They have been recorded with attention to speed as a factor of complexity to allow the candidate sufficient processing time. The spoken English stimuli are consistently presented at approximately 110 words per minute, which is a deliberate, conversational speed. At this speed, the speaker is speaking at a slower, more deliberate pace, as one might to ensure understanding.

Part III is timed to last approximately 7 minutes. It has been recorded with similar attention to the speed of the signed stimulus. The signing speed is controlled so that its speed is also consistent and presents information to you at a slower, conversational rate.

Part IV, the Sight Translation, differs from Parts I–III in that it consists of a written English document rather than a prerecorded video. However, it is also timed. You are allowed 7 minutes to complete Part IV.

6.9 Advanced Performance Test Format

Test Part	Format	Time	Speed (words per minute)
I. Expressive Interpreting	Spoken English → ASL	Approx. 5 min.	Approx. 120 WPM
II. Expressive Transliterating	Spoken English → Signed English	Approx. 6 min.	Approx. 120 WPM
III. Receptive Interpreting	ASL → Spoken English	Approx. 7 min.	see below *
IV. Receptive Transliterating	Signed English → Spoken English	Approx. 7 min.	see below *
V. Sight Translation	Written English → ASL	7 minutes	N/A
Total Time: Approx. 45.5 minutes (includes Introduction, Warm-ups, and Instructions)			

The Advanced test includes five parts:

- I. Expressive Interpreting** consists of a video recording of a scenario in spoken English, which you render into ASL.
- II. Expressive Transliterating** consists of a video recording of a scenario in spoken English, which you render into signed English.
- III. Receptive Interpreting** consists of a video recording of an ASL scenario, which you render into spoken English.
- IV. Receptive Transliterating** consists of a video recording of a signed English scenario, which you render into spoken English.
- V. Sight Translation** consists of a written English document, which you read and render into ASL for a person who is monolingual.

Parts I and II are timed to last approximately five minutes. They have been recorded with attention to speed as a factor of complexity to allow you sufficient processing time. The spoken English stimuli are consistently presented at approximately 120 words per minute, which is a slow, conversational speed. At this speed, the speaker is speaking at a slow but natural pace, as one might to aid comprehension when talking to a group.

Parts III and IV are timed to last approximately seven minutes. They have been recorded with similar attention to the speed of the signed stimulus. The signing speed is controlled so that it is also consistent and presents information to you at a slower, conversational rate.

Part V, the Sight Translation, differs from Parts I–IV in that it consists of a written English document rather than a prerecorded video. However, it is also timed. You are allowed seven minutes to complete Part V.

6.10 Master Performance Test Format

Test Part	Format	Time	Speed (words per minute)
I. Expressive Interpreting	Spoken English → ASL	Approx. 6 min.	Approx. 130 WPM
II. Expressive Transliterating	Spoken English → Signed English	Approx. 6 min.	Approx. 130 WPM
III. Receptive Interpreting	ASL → Spoken English	Approx. 8 min.	see below *
IV. Receptive Transliterating	Signed English → Spoken English	Approx. 8 min.	see below *
V. Sight Translation	Written English → ASL	7 minutes	N/A
Total Time: Approx. 46.6 minutes (includes Introduction, Warm-ups, and Instructions)			

The Master test includes five parts:

- I. Expressive Interpreting** consists of a video recording of a scenario in spoken English, which you render into ASL.
- II. Expressive Transliterating** consists of a video recording of a scenario in spoken English, which you render into signed English.
- III. Receptive Interpreting** consists of a video recording of an ASL scenario, which you render into spoken English.
- IV. Receptive Transliterating** consists of a video recording of a signed English scenario, which you render into spoken English.
- V. Sight Translation** consists of a written English document, which you read and render into ASL for a person who is monolingual.

Parts I and II are timed to last approximately six minutes. They have been recorded with attention to speed as a factor of complexity to allow you sufficient processing time. The spoken English stimuli are consistently presented at approximately 130 words per minute, which is a normal, conversational speed. At this speed, the speaker is speaking at a natural pace, as one might in talking to a colleague.

Parts III and IV are timed to last approximately eight minutes. They have been recorded with similar attention to the speed of the signed stimulus. The signing speed is controlled so that it is also consistent and presents information to you at a slower, conversational rate, which is approximately the same speed as Parts I and II.

Part V, the Sight Translation, differs from Parts I–IV in that it consists of a written English document rather than a prerecorded video. However, it is also timed. You are allowed seven minutes to complete Part V.

CHAPTER 7: EVALUATION OF THE INTERPRETER PERFORMANCE TESTS

7.1 What the Tests Measure

Your performance on the **BEI 1** (Basic), **BEI 2** (Advanced), and **BEI 3** (Master) performance test is scored in two ways: **objectively** and **subjectively**. This two-part assessment system provides a reliable, fair, and valid device for certification of interpreters. Your performance is evaluated by a team of BEI-approved raters.

Each of the BEI Interpreter Performance Tests assesses your interpreting proficiency along the following four dimensions:

- **Interpreting Proficiency:** The ability to meaningfully and accurately understand, produce and transform ASL and signed English to and from English in a culturally appropriate way.
- **Delivery:** The ability to maintain appropriate delivery, pacing, coherence, and composure consistently throughout the interpretation.
- **Adaptability:** The level of resourcefulness you display in adapting to changes, patterns, and challenges in the text.
- **Pronunciation and Fluency:** Pronunciation is the ability to produce spoken language, including accurate English phonology and the appropriate use of rhythm, stress, and intonation, without interfering with meaning or undermining comprehensibility; fluency is the ease with which you can produce native-like language, including the degree of hesitation and the clarity of signs.

Of these dimensions, Interpreting Proficiency is assessed through an objective assessment mechanism (as described below). The remaining three dimensions are scored holistically through a subjective assessment system.

7.2 The Scoring System

The scoring system used in the Interpreter Performance tests is based on an innovative system that has set the standard in language proficiency testing in the field of interpretation. The purpose of this scoring system is to provide a replicable, fair, and valid device for assessing the interpreting proficiency of candidates for certification. *The function of this system is to assess a candidate's accuracy in transforming meaning from the source language and conveying the same meaning in the target language.* There are two parts to the system: objective assessment and subjective assessment. The objective assessment is used specifically to determine a candidate's interpreting proficiency. The subjective assessment supplements this by holistically evaluating a candidate's performance along several other linguistic dimensions. Each of these is discussed below.

7.2.1. Objective Assessment

A candidate's level of interpreting proficiency is objectively determined by how many **Objective Scoring Units** the candidate renders appropriately.

Objective Scoring Units are contained in every part of each test. They represent significant words, phrases, and clauses that are critical as determined by the job analysis and the Expert Panel. These include specialized terminology, register variation, rhetorical features, general vocabulary, grammatical structures, and appropriate sociocultural discourse, as well as features specific to ASL such as

- the use of classifiers and nonmanual markers,
- accuracy of fingerspelling, and
- the use of sign space and grammatical space.

