



IMPORTANT!

DISCLAIMER FORM FOR THE CTTIC STANDARD CERTIFICATION EXAMINATION IN TRANSLATION

Information regarding the marking of the CTTIC exam

Your provincial association will send your exam paper to CTTIC after ensuring that the only identifying mark is your exam number. CTTIC and the markers will only know you as “candidate xyz”. Feel free to ask your provincial association for clarification or additional details. If you accept CTTIC’s conditions, please sign this sheet and return it to your association.

- Each exam is marked by two experienced certified translators who, after marking each paper independently, consult each other in order to produce the final marked paper.
- All marked papers are returned to CTTIC, which sends the results to the respective associations along with the characterization sheets (for unsuccessful candidates). Each association then writes a letter to their own candidates to inform them of their exam results. Candidates are reminded that their marked papers **WILL NOT BE** returned to them. CTTIC is a certification body, not a teaching institution, and the CTTIC exam is only a tool used to assess candidates’ knowledge and skills. **However, candidates who have failed may ask to VIEW their exam paper in order to decide whether to appeal. The viewing location will be determined by their provincial association.**

I, the undersigned _____
(Surname and given names in full)

residing at _____
(complete address including municipality and postal code)

have read and understood the above information.

Date
Revised March 2016

Candidate’s signature