



## New Jersey Judiciary Court Interpreter Written Exam Application

Please type or print legibly and return to address below. All items are required.  
**You MUST enter e-mail address. Please Include Your Payment of \$50.**

<b>Your Full Name:</b> First Name		Middle	Last Name	
Mailing Address (include Apartment #)			<b>Date of Birth (mm/dd/yyyy)</b>	
City			State	Zip Code + 4
Daytime/Cell Phone Number		<b>E-mail Address</b>		

List two date choices and time(s) you wish to take the Written Exam per dates listed on Page 4. You will be notified via e-mail of your assigned date/time.

1. _____ <input type="checkbox"/> 9:00 a.m. <input type="checkbox"/> 1:00 p.m.	2. _____ <input type="checkbox"/> 9:00 a.m. <input type="checkbox"/> 1:00 p.m.
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**Application Status:** In what capacity are you taking the Written Exam? (Select one)

Employee of the NJ Superior Court       Existing or prospective freelance interpreter

Employee of a NJ Municipal Court

**Affidavit:** (check the statement below that applies to you)

**First-time applicants:** I hereby affirm that I have not taken nor plan to take the NCSC's written exam in another state. *I hereby affirm that I have not entered nor plan to enter the court interpreter certification process of any other state that uses the NCSC written exam.*


**Repeat applicants:** I wish to retake the Written Exam and have not taken/registered to take it in any other state.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note: Applications submitted without accompanying fee will be shredded.**

**Mail completed application, with accompanying check, certified check or money order in the amount of \$50 made payable to *Treasurer, State of New Jersey*, to address below. Checks must not be post-dated and will be deposited upon receipt. **NO CASH accepted.****

<b>Regular Mail (US Postal Service)</b> Language Services Administrative Office of the Courts PO Box 988 Trenton, NJ 08625-0988	<b>Overnight/Express Mail</b> Language Services Administrative Office of the Courts Richard J. Hughes Justice Complex 25 Market Street, Trenton, NJ 08625-0988
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 **ADA Accommodations:** If you will require an accommodation when taking the test, please indicate your accommodation request here:

# Overview of the WRITTEN EXAMINATION For Prospective Court Interpreters

Language Services Section (LSS)  
Programs and Procedures Unit  
Office of Management and Administrative Services  
Administrative Office of the Courts  
P.O. Box 988  
Trenton, NJ 08625-0988  
[LangSvc mailbox@njcourts.gov](mailto:LangSvc mailbox@njcourts.gov)

The Court Interpreter Approval Program exists to meet the needs of the New Jersey Judiciary. Accordingly, persons are eligible to enter the program if they reside in or near enough to New Jersey to provide interpreting services to New Jersey's courts on a regular basis, or if they are in the process of moving to New Jersey and intend to regularly work as a court interpreter in New Jersey. Persons who reside at great distances from New Jersey are generally ineligible.

Persons who are already certified by the Administrative Office of the United States Courts need not take any additional examinations. Reciprocity is available to persons certified in other states so long as the exam by which they were certified is an exam developed by the National Center for State Courts (NCSC) . For further information on reciprocity, see the [Reciprocity policy](#) available on our website.

***Candidates are responsible for becoming familiar with the Court Interpreter Approval Program's policies. Please read this document carefully as it provides a complete description of the testing policies that apply to all candidates.***

JULY 2024

## **Overview**

This overview is adapted from an original text prepared by the National Center for State Courts (NCSC) (formerly from the Consortium for Language Access in the Courts). The written exam is a product of the NCSC, and New Jersey administers the written exam in a manner consistent with the NCSC's guidelines. It is intended to help guide candidates to a successful testing experience.

**Candidates are strongly urged to read this entire document carefully before completing the application at the end of this document.**

## **Written Exam Fee Policy**

The written exam includes a **\$50 registration fee**, which is due upon application. ***All NJ Judiciary employees are exempt from the fee.*** Candidates must mail a completed application and the accompanying fee, which is payable by check, certified check or money order to "Treasurer, State of New Jersey." Absolutely no cash payments will be accepted.