In the Sample Interpreter Performance Tests in this study guide, Scoring Units are identified by underlining and superscripted numbers; for example, "Mr. Jones¹," as found in Sample #1. These scoring units are distributed throughout the test.

The basic criterion of the objective scoring system is meaning. The raters assess whether the interpretation was rendered in a way that communicates the full meaning of the original message without distorting or omitting anything that is conceptually relevant to the meaning. *Each of the Objective Scoring Units will be assessed according to how well you convey meaning.* In other words, raters are assessing whether you communicate the meaning or concept in understandable, coherent, fluent language. Grammatical perfection is not the goal. The final criterion is whether you can ensure that the client receives information that is complete and comprehensible.

The Objective Scoring Units are scored in strict compliance with established guidelines for accuracy. In the test development process, a large glossary of "acceptable" and "unacceptable" renditions of each scoring unit was established. The acceptability of these renditions depends on the semantic meaning being conveyed, rather than on the literal words used. This glossary is not exhaustive. Instead, it serves as a guide to the raters in assessing candidates' responses. The raters are trained in its use, and trained to assess novel renditions not included in the glossary.

The raters reach consensus on the acceptability of novel responses, which are then added to the glossary. In this way, candidates are afforded an empirically-based, objective scoring system that is still sensitive to dynamic variation in language. The result is the objective assessment of a candidate's ability to accurately and faithfully convey the meaning of a significant language sample. In Chapter 8 in this study guide, Sample #1 includes a table of "acceptable" and "unacceptable" renditions for each underlined Objective Scoring Unit in the script. These are numbered according to the superscripted numbers for reference.

Remember that it is to **your advantage to interpret each scenario completely**. Using your time wisely and interpreting as completely as you can is the best possible approach to the test.

Following are some examples of the areas covered by the objective scoring system:

1. Grammar and Word or Sign Order

The raters assess your ability to adhere to grammatical and syntactical accuracy in order to communicate without obscuring or distorting meaning.

Consider, for instance, the English statement "If I had had it, I'd have given it to you." This sentence conveys two important parts of its meaning. First, the "if" signals the contrary-to-fact utterance. It is important that the phrase be interpreted in a way that conserves the implication that the speaker did not have the object at the time in question but would have given it if he or she had had it. Second, it is important to convey the fact that the event occurred in the past, through the use of tense as appropriate.

2. Vocabulary and Idioms

The raters evaluate your ability to render the appropriate vocabulary and idioms. This includes words for which there are no sign equivalents, or terms requiring expansion. You should strive to render the closest and most precise equivalent possible throughout the examination.

For example, if you see the sign gloss SKILL-TALENT-PROFICIENCY, it is important that you choose the English or Spanish word that conveys the full meaning. For instance, when interpreting for a contestant in the Ms. Deaf Texas pageant who signs, "For my talent this evening, I'll be performing a ballet," it is important to convey the English or Spanish equivalent for "talent" rather than "proficiency" or "skill."

3. Conservation of Intent, Style, and Tone

The raters assess your ability to conserve the intent, style, tone, and language level of the speaker. These elements of meaning are conveyed through word or sign choice, mouth movement, intonation, and in other ways. As an interpreter, you serve as a medium for another person. Therefore, you must make it possible for anyone who is listening to understand what was said as much as possible. For example, if you hear, see, or read **formal** language, you should render the **equivalent formal** language in the target language. If you hear, see, or read **colloquial or slang** language, you should render the interpretation in **colloquial or slang** language. Your interpretation may be considered incorrect if the level of the language is not conserved.

For example, if you hear, see, or read the statement "I'll be seeing you," it would be acceptable to render that as, "See you later," "So long," or "See you around." However, "Farewell" or "Until we meet again" are unacceptable renditions because they do not conserve the level of language.

4. Conservation of Register

An essential component of meaning that must be conserved is **register**, which is a term that means the use of a particular variety of language according to the context. For example, we call the kind of language used in the medical profession the "medical register," which is composed of the special vocabulary, terms of art, and turns of phrase used in the medical profession. Specialized registers are attached to the language of many professions and occupations such as law, engineering, and academia.

Additionally, register refers to the **language styles** we use in different situations and contexts. For example, the formality of our speaking style varies depending on the person we are talking to, and his or her background, age, culture, education, gender, and social status. We all use different language styles, depending on the speech situation we are in. We speak differently to our friends than we do to our professors. A doctor who is trying to help a patient understand something will "lower" the register of her speech to make herself more comprehensible. The linguist Martin Joos wrote that English has five levels of register, or formality. They are

a) **Frozen Language** is static language that never changes.

For example:

- *"Ladies and Gentlemen of the jury...."*
- *"Four score and seven years ago...."*

Frozen language also includes prescribed uses of language, such as the expression sometimes used in the medical setting, *"The patient presented with..."*

b) **Formal Language** is the kind of language used by a speaker giving a lecture or making a presentation. In this style the sentence structure is complex, and there is little interaction between the speaker and the audience. For example:

- *"The patient presented with a headache localized at the right temple and nausea."*
- *"The importance of early intervention for students with learning disabilities cannot be overemphasized."*

c) Consultative Language is the kind of language used by teachers, doctors, technicians, and other experts who are explaining a concept or a procedure using some technical terms, but at the same time, interacting with the audience or person. For example:

- *“What other symptoms have you had besides nausea and headache?”*
- *“It is so important to take advantage of every educational opportunity for your son.”*

d) Colloquial Language is the kind of language used in “everyday” conversation. Easily understood vocabulary is used, and if technical terminology is used, it is explained and examples are given. Colloquial language tends to use more idiomatic expressions and slang in the interest of being understood. For example:

- *“I feel like somebody put my head in a vice and I feel sick to my stomach.”*
- *“I want to do whatever I can to help him make the grade.”*

e) Intimate Language is the kind of language used between very close friends and family members. Because there is intimacy between the people in the conversation, there is less attention paid to specific references. Often intimate language is “non-referential,” meaning that what a pronoun refers to may not be obvious. For example:

- *“I told you that would happen if you didn’t stop.”*

Home signs are also an excellent example of intimate register.

5. Other Considerations

What is the impact of using a high register with a person who may be uneducated? Usually, the effect is that you are excluding the person from truly understanding your explanation and in effect “withholding” information instead of sharing it. Therefore, it is a good idea to lower the register when you know that the person may not have the educational or cultural background to understand technical explanations. This is not because of a lack of intelligence; it is simply a lack of the experience of technical vocabulary.

If you are speaking to a child, would you use a low or high register? We speak to children differently than we speak to adults. What are those differences? We speak to an elderly woman or man differently than to a young adult.

