


Candidate Assessment Regulations



CIOL Qualifications Level 7 Diploma in Translation
Qualification Number 501/1445/1

CIOL Qualifications Level 6 Certificate in Translation
Qualification Number 610/0823/0

CIOL Qualifications Level 6 Diploma in Public Service
Interpreting
Qualification Number 501/1250/8

CIOL Qualifications Level 3 Certificate in Bilingual Skills -
Police
Qualification Number 600/1990/6

Organisation ahead of your exam

Start preparing for the exam session early giving yourself ample time.
Carefully read all the information received, as well as referring to the relevant Qualification Specifications published on our website.
It is your responsibility to know the format of the exam.

Keep your mobile switched on until you are safely in your exam in the event that you need to call CIOLQ before the exam starts.

Once you are confident that you can access your exam, you must turn off your phone. You are not permitted to just switch the phone to 'Airplane', 'Flight', or 'Do Not Disturb' mode.

Place the phone away from the desk/exam area.

Using your mobile phone as a source of internet connection is strictly prohibited.

Ensure that you have your photographic ID with signature ready for inspection.

If you have requested and received approval for Reasonable Adjustments, make sure you have the confirmation letter with you in case this is requested by the invigilator.

- o Candidates with approved extra time will have this time automatically added to their exam session duration.

Ensure that you have a supply of single-leaf paper for rough notes if required.

Check that there are no materials around the room or on the walls which could be deemed as benefiting you or providing information that will assist you during the exam.

Pay attention to all instructions from the Interlocutor or Invigilator.

During the exam

Act in a professional manner as would be expected in a face-to-face exam setting.

Any complaints received in relation to candidate misconduct will be investigated by CIOLQ and video recordings reviewed as necessary.

It is recommended that you make yourself comfortable prior to the exam. Make sure you have had something to eat, drink and have taken a f5.3g0 G(h)7(ave)-3()JTETQq0.00000

