PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

LICENSED COURT INTERPRETER
WRITTEN AND ORAL EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

THE OFFICE OF COURT ADMINISTRATION IN CONJUNCTION WITH THE TEXAS DEPARTMENT OF LICENSING AND REGULATION WILL ADMINISTER THE EXAMINATIONS VIA PSI UNTIL AUGUST 31, 2015

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Please refer to our website to check for the most updated information at www.psiexams.com

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EXAMINATION SCHEDULING PROCEDURES

The Office of Court Administration in conjunction with the Texas Department of Licensing and Regulation will administer the examinations via PSI until August 31, 2015. For eligibility and licensing information, please contact:

Office of Court Administration (OCA)
Lesley Ondrechen, Licensing Manager
(512) 475-2873
lesley.ondrechen@txcourts.gov

Upon approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information).

EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to **check the box next to** "*Check here to attempt to locate existing records for you in the system*"
2. You will be asked to select the examination and enter the ID# that PSI provided to you. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

TELEPHONE REGISTRATION

PSI has two scheduling methods available for those that wish to schedule by telephone. First, candidates may call PSI at (800) 733-9267, 24 hours a day and schedule using the Automated Registration System. Second, candidates wishing to contact a live operator may use this same telephone number to contact PSI registrars Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time, to schedule an appointment for the test.

CANCEL OR RESCHEDULE AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI website, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

FOREIGN LANGUAGES FOR THE WRITTEN EXAMINATION ONLY

For languages other than English, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation, or you may bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. NO conversing or any other form of communication among candidates is permitted once you enter the examination area.

If you arrive late, you will NOT be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. The identification must be a VALID form of government-issued identification for example, driver's license, state ID, or passport, which bears your printed name, photograph, signature, date of birth, and expiration date. Identification provided must match all information provided to PSI upon eligibility. If your ID does not contain the required information, you may be asked to provide other forms of valid identification to confirm your identity. A digital copy of your identification documentation will be taken upon check in, and stored with your personal data.

An expired driver's license will be accepted if accompanied by a VALID Texas Department of Public Safety temporary permit. Likewise, the temporary permits must be accompanied by the expired DPS driver's license.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination and will forfeit your examination fee.*

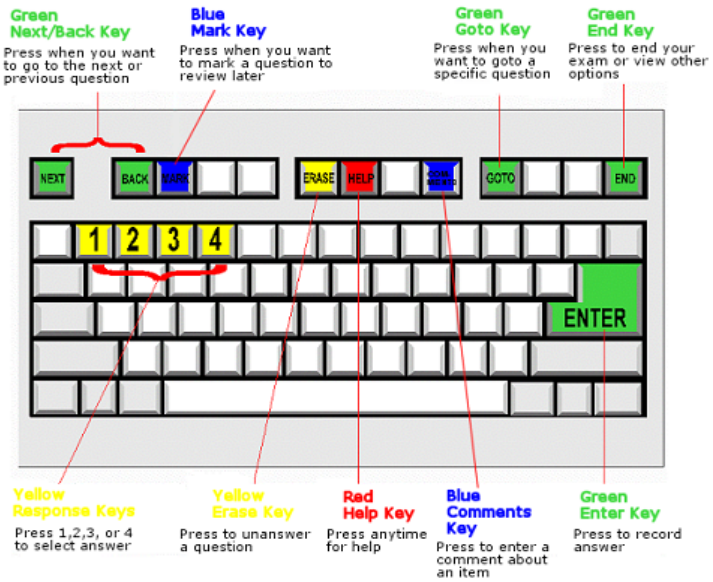
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- While at a PSI examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the PSI staff or other candidates. You must adhere to all policies and standards to ensure that all candidates have a pleasant and professional examination experience. If you fail to comply with these policies, you will have your examination results disqualified and will forfeit your examination fee.
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, PDAs, cameras, notes, electronic devices, and recording devices, of any kind are NOT allowed to enter PSI examination sites. Additionally, guest visitors and/or family members are not allowed at the examination site. **NO personal items are to enter the examination site.** A locker will be provided to store a few small items. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Texas State Law. Either one may result in the disqualification of examination results and may lead to legal action.