Keep this kind of speech style adjustment in mind during the examination, as you will be expected to adjust to different registers to foster effective communication.

7.2.2 Subjective Assessment

There are three general categories of subjective assessment in the interpreter performance tests

- delivery,
- adaptability, and
- pronunciation and fluency.

Your entire performance for *each part of the exam* is assessed holistically. Each category is assessed using a three-point scale.

Delivery is the ability to maintain appropriate delivery, pacing, coherence, and composure consistently throughout the interpretation.

- **1 point** (Fails to Meet Expectations)—consistently fails to maintain appropriate delivery, pacing, coherence, and composure throughout the interpretation
- **2 points** (Meets Expectations)—occasionally fails to maintain appropriate delivery, pacing, coherence, and composure throughout the interpretation
- **3 points** (Exceeds Expectations)—maintains appropriate delivery, pacing, coherence, and composure consistently throughout the interpretation

Adaptability is the level of resourcefulness the candidate displays in adapting to changes, patterns, and challenges in the text.

- **1 point** (Fails to Meet Expectations)—consistently fails to adapt to changes in the pattern of a passage; overreliance on circumlocution
- **2 points** (Meets Expectations)—occasionally fails to adapt to changes in the pattern of a passage; some overuse of circumlocution
- **3 points** (Exceeds Expectations)—always adapts to the changes in the pattern of a passage

Pronunciation and Fluency. *Pronunciation* is the ability to produce accurate phonology using appropriate rhythm, stress, and intonation. *Fluency* is the ease with which a candidate can produce native-like language. The assessment of fluency includes the degree of hesitation and the clarity of signs.

- **1 point** (Fails to Meet Expectations)—consistently speaks or signs with hesitation and often needs to repair interpretation, which interferes with communication; approaching acceptable pronunciation and clarity of signs and the use of rhythm, stress, and intonation, but makes frequent errors that interfere with communication
- **2 points** (Meets Expectations)—occasionally speaks or signs with hesitation and needs to repair interpretation, but speech or ASL is intelligible even with errors; has acceptable pronunciation and clarity of signs and use of rhythm, stress, and intonation that does not interfere with meaning
- **3 points** (Exceeds Expectations)—speaks or signs without hesitation; rarely needs to repair communication; has native or native-like pronunciation or clarity of signs and use of rhythm, stress, and intonation; and is easy to understand

7.2.3 Final Decision

The candidate’s level of proficiency is established by the objective scoring system. There are three possible outcomes for the Basic level test (see the Advanced and Master-level Scoring Sheets for information on scoring those levels.):

1. **Clear-Cut PASS:** When a candidate misses 43 or fewer objective units, the decision is clear cut: the candidate passes.
2. **Clear-Cut FAIL:** Similarly, if a candidate misses 44 or more units, he or she fails, unless the “trigger pass” criteria apply.
3. **Trigger PASS:** When a candidate scores within a critical range (between 44 and 46 errors), the candidate passes if his or her subjective rating is 18 or higher. Refer to “Grid 4: Trigger Pass” on the scoring sheet. See example below:

Grid 4: Trigger Pass

Objective Score	Subjective Rating
44 – 46	18 – 24

The pass or fail decision is entered into "Grid 5: Decision" with an X, as shown below:

Grid 5: Decision

43 or fewer errors	PASS	X
OR 44 – 46 errors + SUB>18		
44 – 46 errors + SUB<17	FAIL	
OR 47 or more errors		

Critical Range

As a way to allow the subjective assessment to be a more significant factor in the decision-making process, the cut-off number for objective unit errors is not discrete. Instead, a range of objective unit errors has been established. The "critical range" was created based on the experience that an absolute objective score might not differentiate between an acceptable and an unacceptable performance, for several reasons including

- Linguistically—use of the critical range in assessment reflects the complexity and dynamism of language. It allows for greater consideration of the candidate's linguistic strengths without undermining the importance of the primary linguistic testing construct, as measured by the objective scoring system.
- From a testing perspective—use of the critical range accommodates and offsets the inevitable artificiality inherent in any test and testing situation.
- Practically—use of the critical range allows for a candidate's nervousness at some point in the examination.

The use of the critical range in scoring provides an important check and assurance of fairness.

Use of the Trigger Pass

If a candidate's objective score falls within the critical range, the total subjective rating (the total of all delivery and adaptability scores) becomes the determining factor in passing or failing.

If a candidate's objective score falls in the critical range (44–46 errors on the Basic Level Test), then the raters must refer to Grid 4: Trigger Pass. If the candidate's total subjective rating is between 18 and 24, the candidate passes. If it is 17 or lower, the candidate fails.

The use of the trigger pass was instituted to balance the significance of the pass/fail decision with the need for fairness. In making the final decision, the question should be: Does this person, according to the criteria set by this examination, have the requisite interpretation skill to help carry out the responsibilities of a BEI-certified interpreter at this level? When we certify candidates, we are saying that at this point in time they possess the minimal level of proficiency required at their level of certification, not the maximum or even average level of ability when compared to their peers. This is the nature of a criterion-referenced test as opposed to a norm-referenced test.

7.3 Notification of Test Results

DODHH will report test results within 90 days after the test is administered. Successful candidates are:

- notified by regular mail of the results;
- Required to complete an application to list their credentials with the agency and submit appropriate fee;
- Required to list information in the public database of certified interpreters;
- After application is processed, sent a wallet-sized card and information about applicable laws, rules, and policies that pertain to the requirements for annual certificate maintenance and five-year certificate renewal.

Review the additional related documents that are posted on the DODHH website.

- Independent Study Request Form
- MI Certified Interpreter Requirements
- DODHH Sponsorship Request

Unsuccessful candidates

- are notified through regular mail of the results, and
- may apply to retake the test six months after the test was administered.

The notification letter contains valuable feedback about test results and provides guidance for getting training before retaking the performance test.

After they are rated and candidates are informed of the results, DODHH shreds the candidate testing disc. However, DODHH retains the right to preserve selected disc for rater training purposes, sharing with the department administrators or law makers. Disc are not shared with the public nor individuals not directly related to the above task.

CHAPTER 8: SAMPLE INTERPRETER PERFORMANCE TESTS

In this section of the study guide, you will find samples of the kind of scenarios you will be asked to interpret for the BEI Interpreter Performance Test.

Sample #1 is a full-length Expressive Interpreting scenario. It includes an introduction, a warm-up, and a formal interpreting scenario. Throughout the scenario, words, phrases, and clauses are underlined to indicate Objective Scoring Units. Following the scenario, you will find a table with an initial glossary of acceptable and unacceptable renditions of each scoring unit. These are included to help you understand what the raters will look for in your rendition.

In the actual test, you will be watching and listening to this scenario rather than reading it. Therefore, to help you prepare for the test, we recommend that you have someone read this sample scenario to you or, better yet, have someone videotape it for your use. You may then want to record your own performance for review. This exercise may be worth carrying out several times before you actually read the sample for yourself.

