

# **Trans-Tasman Certificate of Proficiency in Unified English Braille**

Jointly Administered by

The Australian Braille Authority and  
the Braille Authority of New Zealand Aotearoa Trust

## **Sample Tests**

Use the Trans-Tasman sample tests for practice and to determine a candidate's readiness for sitting the test. Each test is available as either a PDF file for sighted candidates or a .brf file for touch readers. Each file contains all the papers required to complete that test. The following instructions are similar to those given to candidates sitting the Trans-Tasman.

### ***Answers***

Answers to each Sample Tests are also available. The answers to Parts A and C are given in both PDF format using simulated braille or in .brf formatted to either 30 or 40 cells. The answer to Part B is a Word document.

The following are the instructions included with the Trans-Tasman Examination material. Read and follow these instructions to complete the Sample Tests.

## Package Contents

- Candidate's Declaration. (Not included with sample test)
- General Information
- Braille Mark-up codes (Only included for candidates who are working from braille)
- **Part A:** Print to Braille Transcription
  - Part A Instructions
  - Passage 1: Literary prose
  - Passage 2: Recipe
  - Passage 3: Poem
- **Part B:** Braille to Print Transcription
  - Part B Instructions
  - Transcription passage (This is in simulated braille for the practice tests. An embossed braille copy is supplied for the actual examination)
- **Part C:** Proofreading:
  - Part C Instructions
  - Braille passage for proofreading. This is to be checked for errors against the print copy or marked-up braille copy depending in format. (For print candidates, this is in simulated braille for the practice tests. An embossed braille copy is supplied for the actual examination)
  - Depending on format, a print or marked-up braille copy of the original passage to be proofread against.

# General Information

In Australia, the Proficiency test is held in the first and second week of October. Candidates nominate their preferred week when enrolling. The test materials will be sent in hard copy to arrive on or before the test date. You may use as much or as little time as you require within your nominated test week.

This is an open book examination. Use of reference materials is permitted and encouraged. The essential references in Australia are:

- *The Rules of Unified English Braille* (2013), including any updates found at <http://iceb.org/ueb.html>
- *Unified English Braille: Australian Training Manual* (2014), [brailleaustralia.org/unified-english-braille/unified-english-braille-australian-training-manual-2013/](http://brailleaustralia.org/unified-english-braille/unified-english-braille-australian-training-manual-2013/)
- *Australian Braille Authority Rules and Guidelines for Formatting Braille* (2016), <http://brailleaustralia.org/about-braille/formatting>

Consultation with other brailleists is not permitted. (This instruction is for the actual test, not the Practice Tests.)

Use of braille translation software is strictly forbidden. Braille responses must be produced using Perky Duck software or a manual braillewriter such as a Perkins. Perky Duck is available for free download from <https://www.duxburysystems.com/perky.asp>. It can only be used in conjunction with a keyboard that can register simultaneous entry of six keys.

Proofreading/checking of your work is both permitted and encouraged, as this is an important component of the transcription process. Check your work carefully for correct braille, formatting and clear braille dots.

The completed test must be returned in the supplied addressed envelope, date stamped on or before the Monday following your examination week. The following materials must be included:

- signed Candidate's declaration
- original test papers

- embossed braille answers to Parts A and C.
- printed copy of answers to Part B.
- All Perky Duck .dxb files for Parts A and C must also be submitted unless a manual braille has been used. These files will be checked to ensure that they have not been opened in braille translation software such as DBT, which would result in automatic failure.

Queries regarding the test papers may be directed via the ABA email, [aba@printdisability.org](mailto:aba@printdisability.org).

## **Marking**

You begin with 100 marks.

### **Part A**

- 2 marks will be deducted for each occurrence of the following:
  - Misused or omitted contractions
  - Incorrect use of capitalisation, typeforms or other indicators
  - Text omitted or repeated
  - Incorrect punctuation
- 1 mark will be deducted for each occurrence of the following:
  - Incorrect formatting, for example headings, paragraphs, pagination
  - Noticeable erasures.

### **Part B**

- 2 marks will be deducted for each error.

### **Part C**

- 2 marks will be deducted for each of the following:
  - an error not identified
  - a correct braille form identified as an error

- 1 mark will be deducted if an error is identified but the corrected form is inaccurate.

## ***Grades***

High Distinction: 95 marks or more

Distinction: 90 marks or more

Credit: 80 marks or more

Pass: 70 marks or more

Fail: Less than 70 marks

# **Instructions Part A:**

## **Print to Braille Transcription**

- Transcribe ALL three passages into Unified English Braille.
- Transcription must be completed using a manual braille machine (such as a Perkins) or the Perky Duck electronic braille writing software. USE OF BRAILLE TRANSLATION SOFTWARE IS STRICTLY PROHIBITED.
- All responses must be submitted in hard copy braille. If using Perky Duck, the .dxb files are to be submitted along with an embossed copy.
- Treat each passage as a separate document starting on a new braille page.
- Print page numbers and braille page numbers should be shown in the braille transcription.
- Words should not be divided at the end of lines unless a hyphen exists in the original copy.
- Where space permits, a word which is hyphenated in the print should be broken across two lines rather than forcing the whole word onto a new line.
- Check your work carefully for errors.

## **Instructions Part B: Braille to Print Transcription**

- Candidates are to transcribe from braille into print a passage of approximately 300 words in length.
- The transcription is to be submitted as a hard copy typed passage on a separate sheet. Handwriting is not permitted.
- The transcription must NOT be written above the braille on the examination sheet.
- Check your work carefully for errors.