COMPUTER-BASED WRITTEN EXAMINATION

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semi-private examination station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on the tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comment key on the keyboard. These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly. **This is the only review of the written examination available to candidates. There is NO review of the Oral examination.**

EXAMINATION SITE LOCATIONS

Abilene (Written only)
Commerce Plaza
1290 S. Willis, Suite 109
Abilene, TX 79605
The test site is on the corner of South 14th Street and Willis. The site is behind the First Financial Bank.

Amarillo (Written only)
4312 Teckla, Suite 500
Amarillo, TX 79109
Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building.
From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington (Written and Oral)
2008 E. Randol Mill Road, Suite 102
Arlington, TX 76011
From Hwy 183, take Industrial South. Turn left on Lamar Blvd. Turn right on Ball Park. Turn left on Randol Mill Road, to 2008 Randol Mill Road. The site is one block east of the ballpark.
From I-30, take Collins (Hwy 157) exit South. Turn left on Randol Mill Road.

Austin (Written and Oral)
LaCosta Corporate Park
6448 Hwy 290 East, Suite F111
Austin, TX 78723
If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.
If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.
PSI is located in NORTH Austin at the North West corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin (Written only)
8000 Anderson Square, Ste 301B
Austin, Texas 78757
If Northbound on Hwy 183 -take the Peyton Gin/Ohlen Road exit and stay in the left hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.
If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

Corpus Christi (Written only)
2820 S Padre Island Dr, Suite 105
Corpus Christi, TX 78415
From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820 building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

Dallas (Written only)
One Empire, 1140 Empire Central Dr, Suite 610
Dallas, TX 75247
From I-35E Southbound (Stemmons Fwy), exit Empire Central (#434A), turn right on Empire Central Dr. ONE EMPIRE BLDG is on the left.
From I-35E Northbound, exit Empire Central and turn Left on Empire Central. ONE EMPIRE is on the Left.
From Hwy 183 Eastbound (John carpenter Fwy), exit left on Regal row, turn right on Governors row, and turn left on Empire central. ONE EMPIRE is on the right.
From Hwy 183 Westbound – Exit Mockingbird LN turn right on Empire Central. ONE EMPIRE is on the right.

Dallas (Richardson) (Written only)
300 N Coit, Suite 172
Richardson, TX 75080
From 75 South, take the Belt Line Road *exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right hand side.*
If you are coming in from LBJ (I635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.

El Paso (Written only)
The Atrium
1155 Westmoreland, Suite 110
El Paso, TX 79925
From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

Fort Worth (Written only)
6801 McCart Avenue, Suite B-1
Fort Worth, TX 76133
From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right you may enter the 1st immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen (Written only)
Executive Central
722 Morgan Blvd, Suite C
Harlingen, TX 78550
From Expressway 83, exit on Ed Carey Drive. Go North on Ed Carey Drive. At intersection of Ed Carey Drive and 77 Sunshine Strip, turn left onto 77 Sunshine Strip. Stay on 77 until it joins Morgan Blvd (Morgan Blvd is also road #507). Where 77 joins Morgan Blvd is like a "Y", stay to the right. Stay in the right lane and turn into the parking lot of 722 Morgan Blvd.

Houston North (Greenbriar Place) (Written only)
Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060
From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.
From I-610, take 45-North toward Dallas, exit Beltway 8 – East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East) (Written only)
Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029
From I-10 EASTBOUND, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

Houston (Southwest) (Written and Oral)
One West Belt
9555 W. Sam Houston Pkwy South, Suite 140
Houston, TX 77099
The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnet, is the notation, "One West Belt". The Sam Houston Pkwy is also known as Beltway 8.

From US 59, heading South: Take the Bissonnet exit and turn right onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From US 59, heading North: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnet exit and turn left (under the freeway) onto Bissonnet. Turn left into the parking lot of the first building on the left.

From the West Sam Houston Pkwy South (also known as Beltway 8), heading North: Take the West Bellfort exit and travel about two miles on the feeder road to Bissonnet. Turn right on Bissonnet and then left into the parking lot of the first building on the left, OR do not turn on Bissonnet but drive through the intersection and then make an immediate right into the parking lot.