When you do read the sample directly, you may want to compare your renditions to the tasks you are asked to perform. Pay particular attention to the underlined examples of Objective Scoring Units. Ask yourself the following questions:

- Did I interpret each of the scoring items without omitting any aspect of meaning?
- Was my rendition complete, or was there more to say that I left out?
- Was the terminology I used appropriate, or did I instead describe the concept?
- What other ways can I think of to get the same idea across?
- What aspects of the script were particularly challenging?

These and similar questions will help you get a sense of your performance and an idea of your interpreting strengths and weaknesses.

The Acceptable and Unacceptable listed for Sample #1 are for Expressive Interpreting, and differ from those included in an Expressive Transliterating script. As an exercise, you may want to perform the script as a transliterating exercise as well, and then create your own glossary of acceptable and unacceptable transliterated renditions for this script.

Because of the nature of ASL, we are unable to provide sample scripts for the Receptive portions of the tests. You may want to have a colleague record an ASL or signed English version of one of the sample scripts, or of other scenarios, and use that recording as a source for practicing your Receptive skills. For the types of topics that might be useful to record, see the “Overview of Test Parts” section.

Sample #2 is an example of the Sight Translation part of the test. This document is printed here twice. The first copy is an unmarked copy of the document. The second

copy contains examples of underlined Objective Scoring Units. We recommend that you record several of your ASL renditions of the exercise using the unmarked copy before you look at the marked copy. Follow the process outlined above and ask yourself the same series of questions as you review your renditions. A glossary of acceptable and unacceptable renditions is not included for Sample #2.

8.1 Sample #1

Introduction: This is the Expressive Interpreting part of the exam. You have been asked to interpret for a deaf student in a mainstream 5th grade math class for gifted students.

Warm-Up: OK class, for the rest of the period we are going to review some geometry problems. What we're going to do is review some formulas that we've studied already, and we'll use them to solve some actual problems. Please follow along, and take notes on the figures and formulas. Is everyone ready? Let's remember that we're all learning together, and that you can help your neighbor as we solve these problems.

You will now have one minute to prepare for this part of the exam. You will be prompted to begin interpreting in one minute.

[One-minute pause]

Begin Interpreting:

Here's today's word problem: Let's say Mr. Jones¹ wants to build a storage shed, and he wants the walls and the roof of his shed to be made out of plywood, and he wants it to have a cement floor. We are going to use geometry² to show how Mr. Jones can determine the cost³ of the plywood and the cement he will need. And, to do this, we are going to use a basic formula that we've studied a lot already⁴, which is the one to find the area of a rectangle or a square⁵. We'll also be using the new formulas that we learned yesterday⁶, about how to find the volume of a container⁷, and how to measure the area of a triangle. You might not realize it now⁸, but one day these formulas will be really useful⁹ to you all.

OK — now please write this down¹⁰, because we'll need this information at the end — the costs of the materials are, let's see, the wood¹¹ costs \$3 per square foot, and the cement costs \$14 per cubic foot¹². By the way, don't worry about the cost of labor¹³, because Mr. Jones¹⁴ is going to do all the work¹⁵ / himself¹⁶.

Mr. Jones wants a medium-sized square¹⁷ / shed¹⁸ with enough room to store bicycles, a lawn mower, and boxes¹⁹ [2 of 3]. Let's say each wall will be 10 feet long²⁰ and 8 feet tall²¹. All four walls will be equal in size²², so after we find the area of one wall, we can just multiply by four²³ to find out how much wood we'll need for the walls.

All right, let's review together²⁴. To calculate the area of one side, we multiply length times width, so we get how many square feet? That's right, ten times eight equals 80²⁵ square feet. But, like I said before²⁶, we now need to multiply this number²⁷ to get the

total²⁸ amount of wood that we'll need. And you're right, the answer is 320 square feet²⁹. Now, I bet some of you might be wondering to yourselves, where are we going to put the door?³⁰ And you're right, that could complicate your calculations³¹ somewhat, but we'll let Mr. Jones worry about that later. Eventually, Mr. Jones will have to cut an opening³² where he can install the door.

Now, what do we need to do next?³³ That's right Mary, you got it!³⁴ We need to figure out the area of the floor, so we know exactly how much cement to buy³⁵. Who can tell me how to do this? This one's super easy³⁶, isn't it? We know each side is 10 feet, so the area of the floor³⁷ is 100 square feet.

Finding the area is the first step to calculate³⁸ the cost for the cement. The second step³⁹ is to use that new volume formula we practiced yesterday. Now, how do we calculate volume? Remember⁴⁰, in addition to the length and width, we need to know how thick Mr. Jones wants the floor to be. Let's make the cement floor 3 inches thick⁴¹. Now, what do we do when we have one measurement⁴² in inches, and one measurement in feet? That's right, we have to convert⁴³ in order to end up with consistent units⁴⁴ of measurement.

Oops, there's the bell. We'll just have to pick up where we left off⁴⁵ tomorrow. And we don't want to forget the ceiling⁴⁶ of the shed, so tomorrow we'll also find out how much the roof will cost, which will be fun, because we'll use our new triangle formula⁴⁷. Then we'll have a pretty good idea of how much Mr. Jones will have to pay for all the materials.

Before we leave — class? — I have an announcement⁴⁸ — quiet down please — this applies to a couple of you; the Student Council⁴⁹ will meet as scheduled on Wednesday, but the room has changed, so check the bulletin board⁵⁰ for the new information. I guess they are remodeling⁵¹ or something on the second floor. See you tomorrow!

* * * * *

8.2 Sample #1 Acceptable and Unacceptable Table

Below is an initial glossary of possible renditions for each underlined and numbered Objective Scoring Unit. This is not exhaustive, but rather, helps to capture the sense and level of complexity expected of the candidate's rendition.

