Use of bilingual dictionaries

1.1 Scope

These guidelines apply to TAFE NSW learners who are speakers of languages other than English sitting final time-tabled examinations.

Learners are permitted to use bilingual dictionaries during final timetabled examinations. This is in accordance with, and in support of, the procedures on Multicultural Education and the Community Relations Commission and Principles of Multiculturalism Act 2000.

- Bilingual dictionary: A dictionary which translates from one language into English and vice versa.

- Final Examination: A centrally set and centrally timetabled examination – that is a Category A or Category B examination.

1.2 Guidelines

1.2.1 Additional reading time will NOT be granted to learners who use a bilingual dictionary during an examination.

1.2.2 There will be some examinations where bilingual dictionaries will not be permitted under any circumstances. Learners will be informed through the relevant Student Assessment Guides if they will not be permitted to take a dictionary into the examination.

1.2.4 It is important that learners are taught the meaning of any technical terms likely to be used in examinations and that all examination questions and directions are provided in plain English wherever possible to avoid misunderstanding.

1.2.5 A dictionary brought in by a learner to an examination must be inspected and approved to ensure that, in the reasonable judgement of the supervisor, the volume(s) exhibit(s) the normal features of a dictionary and is(are) not (a) text book(s) or similar work.

(Note: It is not satisfactory to specify publishers of bilingual dictionaries as they may not publish all languages and their dictionaries may not be readily available in Australia. The size of a dictionary cannot be defined by the number of pages as the dimensions and page numbers are a reflection of format, layout and font size, etc. Normally a bilingual dictionary would be a maximum of two volumes, one from English to the other language and one from the other language to English.)

1.2.6 Any dictionary used must be free from marginal notations, or any other notes or marks which may convey information to the learner. At any time during an examination, the examination supervisor may inspect dictionaries for additional notes.

1.2.7 Electronic bilingual dictionaries and other electronic recording devices will NOT be permitted in the examination room unless authorised on the cover of the examination paper.

Note: Electronic dictionaries can store large amounts of additional information and there is no satisfactory way of checking that additional information has not been stored for use in assisting the learner response to examination questions.

Relevant legislation

**Superseded documents**

- Use of Bilingual Dictionaries V1.0 2005
- Use of Bilingual Dictionaries Version 2.1

**Related information**

- [Examination procedures manual - TAFE NSW](#)
- Multicultural Education Policy 1983
- NSW Ethnic Affairs Priorities Statement.

**Contact**

Details of the contact person are found in the [Assessment Policy – TAFENSW](#), which is located online.