Houston (Northwest) (Written only)
9800 Northwest Freeway
Suite 200
Houston, TX 77092
From Hwy 290 EASTBOUND take Exit 13C toward West T C Jester Blvd. Stay Straight to go onto N Loop Fwy W. Make a u-turn onto N Loop Fwy W. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving north on Loop 610 West exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving west on Loop 610 North, exit at T.C.Jester and then u-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock (Written only)
The Center
4413 82nd St., Suite 210
Lubbock, TX 79424
From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.

McAllen (Written only)
7000 N. 10th Street Suite C-4
McAllen, TX 78504
From S Expressway 281/S US-281, turn right onto E Trenton Rd. Turn left onto N 10th St/TX-336. The test site is on the left.

Midland (Written only)
Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703
From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen's parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen's parking Lot at 4200 W Illinois. Suite is at the end of the left Strip.

San Antonio (Written and Oral)
One Park Ten
6800 Park Ten Blvd, Suite 174-W
San Antonio, TX 78213
From Loop 410 West (near Crossroads Mall), take IH 10 East. Exit on Vance Jackson. Use the turnaround to get on the IH10West access road. Stay on the access road until the One Park Ten building.
From IH 10 West, exit on Vance Jackson. Stay on the access road.
The building is off of IH10/US87 approximately one mile inside Loop 410. The One Park Ten building is on the right, immediately after Park Ten Blvd. Suite 174-W is located on the first floor to the right of the main entrance.

San Antonio (Written only)
9502 Computer Drive, Ste 105
San Antonio, TX 78229
From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105.
From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

Tyler (Written only)
3800 Paluxy Dr, Suite 310
Tyler, TX 75703
From 1-20 turn south on Hwy 69 and go to Loop 323. Turn right on 323 and follow 323 to the intersection of Paluxy Dr. Turn right on Paluxy Drive. The Paluxy Square Complex will be immediately on the left. Go to Building 3 which is in the back.

Waco (Written only)
345 Owen Lane, Suite 124
Waco, TX 76710
From TX-6, take the Waco Drive exit, loop under the bridge where you will be on Sanger Ave, turn right on Owen Ln. The examination site is behind the Richland Mall and directly across the street from the City of Waco water tower.
If you are coming in on the South Hwy 6, take the South Loop 340, then take Sanger Ave Exit.

Examination Dates for the Oral Examination

2014-2015 Dates
October 23, 2014
December 18, 2014
February 26, 2015
April 23, 2015
June 25, 2015
July 30, 2015

Oral examinations are only given at the 4 locations noted in the previous list. You may schedule for an oral examination starting 30 days prior to the test date.

Examination Reference Material and Content Outlines

Licensed Court Interpreters must take written and oral examinations which are developed by the Consortium for State Court Interpreter Certification part of the National Center for State Courts. The written examination measures the candidates' English comprehension and knowledge of court terms. The oral examination measures the candidates' interpreting skills and is given at one sitting in three parts which are recorded.

LICENSED COURT INTERPRETER WRITTEN EXAMINATION

# of Questions	Minimum Passing Score	Fee	Time Allowed
135	80%	$63	3 Hours

If you fail the written examination, you must wait 6 months before you can retest.

CONTENT OUTLINE

Subject Area	# of Items
General Vocabulary - Sentence Completion	9
General Vocabulary - Synonyms in Context	8
General Vocabulary - Synonyms	21
General Vocabulary - Antonyms	12
General Vocabulary - Idioms	25
Court Terminology	46
Court Sequence	4
Ethics and Procedures	10

REFERENCE LIST

This examination is CLOSED BOOK.

The Reference can be used for examination preparation.

However, it will not be allowed for use in the test site during the examination.