Item	Scoring Item	Acceptable	Unacceptable
1	Mr. Jones	FS m-r- -j-o-n-e-s	Omit the name Give name sign w/o FS
2	geometry	Initialized sign MATH then FS g-e-o-m-e-t-r-y	
3	determine the cost	DECIDE COST FIGURE COST COST HOW MUCH?	FS the scoring item
4	studied a lot already	STUDY BEFORE FINISH STUDY EXPERIENCE STUDY STUDY MUCH FINISH	
5	a rectangle or a square	Contrasting rectangle and square in both size and shape	FS r-e-c-t-a-n-g-l-e
6	we learned yesterday	YESTERDAY WE LEARN WE LEARN FINISH YESTERDAY	PAST LEARN LEARN FINISH
7	a container	Candidate must convey concept of container	Only FS
8	might not realize it now	NMM of negation	Affirmation head nod
9	really useful	NMM of eyebrows going up Head tilting back	Literal translation
10	write this down	PUT DOWN WRITE WRITE PAPER	Literal translation
11	the wood	WOOD TREE –WOOD	WOULD TREE Initialized sign
12	\$14 per cubic foot	\$14 FS p-e-r c-u-b-i-c f-o-o-t \$14 ft each FS c-u-b-i-c f-o-o-t \$14 ft cubed	
13	labor	WORK BUILD MAKE FIX	IMPROVE

14	Mr. Jones	FS n-a-m-e Use CL as a referent if previously set up	Inaccurate reference
15	do all the work	DO EVERYTHING DO ALL 100% BEGINNING TO END	
16	himself	Reference that he is by himself HIMSELF	MR. JONES – HIMSELF ON SHOULDER FS h-i-m-s-e-l-f
17	a medium-sized square	Pursed mm	Oo mm Cha mm
18	shed	FS s-h-e-d FS s-h-e-d then expand Use of CL to describe shed	SMALL HOUSE without first FS s-h-e-d
19	bicycles, a lawn mower, and boxes		
20	10 feet long	LONG 10 FT 10 FT LONG Mime length then 10 ft MEASURE 10 FT	
21	8 feet tall	TALL 8 FT 8 FT TALL mime height then 8 ft Measure 8 Ft	
22	equal in size	Sign same around 4 sides Sign equal around 4 sides Equal all the way around WALLS 4 SAME	
23	multiply by four	FIGURE Initialized sign for multiply MULTIPLY BY 4	“X”
24	let’s review together	Candidate shows direct effort to engage the audience	
25	ten times eight equals 80	10X8 EQUALS 80 10 MULTIPLY 8 =80 HOW MUCH 80	
26	like I said before	Candidate indicates teacher is talking	
27	this number	Stress is shown on “this number”	
28	the total	Variations of total HOW MUCH	Initialized sign total

		FULL COST	
29	320 square feet	320 Sq Ft	
30	where are we going to put the door?	Convey it's a question Wh- question	
31	that could complicate your calculations	Candidate conveys complicate	
32	cut an opening	Mime the cutting	Using scissors to cut
33	what do we need to do next?	Candidate shows it is the teacher speaking	
34	you got it!	Candidate accurately conveys affect of source language	
35	cement to buy	ORDER BUY	DAY SPEND STORE SEE
36	super easy	Easy and candidate's expression indicates super easy	Affect does not match the source language
37	the area of the floor	Initialized sign CL Variety of CL indicating area MEASURE OF FLOOR	
38	to calculate	FIGURE Mime using a calculator	
39	the second step	Indicate listing in a variety of ways	Literal translation 2 nd step
40	remember		
41	3 inches thick	CL	FS Isolated sign
42	measurement		
43	we have to convert	WE HAVE TO CHANGE WE HAVE TO EXCHANGE WE HAVE TO FIGURE OUT	
44	consistent units	SAME	
45	to pick up where we left off	SUSPEND AND START STOP NOW TOMORROW START AGAIN	Literal translation
46	the ceiling	FS and then point	HEAVEN Initialized sign
47	triangle formula	CL indicating triangle FS t-r-i-a-n-g-l-e f-o-r-m-u-l-a Sign for triangle Sign for formula	VAGINA

48	an announcement		TELL
49	Student Council	STUDENT COUNCIL STUDENT GROUP STUDENT GOVERNMENT STUDENT PANEL	SC STUDY + ent
50	check the bulletin board	Variety of signs	Literal translation
51	are remodeling	BUILDING IMPROVING FIXING	

8.3 Sample #2 (Unmarked Copy)

Introduction: This is the Sight Translation part of the exam. You have been asked to sight translate a PTA memo for a 5th grade student's deaf mother, who is monolingual and an ASL user. You will have a total of seven minutes both to prepare and to deliver your translation. You may start your translation when you wish, but if you have not started in two minutes, the technician will instruct you to begin.

Begin Sight Translation:

Weigh the Risks of Backpacks

Windham High District PTA is concerned about the weight of the backpacks our students are carrying. Your child may be stylin' this year with a snazzy new backpack, but have you tried to lift that thing? Textbooks, notebooks, and school supplies really add up. Throw in sports equipment or a musical instrument, and you've got a real backbreaker.

If your kids are carrying too much weight on their backs and shoulders, they may stretch or strain their muscles, cause direct injury to the spine, and, frankly, get really pooped.

Kids shouldn't carry more than 10 to 15 percent of their weight over their shoulders and on their backs. Decrease their risk of injury with these tips from Dr. Harold Kubrick of Houston's Children's Hospital:

- Help your child sort through everything before packing up and see what can be left home that day. Place heaviest items in first; the closer they are to a child's back, the less strain they'll put on those muscles.
- Buy an appropriate-size backpack, one that ends just a few inches above the waist. Use a backpack that has soft, padded straps to maximize comfort.
- Look for a pack with compartments that help distribute the weight. Or, try one of the new models with wheels that your child can pull.
- Even though it's hipper to carry a pack over just one shoulder, encourage your kids to carry theirs over both shoulders. This will better distribute the weight.

Make sure your kids bend their knees when they first lift their packs to avoid further strain on their back muscles.

8.4 Sample #2 (Marked copy)

Introduction: This is the Sight Translation part of the exam. You have been asked to sight translate a PTA memo for a 5th grade student's deaf mother, who is monolingual and an ASL user. You will have a total of seven (7) minutes both to prepare and to deliver your translation. You may start your translation when you wish, but if you have not started in two (2) minutes, the technician will instruct you to begin.

Begin Sight Translation:

Weigh the Risks of Backpacks

Windham High District PTA¹ is concerned about the weight² of the backpacks our students are carrying. Your child may be stylin' this year with a snazzy new backpack³, but have you tried to lift that thing?⁴ Textbooks, notebooks, and school supplies really add up. Throw in sports equipment or a musical instrument, and you've got a real backbreaker⁵.

If your kids are carrying too much weight on their backs and shoulders, they may stretch or strain⁶ their muscles, cause direct injury⁷ to the spine⁸, and, frankly⁹, get really pooped.

Kids shouldn't carry more than 10 to 15 percent¹⁰ of their weight over their shoulders and on their backs. Decrease their risk of injury¹¹ with these tips from Dr. Harold Kubrick¹² of Houston's Children's Hospital:

- Help your child sort through everything before packing up and see what can be left home that day. Place heaviest items in first¹³; the closer they are to a child's back, the less strain they'll put on those muscles.
- Buy an appropriate-size¹⁴ backpack, one that ends just a few inches above the waist¹⁵. Use a backpack that has soft, padded straps to maximize¹⁶ comfort.
- Look for a pack with compartments that help distribute the weight¹⁷. Or, try one of the new models¹⁸ with wheels that your child can pull.
- Even though it's hipper¹⁹ to carry a pack over just one shoulder, encourage your kids²⁰ to carry theirs over both shoulders²¹. This will better distribute the weight.

