

## Translation Practice Exam

This exam provides the opportunity to practise writing an exam in similar conditions to the CTTIC certification exam.

### Exam details:

1. Only candidates for certification in good standing are eligible to write this exam from home. Candidates for Certification in Translation have the choice to write the exam either by hand or using their own personal laptop.
2. You may translate one or two texts.
3. Selected text(s) will be about 200 words and it will be in the same nature as a compulsory/optional text used in CTTIC exams.
4. The exam will last 1.5 hours if one text, 3 hours if two texts.
5. It will be an open book exam; registrants may bring their print dictionaries and other reference books.
6. Exams will be written by hand on lined paper as it is the way registrants will be writing the CTTIC certification exam.
7. One marker will be assigned to each exam; the marker will follow the same criteria that applies when marking the certification exam.
8. Markers will provide a comprehensive marker's comment sheet, in which all mistakes will be indicated, and corrections will be offered where possible. Exams will be marked down to zero and a marker's comment sheet will be provided even if a registrant achieves a passing mark.
9. Unlike the CTTIC exam, registrants will receive a marker's comment sheet as well as their marked exams to make sure that this is a fully educational experience for them. This feedback should provide a reasonable idea of whether a registrant is ready to take the exam and, if not, where they need more work.
10. Registrants are reminded that even if they pass the Practice Exam, they might not necessarily pass the Certification exam, but if they fail, the chances are high that they will fail the Certification exam.
11. The fee for a one-text exam for ATIO Members is **\$164+HST**. The fee for non-members is \$236+HST.
12. Registrants who wish to translate two-texts as in the actual CTTIC exam will be charged \$214+HST for members and \$286+HST for non-members.
13. Registrants may take as many Practice Exams as they wish.

**Please complete the form and return to [info@atio.on.ca](mailto:info@atio.on.ca) to register for your Practice Exam.**

## ATIO Practice Exam Registration Form

### PRACTICE EXAM RESCHEDULING POLICY

*Requests to reschedule must be emailed to [info@atio.on.ca](mailto:info@atio.on.ca).*

#### After exam registration:

- If a candidate wishes to reschedule their practice exam, they will pay a penalty of 25% of the exam fee.
- The candidate may reschedule **once** without penalty.

#### Three weeks before the exam:

- If an candidate reschedules their exam between one and three weeks before their scheduled exam date, they will receive a refund of 50% of their exam fee.
- The candidate must pay in full (100%) for a new exam date.

#### 7 days or less before the exam:

- Reschedule requests received within this period will not be refunded.
- The candidate must pay in full (100%) for a new exam date.

### PRACTICE EXAM CANCELLATION POLICY

*Requests to cancel must be emailed to [info@atio.on.ca](mailto:info@atio.on.ca).*

#### After exam registration:

- If a candidate wishes to cancel their practice exam, they will pay a penalty fee of 25% of the exam price.
- The candidate may cancel **once** without penalty.

#### Three weeks before the exam:

- If a candidate cancels their exam between one and three weeks before their scheduled exam date, they will receive a refund of 50% of their exam fee.

#### 7 days or less before the exam:

- Cancellation requests received within this period will not be refunded.
- The candidate must pay in full (100%) for a new exam date.

*Reference Dates will be displayed on the ATIO website.*

#### Exception

The only exception to the above is if a candidate falls ill on the exam day. In such cases, upon receipt of a doctor's report, ATIO may refund a maximum of 50%.

I, \_\_\_\_\_, understand and accept the terms of the policies outlined above.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

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Member of the Canadian Translators, Terminologists and Interpreters Council (CTTIC)  
Membre du Conseil des traducteurs, terminologues et interprètes du Canada (CTTIC)

## ATIO Practice Exam Registration Form

REGISTRANT INFORMATION	
Full Name:	Email:
Daytime Phone:	Cell Phone:

EXAM INFORMATION		
Language Combination <i>(one per registration)</i>	Source Language	Target Language
Exam Location (choose one): <input type="checkbox"/> Toronto <input type="checkbox"/> Ottawa <input type="checkbox"/> Home (for members only)		
Exam Date (Choose <b>one</b> ): <i>Practice Exams are held on Saturdays between 10 AM and 4 PM in Ottawa and in Toronto</i>		
(select)	Exam Date	Deadline
<input type="checkbox"/>	February 5, 2022	January 14, 2022
	August 27, 2022 (Opens May 9)	August 5, 2022
Candidate's Preferred Date:		10 days before Candidate's Date

PAYMENT INFORMATION
Payment type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque payable to ATIO
The ATIO office will <b>call you</b> at the phone number you provided if you are paying by credit card.
The fees associated to this exam will not be reimbursed.

### NUMBER OF TEXTS

**ATIO Members:**

- \$164+HST One-text exam
- \$214+HST Two-text exam

**Non-Members:**

- \$236+HST One-text exam
- \$286+HST Two-text exam

### RESULTS

- It takes **six (6) to twelve (12)** weeks for exam results.
- Registrants are contacted by email with their results.

### IMPORTANT INFORMATION

- Please return your completed registration form to [info@atio.on.ca](mailto:info@atio.on.ca)
- You will be contacted by email confirming the exam time and location of your Practice Exam and other details two weeks prior to your exam date. At-home exams will receive their details one day before their date.
- Your registration is considered complete once the ATIO office has contacted you and processed your payment.
- ATIO's **Reschedule Policy** and **Cancellation Policy** are in effect once your registration is deemed complete.

*I have read and understood the information regarding the ATIO's Practice Exam presented on this form and on the ATIO's website.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1 Nicholas Street • Suite 1202 • Ottawa Ontario K1N 7B7  
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