- Texas Law, Texas Government Code, Chapter 57
- JBCC Statutes, Texas Government Code, Chapters 151- 157, http://www.jbcc.txcourts.gov/jbcc/jbcc-statutes,-rules-policies.aspx
- JBCC Rules, http://www.jbcc.txcourts.gov/jbcc/jbcc-statutes,-rules-policies.aspx#JbccRules
- Blacks Legal Dictionary
- A common dictionary

A self-assessment and study tools for court interpreter candidates can be found at web site: http://www.ncsc.org/Education-and-Careers/State-Interpreter-Certification/Self-Assessment-Tools.aspx

WRITTEN SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** – an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or call 800-733-9267.

LICENSED COURT INTERPRETER ORAL EXAMINATION

Fee	Time Allowed
$300	1 Hour

If you fail the Oral examination, you must wait 6 months before you can retest.

CONTENT OUTLINE

Subject Area	# of Items
Sight Interpretation – English to Target language	6
Sight Interpretation – Target language to English	6
Consecutive Interpretation	22
Simultaneous	8

EXAMINATION DESCRIPTION

Part 1 - Sight Interpretation

You will be given **six minutes** to review and interpret a typewritten page from English into the target language.

You will be given **six minutes** to review and interpret a typewritten page from the target language into English.

The exercises outlined below will help you develop skills in sight translation. Practice them in all your working languages.

Part 2 - Consecutive Interpretation

You will be given **22 minutes** to complete this portion of the exam. This part of the examination is administered as a role-play of the questioning of a witness by a lawyer.

The consecutive portion will simulate a trial setting in which an English-speaking attorney asks questions of a witness speaking in their targeted language. The candidate will be the interpreter from English to the targeted language and from the targeted language back to English. Parts of this portion of the examination always include examples of lower register speech, including profanity and idiomatic usage.

Consecutive interpreting requires intense listening of a few sentences followed by an accurate interpretation of what was said. The interpreter will often take notes to help in the interpreting process, especially if the utterances are long. Consecutive interpreting is usually bi-directional between two languages, for example interpreting Spanish to a listener in English and then interpreting the English reply back into Spanish.

Part 3 - Simultaneous interpretation

This part of the examination is **8 minutes** long and requires the candidate to listen to and simultaneously interpret a recorded speech of a Lawyer. The candidate wears a set of headphones to listen to the recording and speaks aloud so that her or his performance can be recorded.

The speech is entirely in English, and the interpreter interprets into the target language as would be required to assist a defendant during a trial that only speaks the target language.

EXERCISES TO AID INTERPRETERS

Reading Aloud

Stand in front of a mirror and read passages aloud from any book, newspaper, or magazine. A legal textbook, code book, or other legal text is useful for familiarizing yourself with legal language. Record or videotape yourself and analyze the

outcome critically. Pay attention to your voice, pitch, tone, hesitations, signs, projection, enunciation, and posture.

Controlling Emotions
Practice controlling your emotions while reading aloud texts with high emotional content, such as fear, anger, humor, etc. Make sure you convey the author's intended emotions and not your personal reaction to the subject matter.

Public Speaking
Practice speaking before a group of people at every opportunity. People you know will constitute a less threatening audience and will allow you to ease your way into public speaking and build your confidence. Court interpreting is an ongoing exercise in public speaking.

Extensive Reading
Build up your reading speed and your vocabulary by reading as much as possible in many different fields.

Analyzing
Analyze the content of each text and practice picking out the subject and verb to determine the core meaning.
Example*:* Although less influential than in Argentina, migration from Europe in the late nineteenth and early twentieth centuries affected the development of Chilean political culture. Subject: migration; Verb: affected.

Simultaneous Skills
The following exercises are designed specifically to build the dual tasking skills involved in simultaneous interpreting. They should be practiced daily for about a half hour at a time. Simultaneous interpreting skills must be acquired over time to allow for maximum familiarity.

First
Have someone record passages from magazines or newspapers on tape, or record radio or television talk shows or interview programs (news broadcasts are not suitable for these exercises because the pace is too fast and the content is too dense). The subject matter of these passages is irrelevant, but it should not be too technical or contain too many statistics and proper names. Essays and opinion columns are good sources of texts for recording. As you play back the tape, "shadow" the speaker: repeat everything the speaker says verbatim. Try to stay further and further behind the speaker, until you are lagging at least one unit of meaning behind.