Make sure your kids bend their knees when they first lift their packs²² to avoid further strain on their back muscles.

APPENDIX: INTERPRETER RESOURCES

Books, Videos, and DVDs

Below is a list of other resources that you may find helpful in your preparation. This list is not all-inclusive.

American Sign Language References

The Complete Idiot's Guide to Learning Sign Language. 1st ed. Susan Shelley and Jim Schneck. Alpha Books, 1998. (ISBN: 0-028-62388-6).

Fingerspelled Names & Introductions: A Template Building Approach. Carol J. Patrie, Ph.D. DawnSignPress. (ISBN: 0-915-03573-1). 90-minute Video.

Fingerspelling in American Sign Language. Brenda E. Cartwright and Suellen J. Bahleda. RID Press, 2002. (ISBN: 0-916-88334-5).

Learning American Sign Language: Levels I & II – Beginning & Intermediate w/video. 2nd ed, Tom Humphries and Carol Padden. Allyn & Bacon (Pearson Education), 2004. Text and Video Pkg., (ISBN: 0-205-40762-5). Text and DVD Pkg., (ISBN: 0-205-45931).

Linguistics of American Sign Language. Clayton Valli, Ceil Lucas, and Kristin J. Mulrooney. 4th ed. Gallaudet University. (ISBN: 1-563-68283-4). Revised and updated; includes new DVD.

Number Signs for Everyone: Numbering in American Sign Language. Cinnie MacDougall. DawnSignPress. (ISBN: 0-915-03532-4). 90-minute Video.

Numbering in American Sign Language. Brenda E. Cartwright and Suellen J. Bahleda. RID Press. 2002. (ISBN: 0-916-88335-3).

Numbering in American Sign Language: Number Signs for Everyone. DawnSignPress. (ISBN: 0-915-03572-3). Paperback – 112 pages.

Technical Sign Interview Series. Postsecondary Education Programs Network (PEPNet) Resource Center National Ctr. on Deafness. California State University Northridge. A series of videotaped interviews (\$20 each online).

Signing Naturally – Level I. Cheri Smith, Ella Mae Lentz, and Ken Mikos. DawnSignPress. (ISBN: 1-58121127-9) paperback; (ISBN: 0-915-03520-0) Student videotext and workbook.

Signing Naturally – Level II. Cheri Smith, Ella Mae Lentz, and Ken Mikos.
DawnSignPress. (ISBN: 1-581-21131) paperback; (ISBN: 0-915-03516-2) Student videotext and workbook.

Signing Naturally – Level III. Cheri Smith, Ella Mae Lentz, and Ken Mikos.
DawnSignPress. (ISBN: 1-581-21135-X) Student DVD and Workbook; (ISBN: 1-581-21035-3). Student videotext and workbook.

Interpreting References

Best Practices in Education Interpreting Brenda Chafin Seal. (w/*AWHE Career Center Access Code Card). 2nd ed. 2004. Allyn & Bacon (Pearson Education). (ISBN: 0-205-45449-6). *Addison Wesley Higher Education.

Effective Interpreting Series: English Skills Development, The Study Set. Carol J. Patrie, Ph.D. DawnSignPress. (ISBN: 1-581-21172-4) DVD & workbook; (ISBN: 0-915-03583-9) Video and workbook.

Effective Interpreting Series: Cognitive Processing Skills in English, The Study Set. Carol J. Patrie, Ph.D. DawnSignPress. (ISBN: 1-581-21166-X) DVD and workbook; (ISBN: 0-915-03580-4) Video and workbook.

Effective Interpreting Series: Translating from English, The Study Set. Carol J. Patrie, Ph.D. DawnSignPress. (ISBN: 1-581-21100-7) DVD and workbook; (ISBN: 0-915-03586-3) Video and workbook.

Effective Interpreting Series: Consecutive Interpreting from English, The Study Set. Carol J. Patrie, Ph.D. DawnSignPress. (ISBN: 1-581-21103-1) DVD and workbook; (ISBN: 0-915-03591-X) Video and workbook.

Effective Interpreting Series: Simultaneous Interpreting from English, The Study Set. Carol J. Patrie, Ph.D. DawnSignPress. (ISBN: 1-581-21106-6) DVD and workbook; (ISBN: 1-581-21161-9) Video and workbook.

Interpretation Skills: American Sign Language to English. Marty M. Taylor, Ph.D. 2002. Interpreting Consolidated, Box 203, Main P.O., Edmonton Alberta, T5J 2J1, Canada. (ISBN: 0-969-77924-0). \$4.95 per book S/H for U.S.

Interpretation Skills: English to American Sign Language. Marty M. Taylor, Ph.D. 1993. Interpreting Consolidated, Box 203, Main P.O., Edmonton, Alberta, T5J 2J1, Canada. (ISBN: 0-969-77920-8). \$4.75 per book S/H for U.S.

Sign Language Interpreting: Exploring Its Art & Science. David A. Stewart, Jerome D. Schein, and Brenda E. Cartwright. (w/*AWHE CAREER CENTER ACCESS CODE CARD). 2nd ed. 2004. Allyn & Bacon (Pearson Education). (ISBN: 0-205-45445-3). *Addison Wesley Higher Education.

Sign Language Interpreting: A Basic Resource Book. Sharon Neumann-Solow. 3rd ed. 2000. Linstok Press. (ISBN: 0-932-13022-4). Revised.

So You Want to Be an Interpreter? Janice H. Humphrey and Bob J. Alcorn. 3rd ed. 2001. H & H Publishing. (ISBN: 0-964-03677-0). Seattle, WA, (425) 793-3904 Fax: (425) 793-3577 (also available w/RID Press).

Language Usage Books

A Dictionary of American Idioms. Adam Makkai, Maxine T. Boatner, and John E. Gates. 3rd ed. 1995. Barron's Educational Series. 250 Wireless Blvd., Hauppauge, NY 11788. 1-800-645-3476. (ISBN: 0-812-01248-8). Revised and updated.

Errors in English and Ways to Correct Them: The Practical Approach to Correct Word Usage, Sentence Structure, Spelling, Punctuation, & Grammar. Harry Shaw. 4th ed. 1993. Harper Collins Publishers. (ISBN: 0-064-61044-6).

Harbrace College Handbook. John C. Hodges, Winifred B. Horner, Robert K. Miller, and Suzanne S. Webb. 13th ed. 1998. Harcourt College Publishers. (ISBN: 0-155-07423-7). Revised Edition Hardcover.

Harper Dictionary of Contemporary Usage. William Morris and Mary Morris. 2nd ed. 1988. Harper & Row (Harper Collins Publishers). (ISBN: 0-061-81606-X). Hardcover.

