



## SJC AIRPORT BADGING OFFICE

### TRAINING MODULE TRANSLATING GUIDELINES

*Note: Three (3) hours are allocated to employees who require a translator to assist them with the training videos. If the employee is unable to complete the training videos within the 3-hour limit, the employee and translator will be required to return at a later date to complete testing. A badge cannot be issued until testing is completed.*

1. At the testing station where the translator and the employee will be seated, there are two headsets available. During the computer module trainings, both employees must wear the headset at all times, no exceptions.
2. The translator and the employee must watch and listen to the training segments. After the segment has ended or at any time the translator feels the need to, pause the video and translate the training segment to the employee.
3. Verify that the employee understands the video and is comfortable with continuing on to the next video segment. If the employee does not comprehend the video segment, review the video until the employee comprehends the training.
4. After each training segment there will be a list of multiple-choice questions related to the video. The translator must translate the question and each multiple-choice possible answer to the employee.
5. Do not touch, point, or provide hints to the correct answer. Please allow the employee to select the answer by touching the correct answer on the computer screen. Do not provide the applicant with the answer.

Failure to comply with the guidelines listed above will result in your dismissal as a translator. Both the translator and the employee will be asked to leave the training area and the translator's Authorized Signatory will be notified.

I acknowledge that I have received and understand instruction on my responsibilities as a translator. Additionally, I understand that failure to abide by these guidelines will lead to my dismissal as a translator. The employee will need to reschedule to complete testing at a later date; accompanied by a new translator assigned by the employee's Authorized Signatory. A new translator letter will need to be provided to the SJC Badging Staff.

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

Print Translator Name: \_\_\_\_\_ Badge # \_\_\_\_\_