



**CTTIC STANDARD CERTIFICATION
TRANSLATION EXAMINATION**

MARKER'S GUIDE

REMINDER

In order to allow failed candidates to decide whether or not they wish to appeal, candidates will have the option to VIEW their marked exam paper at a location predetermined by their provincial or territorial association. Please ensure that the errors you identified are visibly underlined and that the error identifiers (e.g. T5) are clearly marked in the right margin.

This examination is for **experienced translators**. It seeks to recognize aptitude and competence, not potential. **A CANDIDATE IS JUDGED COMPETENT IF THE TRANSLATION PROVIDED IS FAITHFUL, IDIOMATIC AND REQUIRES LITTLE OR NO REVISION.**

1. GENERAL

Each candidate has translated two texts of about 175 – 200 words each.

In order to test candidates' abilities on different types of text material, as well as to give a degree of choice in the material to translate, they were given three source texts for each language combination. One of the texts was compulsory (general in nature), while the other two were optional (mildly technical/scientific/medical and the other somewhat administrative/economic).

For optional texts, candidates selected to translate one or the other, but not both. Each text is to be marked out of 100 and the average mark over two texts determines the candidate's final score. As usual, an average of 70% is required for a pass. No credit or marks will be awarded for translating the third text.

1.1 Documents

Markers should receive the following documents

- Exam Source Texts
- Exams to be marked
- CTTIC Translation Marker's Guide
- CTTIC Characterization Sheet (to be completed for failed candidates only)
- CTTIC Translation Exam Result
- CTTIC Marking Fee Form

1.2 Confidentiality

Maintaining the confidentiality of the CTTIC Standard Certification Translation Examination is vital. Markers must refrain from making public remarks about the CTTIC Standard Certification Translation Examination process. Should markers wish to make any comments about the examination, they are requested to do so **in writing** to CTTIC's Board of Examiners.

2. MARKING PROCEDURE

2.1 Preparation

The exam papers that you receive were written under the following exam conditions: three hours in which to translate the compulsory text and one optional text, using print dictionaries and without access to online resources. To get a grasp of the challenges posed by a text under exam conditions, consider translating it under those conditions before you begin marking.

In any case, read the source text and evaluate its overall difficulty. Note any special features of the text and/or passages that present stumbling blocks. Refer to the Marking Scale (see 2.3 below) for a description of the types of translation and language errors that you may encounter.

**BOTH TEXTS ARE TO BE MARKED,
REGARDLESS OF THE RESULT FOR THE COMPULSORY.**

Exams from any source language into English or French as the target language will be marked based on *The Canadian Style* or *Le guide du rédacteur*, as applicable. To consult these two style guides, please refer to the following websites:

<https://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng>
<https://www.btb.termiumplus.gc.ca/tpv2guides/guides/redac/index-fra.html?lang=fra>

2.2 Marking

Each text is marked out of 100 and the average of both texts is calculated with a pass mark of 70%. **Only a 10% difference is allowed between two markers.**

Step 1.

There are two markers. They each mark their set of candidates' papers **independently**, in accordance with the Marker's Guide, using the marking scheme (see 2.3, below).

Step 2.

The two markers consult with one another and prepare ONE marked paper.

Considerations

- (1) In case of doubt or disagreement as to whether an error should be assigned, do **not** assign an error.
- (2) In case of doubt or disagreement as to the point value of an error (10, 5, 3), assign the lower value.
- (3) For borderline cases (average just below 70%), review marking and consider giving the candidate the benefit of the doubt.
- (4) No single repeated major error will be considered sufficient to fail a candidate.
- (5) In the event that the markers fail to agree on the status of a paper (pass or fail), the matter may be referred to a third marker.

The source of the document (e.g. *Le Devoir*, *Die Welt*, etc.) and date may be provided, for information only. They need NOT be translated, or copied, by the candidate. However, no deduction is to be made if they have.

The number of points deducted must be entered in the margin of the paper being marked (see 2.3). Exams will be marked down to 0 (zero) but not any further than zero. If the paper receives less than 70%, **ONE CHARACTERIZATION SHEET** will be provided to CTTIC. The two markers can decide between themselves on who should prepare the characterization sheet, or they can jointly do that.

CTTIC must provide clear evidence if an exam is a fail. Marking mistakes without providing any explanation as to why they are mistakes is unfair, and it causes undesired controversies. Therefore, **please indicate all mistakes identified as T10, L10, T5, L5 and L3. In addition, please explain why it is a mistake (semantic, syntactical, or stylistic) and provide explanations where possible on the marker's characterization sheet.** Please do **not provide personal opinions** such as "a very poor translation" or "his/her knowledge of source/target language is inadequate".

2.3 Marking Scale

Errors are considered to fall into **two main categories**:

Translation (Comprehension – failure to render the meaning of the original text)

Language (Expression – violation of grammatical and other rules of usage in the target language). Major and minor errors must be identified within each category.

Note: Errors in the text must be either highlighted or underlined.

Translation (Comprehension)

- Major mistakes--shown in margin as **T10**

e.g. serious misinterpretation denoting a definite lack of comprehension of the source language, nonsense, omission of a phrase or more

- Minor mistakes--shown in margin as **T5**

e.g. mistranslation of a single word, omission/addition affecting meaning, lack of precision, wrong shade of meaning.

Language (Expression)

- Major mistakes--shown in margin as **L10**

e.g. gibberish, unacceptable structure

- Minor mistakes--shown in margin as **L5**

e.g. syntax, grammar, ambiguity, unnecessary repetition, convoluted structure, non-idiomatic structure, unacceptable loan translation

- Minor mistakes--shown in margin as **L3**

e.g. breach of spelling, punctuation, typographical conventions

Application

If an error recurs consistently throughout the text (punctuation, pronouns, etc.), it should only be penalized the first time it appears, except in cases where it affects the meaning.

Errors must be indicated in the margin of the paper **using the appropriate letter**.

When a paper has been marked, the various types of errors must be entered at the end of each text, together with the total points deducted.

In this example, the candidate obtains 62% [(100 - 38) = 62]

T10	1 X 10 =	10
T5	2 X 05 =	10
L10	1 X 10 =	10
L5	1 X 05 =	05
L3	1 X 03 =	03
		-38

3. Results

Please send following documents to CTTIC Exam Coordinator via email (exam@cttic.org)

	Document Type	Memo	TITLE (Please follow the instructions below)	File Type
1	ONE Marked Exam	after consulting with each other	Candidate# CTTIC Marked Exam Source Language – Target Language For Example, 123 CTTIC Marked Exam English to French	PDF
2	TWO Marking Fee Forms	from both markers	Candidate# CTTIC Marking Fee Form Marker # For example, 123 CTTIC Marking Fee Form 1 123 CTTIC Marking Fee Form 2 123_124_125 CTTIC Marking Fee Form 1 (if you marked multiple exams)	PDF
3	ONE Characterization Sheet	ONLY for failed exams	Candidate# CTTIC Characterization Sheet For Example, 123 CTTIC Characterization Sheet	Words and PDF
4	One Result		Candidate# CTTIC Translation Exam Result For Example, 123 CTTIC Translation Exam Result	PDF

Please delete any document delivered electronically four weeks after you submitted your results.