We will confirm receipt of your application and payment **via e-mail**. **All communication regarding the written exam is done through e-mail only.**

- Applications will be returned if they are not submitted with payment. Checks cannot be post-dated, must contain a return address, and will be deposited upon receipt.
- ***Should you be a "no show" and/or do not contact us requesting a rescheduled date or a refund within 2 days of your exam date, you will forfeit your \$50 fee. NO EXCEPTIONS!***
- Send applications and accompanying fee to:

<b>Regular Mail (US Postal Service)</b>	<b>Overnight/Express Mail</b>
Language Services	Language Services
Administrative Office of the	Administrative Office of the
Courts PO Box 988	Courts Richard J. Hughes
Trenton, NJ 08625-0988	Justice Complex 25 Market
	Street
	Trenton, NJ 08625-0988
- You will receive an e-mail stating which written exam session you have been assigned to within 10 days of receipt. Closer to the date of your written exam session, you will receive an e-mail with more details, directions, etc.
- If you do not confirm your exam appointment via e-mail or if you are a "no show" on the date of your exam and do not contact us requesting a rescheduled date or refund within 2 days of your exam date, ***you will forfeit your \$50 fee. NO EXCEPTIONS!***
- If your check is returned for insufficient funds, you will not be allowed to take the exam until the Judiciary receives full payment. If your check is returned for insufficient funds and you have already taken the exam, the Judiciary will not grade your exam or give you the results until the Judiciary receives full payment.
- If you have questions, please feel free to contact us at [Langsvcs.mailbox@njcourts.gov](mailto:Langsvcs.mailbox@njcourts.gov).

## **Introduction**

This document has been prepared to help persons aspiring to become approved court interpreters understand what the written exam measures, how it is administered, and how to prepare for taking the exam. Each examinee should study this overview thoroughly in order to be more fully prepared for the written exam.

Effective January 1, 2005, the written examination is the first step of the process for becoming an approved or registered court interpreter in New Jersey. **Passing this exam does not mean a person has become an approved or registered court interpreter; rather, it means the examinee has met one of several requirements for approval or registration.**

The written exam measures a candidate's knowledge of three areas central to the work of a court interpreter at the level of a minimally qualified court interpreter:

### **1. *English Vocabulary***

To function as a professional court interpreter, one indispensable component is a high degree of proficiency in the English language. Accordingly, the written examination tests comprehension of written English vocabulary and idioms.

### **2. *Court-Related Terms and Usage***

A second area of knowledge essential to successful professional performance, is familiarity with the terminology and procedures of the court system. Accordingly, the written examination also measures recognition of common court-related situations and vocabulary, *especially in the area of criminal courts.*

### **3. *Ethics and Professional Conduct***

The last area of knowledge required of professional court interpreters covered in the written exam is general knowledge of standards guiding the performance of duties. Accordingly, the written exam includes questions aimed at measuring a candidate's knowledge of ethical behavior and professional conduct.

## **What does the exam look like?**

The examination contains 135 multiple-choice questions. Each question has four choices, labeled A, B, C and D. The candidate is instructed to select the best choice and mark that choice on the answer sheet. The exam has two parts:

Part I: General Language Proficiency, and

Part II: Court-Related Terms & Usage, and Ethics & Professional Conduct.

Each part has several sections, each containing a particular category of questions. Each section contains specific instructions on how to proceed. A complete list of the sections, including sample questions for each, is provided in Appendix A.

## **How do I register to take the exam?**

To register, ***complete the application at the end of this document*** and mail it along with your check, certified check or money order in the amount of \$50 payable to "Treasurer, State of New Jersey." **Applications that do not include all of the required information and the \$50 payment will be shredded. Absolutely no cash payments will be accepted.** We will confirm receipt of your application and payment via e-mail. ***All NJ Judiciary employees are exempt from the \$50 fee.***

Registrations will ordinarily be processed on a first-come, first-served basis. However, when a particular exam session is close to being filled, preference will be given to candidates who work in languages for which the Judiciary has the greatest need for new interpreters.

