

Translator Declaration – to be signed before commencing translation

As stated in the BHS Education Team Policy on the recruitment and use of translators:

Translators must not in any way attempt to modify either the content of the answers given by candidates or any of the specific qualification requirements. The translator should at all times translate/write down answers exactly as they are dictated. During the assessment the translator must not give any factual help to the candidate, nor offer any suggestions concerning which questions to attempt, when to move on to the next question, or in which order the questions should be answered.

If candidates are known to translators prior to the assessment, the translator **must** declare below in what capacity the candidate is known to them. Translators are **not** permitted to translate for candidates who they know or have trained without consent from the BHS Education team.

Please tick the box next to the statement below which applies to this assessment:

- ☐ **A** I do not know and have not trained any candidate/s at this assessment
- ☐ **B** I know a candidate/candidates at this assessment but have never trained them
- ☐ **C** I have trained a candidate/candidates at this assessment

If you ticked statements, B or C, please describe the nature of your relationship with the candidate/s in this box. Please include the candidate names and timescales of any contact you have had with them:

While you are 'translating' you are acting under the direction of BHS and are obligated to abide by its Data Protection policies and procedures.

At any time, did you feel under pressure to change/alter/influence your translation of the assessment or result of any candidate? **YES/NO** (please delete as appropriate)

I agree to the above.

Signed:.....Print Name:

Assessment Centre:..... Date:.....

Assessment type (e.g. Stage 2 Teach, Stage 3).....