

**STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURT  
COURT INTERPRETER PROGRAM  
Written Exam Announcement**

The Administrative Office of the Courts Court Interpreter Certification Program has scheduled the Written Examination for **April 12, 2024, at 9:00 am and 1:00 pm** in **Dover, Delaware**. **The deadline to register is Friday, March 29, 2023.**

***What is the Written Exam?***

The written examination is the second step in the credentialing process. It consists of 135 multiple choice questions in English. The written exam measures candidate's knowledge of a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct. Candidates have two hours and fifteen minutes to complete the Written Examination

***Who has to take the Written Exam?***

This exam is required of all Interpreter Candidates who have attended Orientation and who wish to take the Oral Proficiency Exam. Additionally, candidates who work in a language for which there isn't an oral proficiency exam must take the written exam in order to continue with the credentialing process and be included in the active Court Interpreter Registry.

***What can I do to prepare for the Written Exam?***

Please read the Overview of the Written Examination for Candidates posted at the National Center for State Courts website:

<http://www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/Writtenand-Oral-Exam-Resources.aspx> . The Overview answers most of the most frequently asked questions about the written exam. It includes a section with sample questions and another on how to prepare for the exam. Please give special attention to the instructions regarding the day of the exam.

***What should I bring with me on the day of the exam?***

The most important thing to bring on the day of the exam is a picture ID that you must present to the proctor when signing-in on the assigned exam date.

***What NOT to bring on the day of the exam***

Only small purses or wallets are allowed in the testing room. Leave everything else at home or in your car. Pencils will be provided. Do not try to bring computers, briefcases, dictionaries, cell phones, smart watches, calculators, paper, pens, pencils, or any other similar items into the test room as they are not permitted. The Written Exam has a very strict **NO CELL PHONE** policy. Attempting to enter with a device will only delay your entry to the testing room.

**UPON RECEIPT OF REGISTRATION, YOU WILL RECEIVE A CONFIRMATION EMAIL WITH ADDITIONAL INFORMATION AND INSTRUCTIONS FOR THE DAY OF THE EXAM.**

**IMPORTANT INFORMATION:**

Interpreters who have taken the Written Exam in other Consortium member states must disclose the date, location, and scores obtained as well as allow verification of the information by the corresponding State Program Administrator in the registration form attached. A candidate who fails to provide or misrepresents information with regards to previous testing may be removed from the list of interested candidates and may not be allowed to continue with the credentialing process.

### **Updates in response to Covid-19- Please read carefully**

- Tests will be administered following the NCSC guidelines, recent LASS Court Interpreter Exam Administration Considerations and in accordance with state and judiciary guidelines, which include recommendations by the CDC and other health experts.
- Testing may be individual, in small groups, or implementing social distancing as recommended at the time.
- Please send your registration and payment in the mail.
- Please keep in mind that during the pandemic it may take longer for us to receive regular mail, as envelopes may need to be quarantined for up to two business days before they can be distributed to specific offices.
- If a state of emergency is declared again, or if for any other reason testing cannot be conducted as programmed, all tests will be rescheduled and candidates who have registered will be notified.

### **The following is very important. Please read it carefully.**

- You will be required to follow all state and judiciary guidelines in effect. For example, if a face covering is required to enter the courthouse, you may need to wear your mask during the entire duration of the exam. Information can be found at <https://courts.delaware.gov/aoc/covid-19> .
- Registration will not be refunded or postponed if you fail to appear for your exam, you arrive late, or cancel your registration after the deadline of March 29<sup>th</sup>. The exception to this policy is if you are feeling sick at any time before the exam and need to cancel.
- Do not come to the courthouse if you are sick. If you experience COVID-19 symptoms or experience another medical reason that would prevent you from taking the April test, you will be given the opportunity to register for a later testing date or request a refund of your registration fee.

**STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURTS  
COURT INTERPRETER PROGRAM  
Written Examination Registration Form for **Dover, DE** April 12, 2024**

Please complete all fields below and return this page by March 29, 2024, to the Court Interpreter Program address below. Please read the entire announcement and registration form carefully.

**1. PERSONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone(s): \_\_\_\_\_

Last 4 digits of your SS Number: \_\_\_\_\_

Date and city in Delaware you attended Orientation: \_\_\_\_\_

- 2. LOCATION OF THE WRITTEN EXAM** –Kent County Courthouse, 414 Federal Street, Dover, DE 19901- Room 273 (Mortgage Mediation). **This room number may change. Please check your email or contact us before the test.**

**DATE AND TIME.** Provide your first- and second-time preferences by placing a “1” after your first choice and a “2” after your second choice. We will do our best to accommodate your first choice. If you leave the below bank, we will assign a testing time to you.

My preferences for testing on APRIL 12 are 9:00 AM \_\_\_\_\_ 1:00 PM \_\_\_\_\_.

**3. DISCLOSURE OF PREVIOUS WRITTEN EXAMS**

a) I hereby affirm that I have taken the Written Exam before and that at least ten months have passed since the most recent testing date. \_\_\_\_\_ Please initial and write the location(s) and date(s) of past Written

Examination(s): \_\_\_\_\_

b) I hereby affirm that I have not taken the written exam before in this or any other jurisdiction. \_\_\_\_\_ Please initial.

**4. PLEASE INDICATE SPECIAL ACCOMMODATIONS REQUIRED TO PARTICIPATE**

**5. HOW TO SUBMIT YOUR REGISTRATION**

COMPLETE and MAIL your registration form WITH your payment by March 29, 2024, to the address below.

Administrative Office of the Courts  
405 N. King Street, Suite 507  
Wilmington, DE 19801  
ATTN: Jennifer / Debbie

**6. METHOD OF PAYMENT**

WE CANNOT ACCEPT CASH under any circumstance. When you mail your registration, please indicate which one you are enclosing:  Check or  Money Order. Only candidates who have completed the registration process (submitted a complete registration form on time and paid the proper fee) may sit for the exam.

\$50.00- Delaware resident    \$75.00- Out-of-State resident

Make check/money order payable to the State of Delaware and please write your name on money orders. Please note that preference will be given to Delaware residents. All others will be admitted on a first-come first-serve basis for spaces remaining, if any.

**7. If you need to contact the coordinator, email [jennifer.figueira@delaware.gov](mailto:jennifer.figueira@delaware.gov) or call 302-319-8348.**