Candidates will be sent a confirmation via e-mail stating which written exam session they have been assigned to within two weeks of receipt of application. Closer to the date of the written exam, candidates will be sent an e-mail containing further information, directions, etc.

### **How far in advance must one register?**

Registrations are ordinarily processed on a first-come, first-served basis, so it is in a candidate's best interest to register as far in advance as possible. Please note that last minute registrations are not always possible, either because the exam sessions are full or because staff simply cannot process the request on such short notice.

### **When will the exam be administered?**

**2024:** *Session full* **March 14,** *Session full* **June 11,** *Session full* **September 24**

**2025:** **March 25,** **June 26,** **September 30**

Should any exam date listed above need to be rescheduled, you will be notified in advance via e-mail and asked to indicate your preference for another exam session should you not be able to make the rescheduled date.

There are two exam sessions on each scheduled date. Examinees can take the exam either in the morning (9:00 a.m.) or in the afternoon (1:00 p.m.).

The sessions have been set at times that will improve the odds that candidates will find free visitor parking in the parking lot off Trent Street behind the Trent House. **Doors CLOSE at exactly 9:00 a.m. and 1:00 p.m., respectively. NO ONE will be admitted once the exam doors have been closed.**

### **What should I do if I can't take the exam at the session for which I was confirmed?**

Any candidate who is unable to take the exam on the date they are scheduled should do the following:

1. Advise the LSS by e-mail at [Langsvcs.mailbox@njcourts.gov](mailto:Langsvcs.mailbox@njcourts.gov) as far in advance of the need to cancel/reschedule the exam for which you are registered, providing your name as well as the date and session for which you had registered. The greater the advance notice you give, the more likely candidates who may be on a waiting list may be given your slot.
2. Advise the LSS regarding which testing session you wish to reschedule to or if you are requesting a refund. **Please note that if you are a "no show" on the date of the exam and do not contact LSS within 2 days of your exam date, you will forfeit your \$50 fee.**
3. Please note that you may **request to reschedule your exam ONCE**. Should you need to reschedule again, a refund will be issued and you would need to reapply.
4. If you have not received an e-mail reply within 5 business days regarding your cancellation request, please e-mail us at to [Langsvcs.mailbox@njcourts.gov](mailto:Langsvcs.mailbox@njcourts.gov).

### **Where is the written exam given?**

The exam is given at the Administrative Office of the Courts, 25 Market Street, Trenton, NJ, 4<sup>th</sup> Floor Conference Center.

### **How do I know if my registration has been accepted and when my exam session will be?**

Once the LSS receives a candidate's registration form and payment, they will send the candidate an e-mail confirming receipt and the date/time of the written exam session they have been assigned to. Closer to the date of the exam session, candidates will be sent an e-mail with directions, what you can and cannot bring, etc. **All candidates MUST confirm their attendance by return e-mail.**

### **What do I need to know about the exam in advance?**

- 1. Arrive early and bring your license only. No one will be admitted once the door to the exam room has been closed. There are no exceptions and no one arriving after that point in time will be able to take the exam during that session.** Candidates who arrive late to the morning or afternoon session will need to send an e-mail to [Langsvcs.mailbox@njcourts.gov](mailto:Langsvcs.mailbox@njcourts.gov) as soon as possible and either request a new date or a refund.
- 2. Bring your license ONLY! Nothing else will be allowed in the testing room so leave everything else at home. Note that cell phones are NOT allowed in the testing room!** Do not try to enter the testing room with your cell phone or wearing a watch; no brief cases, PDAs, dictionaries, gym bags, calculators, paper, pens/pencils or any other similar items will be allowed into the testing room, and you will not be admitted should you have them. We will provide everything you need to take the exam. **All NCSC guidelines/restrictions will be e-mailed to all candidates, along with directions, etc., prior to their scheduled exam date.** Water bottles will be available in the testing room.
- 3. Use the restroom prior to entering the testing room.** Unless you have a medical reason, no one is permitted to leave the testing room once the exam has begun until they have completed the exam.

