WWETB FET Guide to Translation in Assessment

1. Introduction

WWETB is committed to acting fairly and judiciously at all times in relation to the process of assessment, and endeavours to ensure that learners are appropriately supported in assessment in ways that do not compromise award standards. WWETB conducts FET assessments through the English language and appropriate English language proficiency is a prerequisite for all FET courses. (This is true even of ESOL courses, as it is critical that the learner can be directed to the programme most suitable to their education and training needs).

WWETB supports learners in accessing the most suitable programme or course by way of several mechanisms including:

- Interview
- Assessments
- Adult Guidance Function
- Recruitment Function

It is expected that collaboratively, WWETB and our learners work together to ensure that each learner is on the right course for them and that no learner should find themselves on a course where the level of English language required is far beyond their level of proficiency. Learners are expected to have the required level of English to enable them to be successful at assessment time.

2. Learner Use of Translation Tools

It is widely appreciated that while learners for whom English is not their first language should have sufficient mastery of the English language to allow them to engage effectively in their course, there may be times when such a learner may seek to translate material to gain a more

definitive understanding. In turn, in the pursuit to express themselves with utmost clarity, the learner may elect to consult a translation tool to select or check a word or phrase.

WWETB is amenable to learners using certain tools to help express themselves more effectively. For example, an natural English speaker might use a thesaurus to help express themselves more definitively, or to avoid word over-use in a piece of work. As such, **WWETB allows the use, to a limited extent (as set out in the next sections) of translation tools so long as:**

- **The assessment event is not directly assessing learner proficiency in the English language, for example; Communications modules, ESOL modules, Medical Terminology etc**. (WWETB Quality can give guidance on specific modules).
- **The assessment event is not a Skills Demonstration.**

The function of this Guide is to inform both the practitioner, and in turn the learner on what WWETB FET considers acceptable use of translation tools at **Assessment** time.

3. Examinations

A non-native English speaker should be given the option to use a hard copy bilingual dictionary in an exam situation as long as English language proficiency is not being specifically assessed. The option and the intention to take-up the option should be organised prior to the exam date and give the learner time to secure an appropriate dictionary. Bi-lingual dictionaries for use at assessment time should be:

- Published by a reliable and reputable publisher such as: Collins, Oxford, Larousse, Langenscheidt, or Merriam-Webster.
- Free from any marks or over-writing of any kind.
- Free from any inserts or pages not part of the original publication.

The assessor should be complicit in the arrangement and should check the dictionary to be used before the exam date. The exam Invigilator should check the dictionary before exam commencement and bring any issues to the attention of the designated assessor immediately.

4. Other forms of Assessment

Skills Demonstration: Bilingual dictionaries or any form of translation tools should **not** be used during a Skills Demonstration assessment.

Assignments/Learner Record/Project: A learner may wish to utilise translation tools in the course of presenting evidence of their learning in these ways. Many online translation tools use generative AI tools and serve as both translators and content generators.

In the interest of eliciting the most authentic work from learners and ensuring that where AI technology is used, it is only used as prescribed by the assessor, the only translation tool that should be used by the learner should be the Microsoft Office one.
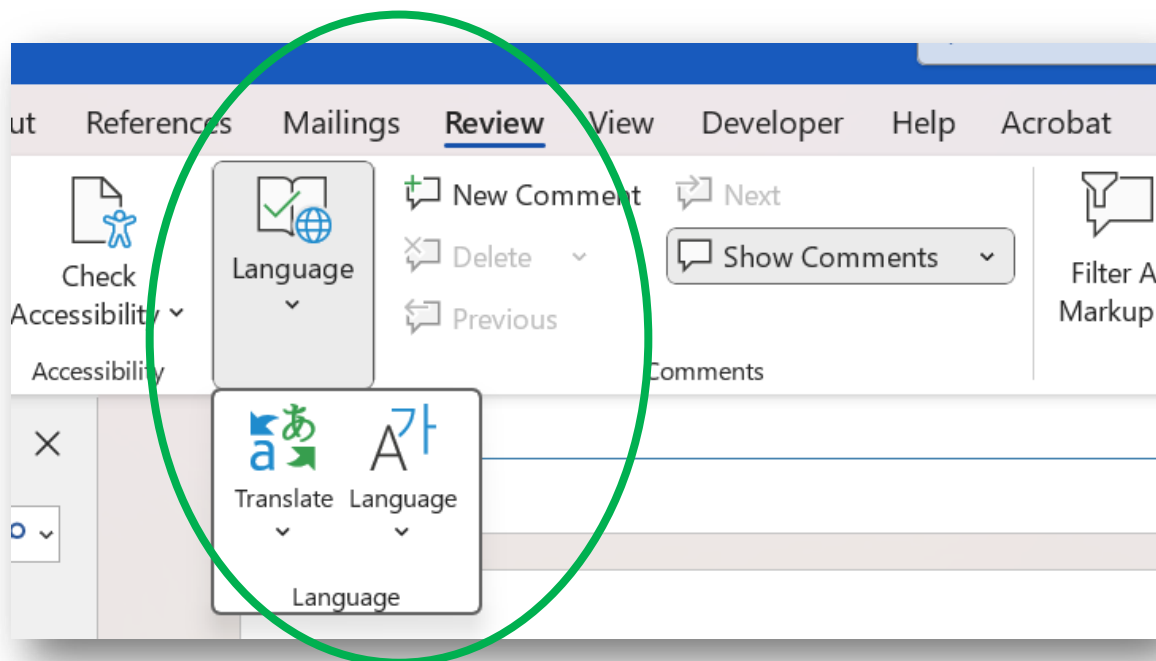
Deviations from this should be agreed with a relevant member of the Quality Team; The Quality Manager, Training Standards Officer (TSO), Quality Officer.

Supplementary to this guide, relevant changes have been made to the:

WWETB FET Examinations Handbook