

**CERTIFICATION EXAM RESCHEDULING AND CANCELLATION POLICIES**

**CERTIFICATION 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 CTTIC Exam they will pay a penalty fee of 25% of the exam price.

**Three weeks before the exam:**

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

*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%.

**CERTIFICATION 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 CTTIC Exam they will pay a penalty fee of 25% of the exam price.

**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 50% refund.

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

## 2020 CTTIC Certification Exam in Translation Registration Form *(One form per Language Combination)*

<b>CANDIDATE INFORMATION</b>		
Full Name:	Email:	
Daytime Phone:	Cell Phone:	
Exam Format:	Handwritten	Computerized
Language Combination:	to	You must be a Candidate for Certification in this language combination.
Exam location:	Toronto	Ottawa
Exam Date (Choose one):	September 26, 2020	November 28, 2020
<p>ATIO's candidates may only write one CTTIC Certification Exam in Translation (per language combination) per calendar year. Each exam sitting has a strict maximum capacity. Registrations are accepted on a first come, first served basis and will only be confirmed by the office at the time of payment. Please have a back-up exam date in mind in case your first choice is no longer available. There are no waitlists for sold out exam dates.</p>		
<p>Are you a member of another CTTIC member association? If yes, please list which ones (e.g. STIBC, ATIA, etc.)</p>		
<p>Have you written another CTTIC certification exam in 2020? If yes, please specify where, when and language combination(s):</p>		

<b>PAYMENT INFORMATION</b>	
The Certification Exam fee is \$350 +HST per language combination.	
Payment type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque payable to ATIO
If paying by credit card, the ATIO office will call you at the phone number you listed above to process your payment.	

<b>IMPORTANT INFORMATION</b>
<ul style="list-style-type: none"> <li>Please also read and initial pages 2-3.</li> <li>Please return your completed registration form and all accompanying pages to <a href="mailto:info@atio.on.ca">info@atio.on.ca</a></li> <li>You will be notified by email confirming the exact time and location of your exam and other details approximately two weeks after the registration deadline has passed.</li> </ul>

<b>SIGNATURE REQUIRED</b>
<p><i>I have read and understand the information regarding the ATIO's Certification Exam presented on this form, the accompanying pages and on ATIO's website. I have completed the present form as indicated.</i></p>
<p style="text-align: center;"> <i>Signature of Candidate:</i> _____ <span style="margin-left: 200px;"><i>Date:</i> _____</span> </p>

## 2020 CTTIC Certification Exam in Translation

(please read and initial the following pages and return with the registration form)

<b>2020 TRANSLATION CERTIFICATION EXAM DATES</b>	
Exams are held between 9 am and 12 pm (English to other language) and 1 pm and 5 pm (other language to English). An email confirming the exact location will be sent to you approximately two weeks after the registration deadline.	
<b>REGISTRATION DEADLINE:</b>	<b>CERTIFICATION EXAM DATES:</b>
August 28, 2020	September 26, 2020
October 30, 2020	November 28, 2020

<b>IMPORTANT CERTIFICATION EXAM INFORMATION AND REGULATIONS</b>
<p>ATIO Candidates for Certification in Translation must be in good standing in order to register for the CTTIC Certification Exam in Translation. You must be a Candidate for Certification in Translation in the language combination you are registering for. All exam sittings have a strict maximum capacity. Registrations are accepted in the order in which payment is received and confirmed at the office. To avoid disappointment, please have a back-up date in mind as you may not receive your first choice of date. There are no waitlists for sold out exam dates.</p> <p>All Certification Exams are three-hours in length and must be completed in-person. Candidates are required to translate two texts (one compulsory general text of approximately 200 words, and another text that is a choice between two somewhat specialized texts of about 200 words each).</p> <p>The translation certification exam is an open book examination: dictionaries and reference works are permitted but may not be shared or exchanged with other candidates. Candidates for Certification in Translation have the choice to write the exam either by hand or using their own personal laptop. In either case, all candidates will only be allowed to use hard-copy dictionaries, style guides, etc. Access to the internet, email, chat programs or to any electronic dictionaries, CAT tools, etc. will be strictly prohibited. The use of electronic devices including, but not limited to, cell phones, smartphones, smart watches, is strictly prohibited. Any such use will lead to your immediate disqualification; the examination will not be marked, and the fee will not be refunded.</p> <p><b>Technical requirements for the computerized exam only:</b></p> <p>Candidates must bring their own laptop with Microsoft Word (or similar word processing software capable of reading MS Word files) installed. Candidates are responsible for bringing their own computer mouse, power cable, etc. Laptops should be able to run on battery alone for longer than the exam duration. Candidates will assume all responsibility for any technical issue, including power failure or issues related to the operation of the computer or its software. Technical support will not be provided on exam day. On the exam day, once a candidate receives the exam files, the exam will be considered taken, and no retake or refund will be offered or may be demanded if a candidate is unable to finish their exam because of technical difficulties arising from computer or software issues.</p>

Tablets or computers without a USB port may not be used for this exam. Candidates will be provided with a USB memory drive that contains their exam. Candidates may only write and save their exam file on the USB drive provided. Candidates are permitted to use Microsoft Word's spelling and grammar checking features, but internet access and use of any other software or electronic devices are strictly prohibited. Any candidate found accessing prohibited software or saving a copy of their exam in a location other than the designated USB drive, will be immediately disqualified and their exam fee will not be refunded.

