

<b>ADDENDUM</b>
-----------------

**Addendum to the Call for expressions of interest for contract staff in the following function groups and profiles:**

## Page 1

*After*

**EPSO/CAST/P/20/2018 Educational Psychologists FG IV**

*Add*

**EPSO/CAST/P/21/2019 Proofreaders FG III**

**EPSO/CAST/P/22/2019 Translators FG IV**

## Page 4

*Under*

**2) Selection tests organised by EPSO. Computer-based multiple choice question (MCQ) tests**

If shortlisted, you will be invited to sit a series of MCQ tests in an accredited test centre, as specified in the table below. You will receive further instructions about the tests via your EPSO account [etc.]

Test	Language	N° of questions	Duration	Pass mark	If successful, results valid for
<b>I) Reasoning tests</b>					
Verbal reasoning	L1	20	35 min	10/20	10 years
Numerical reasoning	L1	10	20 min	Combined 10/20	
Abstract reasoning	L1	10	10 min		

*Instead of*

<b>II) Competency test</b>						
Competency test	L2	25	50 min	FGII and FGIII 13/25	FGIV 16/25	5 years

*Add*

<b>II) Language comprehension test</b>						
Language comprehension test	L2	12	30 min	FGIII 6/12	FGIV 7/12	5 years

For both profiles, make sure that the language 1 chosen for the reasoning tests is your target language (i.e. French if you are a French-language translator or proofreader, German if you are a German-language translator or proofreader, etc.)

*Under*

### **3) Recruitment tests comprising an interview and optional other forms of evaluation**

If you pass both the reasoning and the language comprehension tests, you will be invited by the recruiting services to an interview, conducted by a selection panel, to assess the suitability of your qualifications, your professional experience and linguistic knowledge for the relevant position. In certain cases, the recruiting services may also ask you to undergo other forms of evaluation, for example a written test, a practical test or a simulation.

*Add*

Please note that, specifically in the European Commission, the recruiting services will ask you to undergo and pass additional translation or proofreading tests prior to recruitment.

## **Page 7**

*Under*

## **ANNEX I — DUTIES**

*Add*

**FUNCTION GROUP IV – Translators**

- a) Translating into your language 1 from at least two source languages, (primarily from English and/or French)
- b) Reading through and correcting his/her own translations
- c) Revising translations by other in house and freelance translators
- d) Researching terminology and creating/maintaining term bases
- e) Helping with training measures and the development of IT tools
- f) Providing linguistic advice
- g) Sharing of specialist knowledge in domains of interest to the Institution
- h) Contributing to quality assurance and maintenance of linguistic data, including for machine translation
- i) Managing linguistic projects
- j) Managing linguistic workflows

**FUNCTION GROUP III – Proofreaders**

Proofreading and language editing, which may involve:

- a) Proofreading texts in terms of spelling, grammar, punctuation, formatting, typography, highlighting and commenting on text that could be improved in terms of clarity, and inputting authors' corrections;
- b) Preparing and checking proofs for publication in various formats and media;
- c) Preparing manuscripts in electronic format or on paper in terms of spelling, grammar and syntax, and checking texts for their coherence and uniformity;
- d) Checking compliance with stylistic conventions and rules, and the compliance of the texts with the Inter-institutional Style Guide adopted by all the European Union institutions;
- e) Checking the quality of work performed by outside contractors in the field;
- f) Preparing the Institutions' documents for publication and finalising texts in typographical terms;
- g) Carrying out various other language related tasks such as moderation of content of website pages and transcription

**All the other principles of the Call will apply *mutatis mutandis* to Proofreaders Function Group III and Translators Function Group IV.**