### **How will the exam be administered?**

Be prepared to present photo identification to security upon entering the building. Once through security, proceed to the Conference Center, 4<sup>th</sup> Floor NORTH.

The exam will be given classroom style. Candidates may not sit next to each other. Rather, they must be seated wherever a packet of material is present. You will check in AFTER your exam is completed.

Once all examinees are seated and the doors have been closed and locked, the test administrator will read instructions. Then the examinees will be directed to read and sign an Agreement and Oath Form. Next, examinees will prepare their answer sheets by entering their name and the exam date on the Scantron answer sheet. Examinees must listen to the instructions carefully before starting the exam.

The answers you give will be on a form produced by Scantron. You will mark your answer by filling in the rectangular space of the letter corresponding to your answer. A sample of the Scantron answer sheet is provided at the end of this document. It is to your advantage to become familiar with the answer sheet and how to fill it out before coming in to take the exam. Here are some specific suggestions for marking your answer sheet:

1. **Mark all of the answers clearly** on the Scantron answer sheet.
2. Make sure you **answer every question**.
3. If you change any answers, make sure that you **thoroughly erase** any answer that you have changed.
4. Make sure you **mark only one choice per question**. Any question that has two or more answers marked will be counted wrong.
5. Make sure the number of the question corresponds to the number for that question on the answer sheet and mark your answer accordingly.
6. Anyone who wishes to write on the exam to aid them in the testing process may do so. Note that the exam must be handed in, along with your completed forms, once you are done. No one will be allowed to leave the testing room with any materials provided.

### **How much time do I have to complete the exam?**

Candidates are allowed a maximum of 2 hours and 15 minutes to complete the examination. A clock will be provided in the testing room. The average amount of time candidates use to take the exam is 80 minutes. Only two percent of all candidates use the entire 135 minutes and the least amount of time anyone has ever needed to finish the exam was 23 minutes (yes, that person passed, and did so at the Master level)!

### **What should I keep in mind as I make my way through the various sections of the exam?**

At the beginning of each section, there are instructions on how to answer the questions in that section. As you work your way through the exam, carefully read the instructions for each section to be sure you understand how to answer that section's questions. The types of instructions you will find will be to select the answer that:

- is closest in meaning,
- most appropriately completes a sentence,
- best answers a question or provides the best solution to a situation,
- has the correct sequence of events, or
- is opposite in meaning.

Appendix A provides sample questions from the various sections of the exam.

### **What else do I need to know about exam security, cheating, and disruptive behavior?**

Security of the exam materials is obviously essential. You may not take notes or copy any portion of the exam. Cell phones, watches, etc., are NOT allowed in the testing room. In addition, you are not permitted to take any paper with you from the testing room once you leave.

The test administrator or proctor will monitor candidates throughout the examination to prevent cheating and, if cheating occurs, detect and deal with it. If the test administrator/proctor suspects that an examinee is cheating in any way, including giving or receiving assistance during the examination, communicating with others, retaining or copying examination questions, or using prohibited aids, the test administrator or proctor will address the situation.

If an examinee is disruptive, engages in clear or flagrant cheating, or attempts to copy questions or retain or record exam materials, the examinee may be expelled from the testing room and advised that his or her examination will not be scored. Documentation of the expulsion and the reasons for it will be maintained by the Language Services Section.

**What are the possible levels of outcome on the written exam?**

There are three levels which enable candidates to proceed to the next step in the court interpreter approval or registration process:

1. Pass at the **Master** level: one must score **85% or higher**;
2. Pass at the **Journey** level: one must score **80-84%**; and
3. Fail, but at the **Conditionally Approved** level: one must score **70-79%**. Anyone who scores 69% or less is not eligible to proceed to the next step of the court interpreter approval process.

