



Instructions for Conducting & Evaluating ADVANCED LANGUAGE Certification Test

Overview: The advanced skills test evaluates the *written* communications ability of the candidate/employee. Two (2) hours are allotted for completion of the advanced language test. Since this exam is all written, an OHR employee proctors the exam and sends the completed exam to a rater for evaluation. If there are questions as to how to complete the evaluation forms, contact OHR.LanguageTesting@montgomerycountymd.gov.

If a candidate/employee is approved to complete the Advanced Level language certification test, the individual is required to first complete the Basic Level Language Certification Test.

Test Process:

1. **Employee Verification:** At the start of the test, the OHR proctor reviews the photo identification document the individual presents for identification verification.
2. The OHR proctor presents the employee the following documents in person or shares via confidential encrypted email if testing is completed virtually.
 - a. The English language article to be translated in writing to the second language.
 - b. The Second Language article to be translated in writing to English.
 - c. The Advanced Level Written Translation Document (if in person, blank lined papers for the employee to write their translations of the two articles onto).
3. The OHR proctor will inform the employee they are required to read the two articles (silently) and then, within a two-hour time period, translate in writing each article using the blank documents provided.
 - a. The OHR proctor informs the employee that the two translations will be evaluated for accuracy of grammar, spelling, punctuation, vocabulary, verb tense and that the translation maintains the style of the source text.
 - b. After the employee submits all documents used for the test session, the employee is dismissed. The OHR proctor sends the two translated documents to the rater for evaluation.
4. **Rater:** The rater will use the ADVANCED LEVEL RATER EVALUATION FORM to evaluate the two language translation documents completed by the candidate/employee. Note: For reference of the original documents that were translated, see the linked language materials in the Rater Instruction Sheet.
 - a. On page 3, score and comment on the translation of English to second language.
 - b. On page 4, score and comment on the translation of second language to English.
 - c. On page 5, reflect overall scores pulled from the third and fourth pages, fill in other information and sign.



5. Once rating sheets are fully completed, the rater will need to upload the finished documents into the [Multilingual Certification System \(eMultilingual\)](#) **no later than 2 business days after the exam date/receiving the completed exam from the proctor.**
 - a. Save the completed evaluation form to the Desktop as a PDF.
 - b. Sign into the system.
 - c. Verify you are uploading for the correct candidate.
 - d. Click on "Upload." Anything else?
 - e. Select the correct document and upload into the system.

Note: Re-test Policy: Individuals who fail the language certification exam are given an opportunity to re-test within a six-month period from the original test date, using different test content and a different rat



Advanced Level Rater Evaluation Form: English to Tested Language
Multilingual Certification Examination

Candidate Name: _____ Language: _____

Rater Name: _____

TRANSLATION FROM ENGLISH TO TESTED LANGUAGE			
Evaluation Criteria	Pass	Fail	Comments
Syntax/Grammar			
Verb tense			
Spelling			
Punctuation			
Vocabulary			
Message Delivered			
Accuracy of translated text			
Overall Rating <i>(need 5 or more "Pass" above to Pass Overall)</i>			



Advanced Level Rater Evaluation Form: Tested Language to English
Multilingual Certification Examination

Candidate Name: _____ Language: _____

Rater Name: _____

TRANSLATION FROM TESTED LANGUAGE TO ENGLISH			
Evaluation Criteria	Pass	Fail	Comments
Syntax/Grammar			
Verb tense			
Spelling			
Punctuation			
Vocabulary			
Message Delivered			
Accuracy of translated text			
Overall Rating <i>(need 5 or more "Pass" above to Pass Overall)</i>			



MULTILINGUAL CERTIFICATION TEST EVALUATION FORM
Advanced (Written) Language Exam

Candidate Name: _____

Language: _____

Overall Scoring:

1. Ability to translate from English to the tested language (check one)

Pass Fail

2. Ability to translate from the tested language to English (check one)

Pass Fail

I understand that all candidate information is confidential. I will not discuss any candidate's name, language, proficiency, or any other information pertaining to the candidate and/or the candidate's rating with anyone who is not directly involved in the rating process.

Rater Name: _____

Upon completion of this examination, I have determined that: (sign and date one option)

I have no knowledge of or personal affiliation with this individual.

Although I have knowledge of or personal affiliation with this individual, I maintain that this knowledge or affiliation in no way interfered with my objectivity and fairness as the rater.

Signature: _____ Date: _____
