



Institute of Translation and Interpreting

APPLICANT HANDBOOK

Interview Assessment Guide for Interpreters and Conference Interpreters

October 2020



What is the ITI assessment?

The ITI assessment is a compulsory entry test for professional interpreters and conference interpreters wishing to gain Qualified membership to ITI. This is the second stage of the application process and is offered to applicants who have already satisfied the initial reference and qualification requirements for Qualified membership. MITI is a post experience category of membership and therefore all applicants will have demonstrated a minimum of three years' working experience (six without a degree or equivalent) within this field, via professional references.

The assessment requires applicants to demonstrate their professional attitude, ability, and willingness to uphold the standards of the Institute, the role of the interpreter and the professional issues which interpreters face. The assessment is *not* a test of their language skills as this will have been demonstrated through their qualifications and references.

Interpreter assessment interview

The assessment interview is completed online via video conferencing at a suitable time agreed with the assessors and applicant. The applicant can complete the interview from their home or a suitable workplace where there would be no interruptions and minimal background noise.

The interview will typically last 45 minutes and will be conducted in English. The interview will be organised by the ITI Membership team with the assessors and applicants joining the meeting. The meeting will be recorded, and the assessors and the applicant are required to use webcams.

The interview will include a range of questions from the two assessors to test your understanding of the role of a professional interpreter, some of the issues that an interpreter may face and how you would deal with them.

The applicant will be awarded a pass or fail grade. If an applicant is unsuccessful and receives a fail mark, then there is an appeals process in place and the applicant can be sent details on request.

Preparing for the interview assessment

The applicant needs to submit three example scenarios at least two weeks before the interview. The Membership Officer will send a template and example of the information you need to provide. This information will go to the assessors and some of your interview questions will be based on these scenarios so it is worth thinking carefully about the examples you give and how they could be discussed to illustrate your professional experience.

There will be also questions relating to the [ITI Code of Professional Conduct](#), so it is essential that the applicant makes themselves familiar with the Code and how it relates to their everyday work as an interpreter.

The marking process

The interview is marked independently by the two assessors who are Qualified Interpreter MITI's themselves. If the two assessors disagree on the final result to be awarded (i.e. pass or fail), a third assessor (known as a moderator) will be asked to remark the interview to make the final decision.



The assessment will be marked looking specifically at the following criteria:

- Professional attitude and understanding of the challenges working as an interpreter
- Understanding of the ITI Code of Conduct and how this applies to interpreters
- The role of an interpreter to communicate information

An interview assessment can fail due to a single grave error. This may be a major omission of knowledge or illustration of lack of professional judgement.

Examples of a single grave error:

- Complete lack of understanding of importance of CPD
- Illustration of highly inappropriate behaviour within a professional setting
- Demonstration of lack of confidentiality

After the assessment interview

You should receive the result of your interview assessment within 3 weeks of the interview.

All applicants receive the following result information:

- A selection of comments from the assessors indicating positive feedback and areas for improvement
- Total score
- Pass or Fail awarded

If a pass is obtained, the applicant will then be offered full Qualified membership and, subject to receipt of the relevant membership fee, will then become an MITI.

If you are unsuccessful in the assessment interview

The Membership Officer will notify you that you have been unsuccessful in the assessment and send you feedback. All applicants who fail are offered the opportunity to attempt the assessment again six months after they receive their results. Assessment fees are not refundable if an applicant is not successful in their assessment.

There is no restriction on the number of times an applicant can attempt the assessment, however, where it can be seen that repeat failure points are being highlighted by assessors, it may be suggested to the applicant that they take a longer period of time between attempts, to allow for some CPD in order to address the areas of development highlighted, before any further attempts are made.

Appealing the assessment result

If you are unhappy with the assessors' decision to fail your assessment, you have the right to appeal the result within 28 days of the result being issued to you. Relevant fees are applicable.

You should contact the Operations Manager on operationsmanager@iti.org.uk to request the Appeal application form.



Following completion of the appeal, the applicant will be advised of a **Pass** or **Fail** result only. No further information is available to the applicant. The decision of the appeal panel is final.

Where the applicant's appeal is upheld, the appeal fee will be refunded to the applicant in full and they will then be offered full Qualified membership with the Institute for the relevant specialism, subject to payment of the required subscription fee.

Where the appeal produces a negative outcome for the applicant, they will not be offered Qualified membership but will be able to attempt the assessment again after 6 months.