**How do the levels of outcome on the written exam affect my final classification?**

Candidates will be given a final, overall classification when they have completed all three steps of the court interpreter approval or registration process at one of three levels: Master, Journey, and Conditionally Approved. For those who work in languages for which there is a court interpreting oral exam, their classification is determined from scores received on both the written and oral exams and will always be at the lower level of the two. The following chart illustrates the possibilities for persons who work in languages for which there are court interpreting oral exams:

<b>Outcome Level on the Written Test</b>	<b>Outcome Level on the Interpreting Test</b>	<b>Final Classification</b>
Master	Master	Master
Master	Journey	Journey
Master	Conditionally Approved	Conditionally Approved
Journey	Master	Journey
Journey	Journey	Journey
Journey	Conditionally Approved	Conditionally Approved
Conditionally Approved	Master	Conditionally Approved
Conditionally Approved	Journey	Conditionally Approved
Conditionally Approved	Conditionally Approved	Conditionally Approved

The same principle applies to individuals who work in languages for which there is not yet an oral exam. For these prospective interpreters, see the document entitled [How Registered Interpreters are Classified](#).

**Reminder: Passing this exam or scoring in the 70-79% range does not mean you are now an approved or registered court interpreter. It is only one of several requirements you must complete.**



**How will I be notified about the results and how much time will pass between the date of the exam and the date I can expect to receive the results?**

The LSS will advise each examinee of their results via e-mail, approximately 5 days after the exam date. If more than 10 days have passed and you still have not received your results, you are encouraged to e-mail us at [Langsvcs.Mailbox@njcourts.gov](mailto:Langsvcs.Mailbox@njcourts.gov).

**How long are the written exam results good for?**

Generally, **written exam results are valid for two years**, giving candidates time to complete the court interpreter program (Orientation Seminar and oral exam). If a candidate has not attended the Orientation Seminar and attempted the oral exam within the two-year period, he/she will need to start all over, beginning with the written exam.

**What have the results been on the test?**

Over 2,000 candidates have sat for the exam since administration of the exam began in January 2005. The tables below provide summary statistics for all examinees for the period **January 1, 2005 through December 31, 2016**. **For updated written exam statistics (2017-present), please visit our website at [writtenexamstats2017present.pdf \(njcourts.gov\)](#).**

**Overall Outcomes:**

OUTCOME	# OF CANDIDATES	% OF CANDIDATES
Pass - Master level	744	33%
Pass - Journey level	323	14%
Fail - Conditionally Approved	607	27%
Fail	591	26%
TOTAL	2,265	100%

**Scores on the Exam Sections:**

Exam Sections	Mean Score	Median Score	Highest Score	Lowest Score
English	79%	81%	100%	7%
Legal Terms	73%	76%	100%	0%
Professional Ethics	79%	80%	100%	0%
Entire Test	77%	79%	100%	4%

**Time Candidates Used to Take the Test**

Least: 21 minutes (1 person)  
 Most: 135 minutes (37 persons)  
 Mean: 79 minutes  
 Median: 75 minutes

### **What if I want to take the written examination again?**

Candidates who score below 70% and are not eligible to proceed any further in the court interpreter approval or registration process, as well as those who score at the Conditionally Approved or Journey level, will want to retest in the hopes of reaching at least a higher level and ultimately the Master level. Experience shows that retaking an examination of this kind within a short time period will not substantially change the results. Candidates who fail the exam and want to take it again are encouraged to review the sections of this document that provide specific suggestions for preparing to take the exam and engage in some reading and preparatory study before retaking the examination. **If you are interested in written exam on-line prep classes, please e-mail us at [Langsvcs.mailbox@njcourts.gov](mailto:Langsvcs.mailbox@njcourts.gov).**

**NOTE: Candidates who take the written examination in New Jersey and then want to take the written exam again, must retest in New Jersey. We will not accept any exam results from any other jurisdiction for anyone who has taken the exam in this state.**

There are two very important implications for those who fail the written exam:

1. Candidates **must wait one year before retaking the written exam.**
2. The written exam can be taken up to but **not more than four times.**

### **What can I do in general to prepare for the test?**

If you are not familiar with taking written multiple-choice tests, you may find it beneficial to study the NCSC's testing preparation materials at <https://www.ncsc.org/education-and-careers/state-interpreter-certification/self-assessment-tools>.