Second
Once you feel comfortable talking and listening at the same time and are not leaving out too much, begin performing other tasks while shadowing. First, write the numerals 1 to 100 on a piece of paper as you repeat what the speaker says (make sure you are writing and speaking at the same time, not just writing during pauses). When you are able to do that, write the numerals in reverse order, from 100 to 1. Then write them counting by 5s, by 3s, and so on. Note what happens whenever numbers are mentioned in the text you are shadowing.

Third
When you are able to do exercise 2 with minimal errors, begin writing out words while shadowing. Begin with your name and address, written repeatedly. Then move on to a favorite poem or a passage such as the preamble to the U.S. Constitution (always choose a passage in the same language as that which you are shadowing). When writing this text, you should copy from a piece of paper placed in front of you. Do not try to write the passage from memory while shadowing the tape.

Fourth
While shadowing the tape as in the previous exercises, write down all the numbers and proper names you hear. Then play the tape back and check to see if you wrote them correctly.

ORAL SCORE REPORTING

Your oral examination will be graded at the next grading session for this language. Please do NOT contact PSI for your examination results. PSI's role is only to administer the oral examination. PSI will not have any information regarding your oral examination score. Spanish examinations are graded several times a year and other languages are graded once a year. This process usually takes several weeks. **Once scored, your results will be mailed to you.**

LICENSE DESIGNATION

To be licensed as a court interpreter, each applicant must pass all three parts of the oral examination.

MASTER

To achieve a Master designation license, you must score at least a 70% on each part of the oral examination. The Master designation license allows you to interpret court proceedings in all state courts in this state, including justice and municipal courts.

BASIC

To achieve a Basic designation, you must score at least a 60% on each part of the oral examination. The Basic designation license will allow you to interpret court proceedings in justice and municipal courts that are not municipal courts of records, other than a proceeding before the court in which the judge is acting as a magistrate.

TEXAS LICENSED COURT INTERPRETER EXAMINATION
REGISTRATION FORM

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. **Legal Name:** First Name _____ Last Name _____ M.I. ____

2. **ID:** _____

3. **Mailing Address:** Number, Street _____ Apt/Ste ____

   City _____ State ____ Zip Code _____ - ____

4. **Telephone:** Home ___ - ___ - ____ Office ___ - ___ - ____

5. **Email:** _____@_____

6. **Examination (Check One):** NOTE: FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

Examination Title	Exam Fee
☐ LICENSED COURT INTERPRETER WRITTEN EXAMINATION	$63
☐ LICENSED COURT INTERPRETER ORAL EXAMINATION	$300
(Check One): ☐ First Time ☐ Retake	

7. **Total Fee: $** _____ You may pay by credit card, money order, cashier's check or company check. Cash and personal checks are not accepted.

   If paying by credit card, check one: ❑ VISA ❑ MasterCard ❑ American Express ❑ Discover

   Card No: _____ Exp. Date: _____

   Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

   Billing Street Address: _____ Billing Zip Code: _____

   Cardholder Name (Print): _____ Signature: _____

8. *I am faxing the Special Arrangement Request Form (on the next page) and required documentation.* ☐ Yes ☐ No

9. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.

   Signature: _____ **Date:** _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.
Complete and forward this registration form with the applicable examination fee to:
PSI Services LLC *** ATTN: Examination Registration TX COURT**
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com

SPECIAL ARRANGEMENT REQUEST FORM
OR OUT-OF-STATE TESTING REQUEST

All examination sites are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ **ID#:** _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____- _____ (_____) _____- _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- ☐ Reader (as accommodation for visual impairment or learning disability)
- ☐ Large-print written examination
- ☐ Out-of-State Testing Request for Written Portion Only. (Oral must test in Texas.) Note: This request does not require additional documentation.

  Site requested:_____
- ☐ Extended Time (Additional time requested:_____)
- ☐ Other_____

  _____

- **Complete and fax this form, along with supporting documentation, to (702) 932-2666.**
- **After 4 business days, please call 702-939-6750 and leave a voice message.**
- **PSI Special Accommodations will call you back to schedule the examination within 48 hours.**

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121