Read Better, Remember More. Elizabeth Chesla. 2nd ed. 2000. Learning Express. 900 Broadway, Ste. 604, New York, NY 10003. 1-(212)-995-2566. (ISBN: 1-576-85336-5). Paperback,

Reference Materials

American Sign Language: A Comprehensive Dictionary. Martin L. A. Sternberg, Ed.D. 1981. New York: Harper & Row (ISBN: 0-060-14097-6).

A Dictionary of American Idioms. Adam Makkai, Maxine T. Boatner, and John E. Gates. 3rd ed. 1995. Barron's Educational Series. 250 Wireless Blvd., Hauppauge, NY 11788. 1-800-645-3476. (ISBN: 0-812-01248-8). Book also used for Language Usage Books

The New Dictionary of Cultural Literacy. E. D. Hirsch, Jr., Joseph F. Kett, and James Trefil. 2002. Houghton Mifflin. (ISBN: 0-618-22647-8) Listed as "Trade Book" by Houghton Mifflin.

NTC's Dictionary of Latin and Greek Origins. Bob Moore and Maxine Moore. 1997. NTC Publishing Group. (ISBN: 0-844-28321-5).

Random House American Sign Language Dictionary. Elaine Costello. 1994. New York: Random House. (ISBN: 0-394-58580-1).

Specialized Interpreting

Interpreting in Medical Settings. Carol J. Patrie. 2001. DawnSignPress. Text and video pkg. (ISBN: 1-581-21064-7); Text and DVD pkg. (ISBN: 1-581-21072-8).

Medical Sign Language. W. Joseph Garcia. 1983. Charles C. Thomas. Paperback (ISBN: 0-398-04806-1); Hardcover (ISBN: 0-398-04805-3).

Random House Webster's American Sign Language Legal Dictionary. Elaine Costello. 2003. Random House Reference. (ISBN: 0-375-71943-1).

Random House Webster's American Sign Language Medical Dictionary. Elaine Costello, Linda C. Tom, and Lois A. Lehman. 2000. Random House Reference. (ISBN: 0-375-70927-4) Paperback.

Signs of Drug Use: An Introduction to Drug and Alcohol Related Vocabulary in American Sign Language. James Woodward. 1980. T. J. Publishers. Silver Spring, MD. (ISBN: 0-932-66604-3).

Signs of Sexual Behavior: An Introduction to Some Sex-Related Vocabulary in American Sign Language. James Woodward. 1979. T. J. Publishers. Silver Spring, MD. (ISBN: 0-932-66602-7).

Vocabulary Building References

1100 Words You Need to Know. Murray Bromberg and Melvin Gordon. 4th ed. 2000. Barron's Educational Series. (ISBN: 0-764-11365-8). Paperback.

Integrated Vocabulary Development, Book A. Donn Mosenfelder. 1986. Triumph Learning. (ISBN: 0-876-94065-3). Paperback.

Integrated Vocabulary Development, Book B w/Teacher's Guide. Donn Mosenfelder. 1987. Triumph Learning. (ISBN: 0-876-94066-1). Paperback.

Integrated Vocabulary Development Book 1 w/Teacher's Guide-Answer Key. Donn Mosenfelder. 1986. Triumph Learning. (ISBN: 0-876-94241-9). Paperback.

NTC's Dictionary of Latin and Greek Origins. Bob Moore and Maxine Moore. 1997. McGraw-Hill (NTC Publishing Group now owned by McGraw-Hill). Paperback (ISBN: 0-844-28321-5); Hardcover (ISBN: 0-844-28320-7).

Random House Webster's Word Menu. Stephen Glazier. 1997. Ballantine Books. (ISBN: 0-345-41441-1). Paperback.

The Joy of Vocabulary. Harold Levine, Norman Levine, and Robert T. Levine. 1997. Signet Book (Penguin Group). (ISBN: 0-451-19396-2). Mass market paperback.

The Synonym Finder. J. I. Rodale, Nancy LaRouche, and Laurence Urdang. 1986. Warner Books. (ISBN: 0-446-37029-0) Originally published in 1978 by founder of Rodale Press.

October 2011



**DIVISION ON DEAF AND HARD
OF HEARING**

**MICHIGAN REQUIREMENTS FOR
CREDENTIALLED SIGN LANGUAGE INTERPRETERS**

**DEAF PERSONS' INTERPRETER ACT
1982 PA 204 AMENDED 2007**

OCTOBER 2011

All Sign Language interpreters working within Michigan are required to comply with the Deaf Persons' Interpreter Act, 1982 PA 204 amended 2007. The act specifically requires interpreters to file an application for certification through the Division. This applies to both nationally credentialed interpreters and interpreters credentialed by the state of Michigan.

The process below describes annual professional development for interpreters credentialed through the state. These requirements are subject to change after rule promulgation. Interpreters are responsible to ensure they have the most updated information, which is posted on the DODHH website.

www.michigan.gov/mcdc-dodhh

ALL CREDENTIALLED INTERPRETERS

Listing Your Certification

All BEI, EIPA, NAD, RID and QA credentialed interpreters are mandated to list their credentials with DODHH if working as a sign language interpreter in Michigan. Listing is **NOT** automatic. To be listed the interpreter must complete an application form for certification by the Division. The application form can be found on the DODHH website in at www.michigan.gov/mcdc-dodhh. Interpreters who work in Michigan without listing their credentials are in violation of the Deaf Persons' Interpreter Act.

After review and approval of the application, supporting documents and fees, the DODHH will issue an Interpreter credential card. This card verifies the ability to legally work in the State of Michigan. The card may be used to provide verification to the consumer and appointing authority that the interpreter is qualified to interpret in Michigan. The interpreter name and credential are mandated to appear in the Michigan Online Interpreter System. An interpreter may opt out of having additional contact information on the system via the application.

INITIAL APPLICATION & RENEWAL REQUIREMENTS

ALL Must renew annually
Complete annual renewal form
Pay annual fee
See applicable credential below for additional requirements

BEI & QA BEI - 1ST Year submit copy of your BEI “pass” notification letter with initial application for certification.

Annually thereafter, submit copies of certification of attendance or signed letter of attendance for 20 clock hours of professional development or 2.0 CEUs

Each achievement of a new BEI level must be submitted following the process above. BEI 1 interpreters are required to test every 4 years.
Note: BEI 1 interpreters who test for a BEI 2 and BEI 3 after passing BEI 1, will not lose their certification if they fail to pass for the next higher level.

QA – Annual renewal required until the end of each specific QA cycle.
Note: The QA test has been phased out and no longer valid after November 30, 2012.

EIPA STATE – RECOGNIZED

1ST Year submit copy of your EIPA notification letter - showing passing performance of 3.5 or higher.

