

**Translator Role Description – to be signed before commencing translation**



Translators must not in any way attempt to modify either the content of the answers given by candidates or any of the specific qualification requirements. The translator should at all times translate/write down answers exactly as they are dictated. During the assessment the translator must not give any factual help to the candidate, nor offer any suggestions concerning which questions to attempt, when to move on to the next question, or in which order the questions should be answered.

A BHS Translator roles and responsibilities include:

- Providing direct verbal translation of BHS Policies and Procedures
- Providing direct verbal translation of instructions given or questions asked by assessors/ assessment centre personnel
- Providing direct verbal translation of candidate responses to assessors
- Providing direct verbal translation between candidates and volunteer riders at coaching assessments
- Providing written translation as requested
- Maintaining familiarity with current equestrian terminology in both English and the language of assessment at the relevant assessment level.
- Sign the Translator declaration before each assessment stating if the candidate is known to the Translator and in what capacity
- Abide by the BHS Data Protection policy

The skills and behaviours we expect BHS Translators to uphold include:

- Excellent communicator
- Excellent time management
- Approachable
- Welcoming
- Organised
- Polite manner with all candidates, BHS assessors, BHS employees, Approved centre employees and others you may come into contact within your role as Translator
- Responsive
- Unbiased

I am signing to confirm I agree with the above, watched the online briefing video and provided BHS Education with an up to date CV.

Signed:.....Print Name: .....

Date:.....