***There are written exam prep courses available on-line.*** For a list of such courses, please e-mail us at [LangSvcs.mailbox@njcourts.gov](mailto:LangSvcs.mailbox@njcourts.gov).

### **What can I do to prepare for the English vocabulary section of the exam?**

A broad, extensive knowledge of English vocabulary is not something that is quickly or easily acquired, so there isn't a lot you can do to really study specifically for this part of the exam within a short period of time. This is largely the product of many years of reading, speaking, and otherwise functioning in and using the English language. For those reasons, we do not recommend that you invest a lot of time, money or energy in preparing for this portion of the exam. However, here are some activities that might be helpful in preparing for the exam should you wish to pursue any of them:

1. Take upper-level English courses at a college or university.
2. Read widely such publications as literature and professional journals in many fields, as well as editorials and articles in major newspapers.
3. Brush up on English vocabulary (go back to the basics and review antonyms, synonyms, and idioms; engage in vocabulary building exercises). Other sources include:
  - a. The ESL Idiom Page (Dennis Oliver) available online at <https://www.eslcafe.com/resources/grammar-lessons/showing-possession/showing-possession-1>.
  - b. SAT and GRE workbooks.
  - c. Vocabulary-building books found in the reference section of libraries and bookstores.

## **What can I do to prepare for the legal terminology and court procedure section of the exam?**

This section of the exam tests general concepts and legal procedures and does not include obscure or particularly difficult terms and procedures. Much of the material covered in this part of the exam can be acquired from general knowledge arising from watching television, listening to the news, and reading newspapers about the law and court procedure. However, some studying of legal terminology and court procedure, especially pertaining to criminal matters, is likely to show positive results in exam outcomes on this section. Here are some suggestions along these lines ranked in order of greatest to least likelihood of being useful:

1. Study the most commonly used legal terms using Glossary of Commonly Used Court & Justice System Terminology (a publication of the NCSC that is available at <https://www.ncsc.org/education-and-careers/state-interpreter-certification/legal-glossaries-and-dictionaries>).
2. Read publications about the administration of justice such as the following:
  - a. Documents issued by the American Bar Association:
    - i. Law & the Courts, Volume I, *The Role of the Courts*, 2000.
    - ii. Law & the Courts, Volume II, *Court Procedures*, 1998.
    - iii. Law & the Courts, Volume III, *Juries*, 2001.
  - b. More generic publications about the courts and the administration of justice, particularly George
  - c. Cole and Christopher E. Smith, Criminal Justice in America, 4<sup>th</sup> Edition. (NOTE: any fairly recent edition will be fine; don't feel you have to use only the 4<sup>th</sup> edition.)
3. Take college/university courses available in programs such as criminal justice, justice studies, paralegal studies, and court administration.
4. Visit courthouses and observe court proceedings in civil, criminal, and family matters.
5. Read news items related to legal matters, law enforcement, and the courts in major newspapers, consulting a dictionary to look up unfamiliar words.

## **What can I do to prepare for the section on ethics and professional conduct?**

While there are only ten questions in this part of the exam, this is the section that is probably easiest to study for. Here are some suggestions ranked in order of greatest to least likelihood of being useful:

1. Become familiar with New Jersey's:
  - a. [Code of Professional Conduct for Interpreters](#); and
  - b. [Language Access Plan](#)
2. Study the following:
  - a. Model Code of *Professional* Responsibility for Interpreters in the Judiciary, which is available at <https://ncsc.contentdm.oclc.org/digital/collection/accessfair/id/175/>.
  - b. Chapters 34 and 35 in González, R.D., Vásquez, V.F., and Mikkelson, H. (1991). *Fundamentals of Court Interpretation: Theory, Policy and Practice*. Durham, NC: Carolina Academic Press.
  - c. *Professional Ethics and the Role of the Court Interpreter*, Third Edition, at <https://www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf>.