Annually thereafter, submit copies of certification of attendance or signed letter of attendance for 20 clock hours of professional development or 2.0 CEUs

NAD & RID Annually, submit copy of valid renewed NAD and/or RID credential card OR receipt of payment for NAD and/or RID Certified Dues showing the valid NAD and/or RID credential renewal for the next renewal year.

RID Ed:K-12 Annually must submit copy of valid RID Ed:K-12 credential & copy of Boy’s Town EIPA results notification letter showing credential for Elementary, Secondary, or both.

MI TEMPORARY INTERPRETERS – Including: Out of State and Certified Deaf Interpreters (CDI’s)

All certified interpreters in Michigan including those here temporarily for court cases or other purposes must obtain certification by the Division. Contact the Division for more specific information on your requirements.

AVOIDING LATE RENEWALS

The Michigan Interpreter Online System will automatically drop the names of interpreters that fail to renew on time and the interpreter will be “unqualified” and in violation of 1982 PA 204 amended 2007 if found to be working without credentials, as per section 393.508 (b) of the Act. The interpreter cannot legally work until their name reappears in the system again. Interpreters should submit their renewal information at least 2-4 weeks prior to the expiration date that appears on their card.

MI Certification Cycle and CEU Cycle. The Credential Cycle is a period of 4 years for MI BEI / EIPA / QA interpreters. A CEU cycle is a period of 1 year. The credential and CEU cycle begins on the first date a person appears in the Michigan Interpreter Online System. Not the testing date. BEI and QA certification is valid for four (4) years if all professional development units requirements are met and annual fees paid. At least 6 months prior to the expiration date during the fourth year, you should make arrangements to retest.

Interpreters with BEI and QA credentials MUST renew their credentials annually prior to their expiration date which appears on their credential card. RID/ EIPA credential holders must renew annually before June 30th. No additional retesting is required. BEI / EIPA /QA renewal involves payment of fees and submission of 20 clock hours of professional development units or 2.0 CEUs during the annual certification maintenance period. These must be completed on the most current Division renewal form and accompanied by certificates or signed letters of attendance. At least 20 clock hours must be earned in Professional Studies or General Studies topics (previously called Direct and Indirect QA units).

EARNING PROFESSIONAL DEVELOPMENT MI UNITS

To earn professional development units toward your annual certificate renewal, you may complete the below types of activities, retain your original documentation, and submit copies of the documentation at the time of renewal. Renewal documentation will NOT be returned. Keep in mind, the identical event may only be attended once during the annual cycle for credit and units earned in excess of one year cannot be applied to the next. Your annual CEUs are only approved for events occurring within the current 12 month CEU cycle. Unit credit may be accrued in (1/4) quarter hour increments after the initial hour. Lunch time and interpreter socials do not count toward units. Lastly, each interpreter must ensure that units are properly documented with a certificate or letter of attendance and monitor the number of units acquired.

1. Professional Studies MI BEI Units

Activities involving interpreter expressive and receptive signing skills development, linguistics, and Deaf culture would fall within the Professional Studies category.

2. General Studies MI BEI Units

Activities involving non-interpreter related coursework and events fall in the General Studies category.

ACTIVITIES EARNING PROFESSIONAL DEVELOPMENT UNITS

- DODHH-approved workshops, as advertised with the State of Michigan DODHH MI BEI sponsorship statement, must be verified by the attendance certificates at annual renewal time and pre-approved by the Division. Look for the statement, "MI MDCR-DODHH has approved MI BEI / EIPA / QA units sponsorship for this education (activity/ workshop/class/ training) with (agency's name) for (#) (professional studies /general studies) MI BEI units. Partial MI BEI / EIPA / QA units (will/will not) be awarded for this event and participants will receive a (certificate of attendance) as documentation."

NOTE: Event Sponsors desiring to use DODHH sponsorship language on their public advertisement **MUST** seek approval before utilizing the DODHH sponsorship language. Note: DODHH will NOT accept CEU's that teach how to test for the BEI unless through our approved partners.

- RID-approved workshops or other CEU granting body must be verified by certificate of attendance or signed letter of attendance. The Division will accept units from a sponsored RID CEU activity with out pre-approval from the participant. A RID sponsor is not required to seek DODHH approval and is not required to use DODHH sponsorship language.
- Audited continuing education classes at a college or university must be verified transcript or letter from an accredited educational program. A DODHH Independent Study form is no longer required. The information must show the date the course began, ended, and number of hours attended. The course must be completed.
- Accredited college, university, or other educational institution credit courses completed with a GPA of 2.0 or better must be verified by a transcript. This transcript does not need to be notarized.
- Independent Study requirements: Preapproval is required for any independent study mentoring or an event hosted by a non-CEU granting body. See the "Independent Study Request" form located at www.michigan.gov/mcdc-dodhh

ACTIVITIES NOT EARNING MI BEI UNITS

- Volunteering to interpret.
- Watching another interpreter work.
- Social activities that do not involve active participation
- [Teaching a class on the BEI examination.](#)
- [Social, luncheon, or dinner parties.](#)
- [Watching Video tapes or book reports](#)

DODHH PROFESSIONAL DEVELOPMENT WORKSHOP - REQUEST SPONSORSHIP CONTINUING EDUCATION UNITS

To request DODHH sponsorship of a professional development event, complete the “DODHH Sponsorship Request” form at www.michigan.gov/mcdc-dodhh. All events must be pre-approved prior to advertisement of the DODHH sponsorship.

NOTE: Event Sponsors desiring to use DODHH sponsorship language on their public advertisement **MUST** seek approval before utilizing the DODHH sponsorship language. Note: DODHH will NOT accept CEUs that teach how to test for the BEI unless through our approved partners.

- DODHH-approved workshops, as advertised with the State of Michigan DODHH MI BEI sponsorship statement, must be verified by the attendance certificates at renewal time and pre-approved by the Division. Look for the statement, "MI MDCR-DODHH has approved MI BEI / EIPA / QA unit sponsorship for this education (activity/ workshop/class/ training) with (agency's name) for (#) (professional studies /general studies) MI BEI units. Partial MI BEI / EIPA / QA units (will/will not) be awarded for this event and participants will receive a (certificate of attendance) as documentation.

TEST INFORMATION

- **MI BEI Test Information:** MI BEI Study Guide and MI BEI Application available through Michigan Division on Deaf and Hard of Hearing at www.michigan.gov/mcdc /877-499-6232
*DODHH is the MI BEI test proctor – see website for available dates
- **EIPA Test Information:** Boy's Town EIPA Test information available through Michigan Department of Education Low Incidence Outreach (MDE-LIO) at <http://mde-lio.cenmi.org/Home.aspx> or Boy's Town at www.classroominterpreting.org
*MDE-LIO is the MI test proctor – see website for available dates
- **RID Test Information:** RID credential overview and application available at www.rid.org
*DODHH is not a test proctor – see US proctor locations on the RID website