

## GUIDELINES FOR TRANSLATION

### TEACHING CERTIFICATE PART 1 – UNIT 1

In view of the wide range of languages used by members of the Society, the following arrangements for translation may be made to accommodate candidates whose first language is not English.

1. In general, translations should not be carried out by the course tutor, relatives, or any person associated in any way with preparing the candidate for the examination. Although it is recognised that this may cause restriction of suitably qualified persons, translators should have a knowledge of Scottish country dance terminology. *The trust and integrity of all concerned are essential.*
2. Candidates, or the organising Branch, who wish to have the question-paper for Unit 1 and answer-scripts translated must advise Headquarters **no later than twelve weeks** before the date of the examination. The RSCDS Examinations Officer will arrange for translation of the question-paper and each candidate's answer-script, the costs being passed on to the candidate or organising Branch if appropriate.
3. At the start of the examination both the English version and the translation of the question-paper must be given to the candidate; immediately following the examination the organiser/invigilator must send the original of the candidate's answer-script to the designated translator and at the same time a copy of the answer-script must be taken and sent to the RSCDS Examinations Officer.
4. Translators will receive detailed instructions about sending both the original in the candidate's language and the English translation to the examiner.
5. Random checks of translations will be carried out by the RSCDS Examinations Officer.