Candidates must arrive at the exam room at least 30 minutes prior to the start of their exam. This will allow us to ensure that each candidate is ready to start their exam. Late candidates will not be admitted.

#### **Language combinations and costs:**

The CTTIC Certification Exam costs \$350 +HST (13%) per language combination. For example, French to English is one language combination, while English to French is another. Candidates are strongly encouraged to register for only one exam per exam day. Candidates are not allowed to write more than two exams on the same exam day (i.e. one in the morning, one in the afternoon). The certification exam is available in many, but not all, language combinations. Please confirm with the office the availability of your language combination before registering for an exam.

For information on our cancellation and rescheduling policies, please visit our [website](#) or contact [info@atio.on.ca](mailto:info@atio.on.ca).

#### **Marking and results:**

It will take six or more weeks for candidates to receive their exam results. Candidates are contacted by email with their results, so please make sure your contact details are up-to-date in your ATIO account.

Each exam is marked by two experienced markers who, after marking each paper independently, consult each other in order to produce the final marked paper. All markers are trained by CTTIC and adhere to the CTTIC Marker's Guide, available for review on the ATIO website. Candidates who are unsuccessful will receive a characterization sheet with their 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 in order to decide whether to appeal. The viewing location will be determined by their provincial association.

Candidates are responsible for reading the Candidate's Guide posted on the ATIO website.

#### **Other important notes:**

ATIO Candidates for Certification in Translation may only write one CTTIC Certification Exam in Translation (per language combination) per calendar year in Ontario. Candidates must disclose to ATIO if they have written an exam in another province or territory. Candidates who violate this policy will be subject to disciplinary action.

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☎ (613) 241-2846 ▪ 📠 (613) 241-4098 ▪ 📞 1-800 234-5030 ▪ [www.atio.on.ca](http://www.atio.on.ca) ▪ [info@atio.on.ca](mailto:info@atio.on.ca)

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



# 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 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 exams 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 exams **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 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. I confirm that I registered for the translation exam in the following combination:

\_\_\_\_\_  
Language Combination

\_\_\_\_\_  
Candidate’s Signature

\_\_\_\_\_  
Date

**CERTIFICATION EXAM APPEALS WAIVER AND DISCLAIMER**

*Your registration for the CTTIC Certification Exam must include this form.*

**DISCLAIMER**

The CTTIC Certification exam is intended for experienced translators who wish to have their competence recognized by their peers. It does not seek to identify aptitude or potential, but rather to attest to a candidate's professional skills. A candidate who can produce a translation that is faithful and idiomatic and requires little or no revision is deemed capable of practicing independently.

ATIO strongly encourages candidates to review the information and links found on the "How Best to Prepare" page on the ATIO Website along with the Marker's Guide prior to writing the CTTIC Certification Exam.

- Each translation exam is marked by two experienced certified translators who, after marking each anonymous exam independently, consult each other to determine the final mark.
- CTTIC will deliver exam results to ATIO who will then forward candidates their results as a PDF letter attached to an email. Translation candidates with a score below the passing mark of 70% will also receive a markers' comment sheet.
- Translation candidates whose score is below the passing mark of 70% have the option to submit an appeal.

Before deciding to appeal, candidates have the option to request a **VIEWING** of their exam by advising ATIO in writing, by email, within **SEVEN DAYS OF THE DATE OF THEIR RESULTS LETTER**. They will then be informed of the date, time and location to view their exam in person once a schedule has been determined.

**APPEAL DETAILS**

- To proceed with an **APPEAL**, candidates must advise ATIO in writing, either by email or regular mail, within **FOUR (4) WEEKS OF THE DATE OF THEIR RESULTS LETTER**.
- The appeal fee will be refunded only if the appeal is successful.
- Be advised that very few appeals are successful; the trouble and expense of an appeal are usually justified only if a candidate's original mark is between 59% and 69%.
- A candidate may choose to either
  - (A) provide a letter (maximum two pages) outlining the issues the applicant disagrees with on how their exam was marked. In option A, a third marker will mark the exam and consult the letter as well as the feedback from the original markers.
  - (B) request the exam be marked again. In option B, the third marker will mark the applicant's exam without seeing any previous corrections.

**THE APPEAL DECISION IS FINAL AND WITHIN ATIO THERE IS NO FURTHER APPEAL. Initials: \_\_\_\_\_**

**WAIVER**

The candidate hereby waives their rights to further appeals upon receipt of the final decision.

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

\_\_\_\_\_  
**Candidate's Signature**

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