While those references should be adequate, if you really want to be exhaustive, here are some additional options to consider:

1. Read pertinent sections of some of the following classic texts in the field:
  - a. Berk-Seligson, Susan (1990). *The Bilingual Courtroom: Court Interpreters in the Judicial Process*. Chicago: University of Chicago Press.
  - b. De Jongh, E.M. (1992). *An Introduction to Court Interpreting: Theory and Practice*. Lanham, MD: University Press of America.
  - c. Edwards, Alicia B. (1995). *The Practice of Court Interpreting*. Amsterdam/Philadelphia: John Benjamins.
  - d. Carla Mathers, *Sign Language Interpreters in Court: Understanding Best Practices*. Bloomington: AuthorHouse, 2006.
  - e. Mikkelson, H. (2000). *Introduction to Court Interpreting*. Manchester, UK: St. Jerome Publishing.
2. Join and participate actively in a professional association such as the National Association of Judicial Interpreters and Translators (<https://najit.org/>) or the American Translators Association (<https://www.atanet.org/>), studying their respective codes of ethics.

## **What if I need special accommodation due to a disability?**

Candidates who have a disability and need an accommodation to complete this examination must request the accommodation in advance. In order to do that, please contact the Language Services Section of the Administrative Office of the Courts as far ahead of the exam date as possible via e-mail at [Langsvcs.mailbox@njcourts.gov](mailto:Langsvcs.mailbox@njcourts.gov). Please describe (1) the nature of your disability and (2) the type or kind of accommodation you are requesting. In addition, you may be asked to provide a statement from an appropriate medical professional documenting the diagnosis of your disability and the functional limitations the disability presents relative to completing the examination.

**What happens if I do not show up for the exam when I registered to take it?**

The burden is on the examinee to reschedule or cancel **prior** to their scheduled exam. Any candidate who is a “no show” for the exam and/or has not requested a refund or a new test session date within two days of their exam date will **forfeit their \$50 fee** and will need to start the process all over again. Examinees are allowed to reschedule **only once**; thereafter a refund will be issued and you will need to resubmit your application and payment.

**Language Services Section**

Programs and Procedures Unit

Office of Management and Administrative

Services Administrative Office of the Courts

P.O. Box 988

Trenton, NJ 08625-0988

[LangSvcs.mailbox@njcourts.gov](mailto:LangSvcs.mailbox@njcourts.gov)

## Appendix A - Sample Questions

### Sections in Part I, General Language Proficiency

**Sentence Completion.** Items 1 through 9 consist of unfinished sentences. The candidate is instructed to select from a list of four words or phrases the one that best completes the sentence.

**Example:** A person who feels persecuted in his/her home country may apply for political

- A. appellation
- B. appraisal
- C. asylum
- D. ascendance

**(C is the best answer)**

**Synonyms in Context.** Items 10 through 17 consist of sentences that contain an underlined word or phrase. The candidate is instructed to choose from a list of four words or phrases the one that is closest in meaning to the underlined word or phrase.

**Example:** It was done pursuant to the proceedings of the court.

- A. in accordance with
- B. in addition to
- C. in conjunction with
- D. in spite of

**(A is the answer that is closest in meaning)**

**Synonyms.** Items 18 through 38 consist of words or phrases. The candidate is instructed to select from a list of four words or phrases the one that has the same meaning or closest to the same meaning as the word or phrase provided.

**Example 1:** Scaffold

- A. platform
- B. table
- C. prop
- D. curtain

**(A is the answer that is closest in meaning)**

**Example 2:** Hubris

- A. exaggerated pride
- B. steadfast loyalty
- C. extreme shyness
- D. committed fidelity

**(A is the answer that is closest in meaning)**

**Antonyms.** Items 39 through 50 consist of words or phrases. The candidate is instructed to select from a list of four words or phrases the one that is opposite in meaning to the word or phrase provided.

**Example:** Excessive

- A. stingy
- B. large
- C. robust
- D. restricted

**(D is the correct answer, opposite in meaning)**

**Idioms.** Items 51 through 75 consist of sentences that contain an underlined idiomatic expression. The candidate is instructed to select from the list of four words or phrases the one that is closest in meaning to the underlined idiom.

**Example 1:** Do you need to make a pit stop before we get there?

- A. get some money
- B. go to the bathroom
- C. empty the trash
- D. make a phone call

**(B is the answer that is closest in meaning)**

**Example 2:** His career as an attorney is all washed up.

- A. off to a late start
- B. off to a good start
- C. completely over
- D. very profitable

**(C is the answer that is closest in meaning)**

### **Sections in Part II, Court-Related Terms & Usage, and Ethics & Professional Conduct**

(\*The legal terms found in items 76 through 125 are taken largely from criminal court case types.)

**Sentence Completion.** Items 76-111 consist of unfinished sentences that are likely to be heard in the court environment. The candidate is instructed to select from a list of four words or phrases the one that most appropriately completes the sentence.

**Example 1:** A case decided without prejudice means that

- A. there is no right to a new trial
- B. there is an automatic appeal of the case
- C. there is a right to a new trial
- D. there are no racial overtones in the case

**(C is the answer that most appropriately completes the sentence)**

**Example 2:** A defendant is required to give up certain constitutional rights

- A. after being found guilty at trial
- B. before entering a plea of guilty
- C. only if represented by a public defender
- D. only after probation is granted

**(B is the answer that most appropriately completes the sentence)**

**Court-Related Questions.** Items 112 through 121 consist of questions on court-related topics. The candidate is instructed to select from a list of four choices the one that is the best answer.

**Example:** Which of the following would be a concurrent sentence?

- A. two years for burglary, two years for robbery: two years in jail
- B. two years for theft, two years for assault: four years in jail
- C. four years for rape, three years for a second rape: seven years in jail
- D. four years for rape, two years for assault: two years in jail

**(A is the best answer)**

**Sequence.** Items 122 through 125 consist of questions about the proper sequence of events in court-related situations. The candidate is instructed to select from a list of four choices the one that correctly describes the order in which the events should occur.

**Example:** Which of the following is a correct sequence of event?

- A. Jury Charge, Jury Deliberation, Jury Instructions, Jury Verdict
- B. Jury Sworn, Jury Verdict, Jury Charge, Jury Deliberation
- C. Jury Deliberation, Jury Sworn, Jury Instructions, Jury Verdict
- D. Jury Sworn, Jury Charge, Jury Deliberation, Jury Verdict

**(D is the correct sequence of events)**

**(B is the best answer)**

**Scenarios.** Items 128 through 135 consist of brief scenarios describing situations an interpreter might encounter while interpreting in the courts that would pose ethical or professional problems. The candidate is instructed to select from a list of four alternatives the best solution or course of action.

**Example:** An expert witness is giving testimony regarding blood alcohol content while you are interpreting for the defendant. The testimony is very complex, and even though you can interpret it at the same level, you sense that the defendant does not understand such technical language.

What is the best thing for you to do in this situation?

- A. advise the judge that the defendant does not understand
- B. interpret at the same level as the witness
- C. ask the judge for permission to explain for the witness
- D. summarize the testimony for the defendant in language he can understand

**(B is the best solution)**



100	A	B	C	D	E
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52	A	B	C	D	E
51	A	B	C	D	E

FEED THIS DIRECTION

PART 2

TEST RECORD	
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SIDE 2	PART 2
SIDE 3	PART 3
SIDE 4	PART 4

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SIDE 1

**IMPORTANT**

TO USE SUBJECTIVE SCORE FEATURE:

- Mark total possible subjective points
- Only one mark per line on key
- 183 points maximum

EXAMPLE OF STUDENT SCORE:

100	90	80	70	60
50	40	30	20	10
9	8	7	6	5
4	3	2	1	0

EXAMPLE: A B C D E

PART 1

**SUBJECTIVE SCORE INSTRUCTOR USE ONLY**

100	90	80	70	60
50	40	30	20	10
9	8	7	6	5
4	3	2	1	0

(T)	(F)	KEY
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4	A B C D E	1 2 3 4 5
5	A B C D E	1 2 3 4 5
6	A B C D E	1 2 3 4 5
7	A B C D E	1 2 3 4 5
8	A B C D E	1 2 3 4 5
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49	A B C D E	1 2 3 4 5
50	A B C D E	1 2 3 4 5

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