



**CTTIC STANDARD CERTIFICATION
TRANSLATION EXAMINATION**

MARKER'S GUIDE

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REMINDER

In order to allow those candidates who failed to decide whether or not they wish to appeal, candidates will have the option to VIEW their exam paper at a location pre-determined by their provincial or territorial association. PLEASE ENSURE THAT THE ERRORS YOU IDENTIFIED ARE VISIBLY UNDERLINED AND THAT THE ERROR IDENTIFIERS (EX. T5) ARE CLEARLY MARKED IN THE RIGHT MARGIN.

BACKGROUND

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 ("mildly technical/scientific/medical and the other somewhat administrative/economic") were optional. Candidates elected 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

As a marker you should receive the following documents:

- Exam texts.
- Scans (or photocopies) of the papers to be marked. – Pre-established Marking Scheme listing common faults.
- Markers' Guide.
- CTTIC certification examination Characterization/explanation sheet
- Exam Results Summary Sheet, (Form – TE01) to be completed for candidates who have failed.
- Fee and expense forms (Form – TE03).

Administrative Guidelines

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 Certification Board.

2. MARKING PROCEDURE 2.1

Preparation

The source language text must be read and its overall difficulty evaluated. Special features of the text and/or passages that present stumbling blocks should be noted, referring to the pre-established Marking Scheme.

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.**

N.B. BOTH TEXTS ARE TO BE MARKED, REGARDLESS OF THE COMPULSORY TEXT'S RESULT.

Other Languages to English and French exams are marked based on *The Canadian Style* and *Le guide du rédacteur*, respectively. For more information on those two style guides, please refer to the following website:
<https://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng>

There are two markers to a team. They each mark their set of candidates' papers **independently**, in accordance with the Markers' Guide, using the pre-established Marking Scheme and the Marking Scale (see 2.3).

THE TWO MARKERS THEN CONSULT WITH ONE ANOTHER AND PREPARE A SINGLE MARKED PAPER AFTER ENSURING THAT THE DIFFERENCE IN THEIR MARKS FOR EACH PAPER DOES NOT EXCEED 10%.

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.

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.

No single repeated major error will be considered sufficient to fail a candidate.

N.B. The source of the document (e.g. *Le Devoir, Die Welt, etc.*) and date are given for information only and 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 but not providing any explanation as to why they are mistakes is both unfair and it causes undesired controversies. Therefore, **please indicate all mistakes identified as T-10, L-10, T-5 and L-5 and explain why it is a mistake (semantic, syntactical, or stylistic) as well as providing explanations where possible on the marker's comments/characterization sheet.** Please do **not provide personal opinions** such "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) and **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 highlighted (underlined, etc.).**

Translation (Comprehension)

Major mistakes--shown in margin as **(T10)** **T-10**
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** **T-5**
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)** **L-10**
e.g. gibberish, unacceptable structure

Minor mistakes--shown in margin as **L5** **L-5**
e.g. syntax, grammar, ambiguity, unnecessary repetition, convoluted structure, non-idiomatic structure, unacceptable loan translation

Minor mistakes--shown in margin by **L3** **L-3**
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-- e.g.

(T10)	1 X 10 =	10
T5	2 X 05 =	10
(L10)	1 X 10 =	0510
L5	1 X 05 =	05
13	1 X 03 =	03

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

3. Reporting Procedure

Results

If a candidate has failed the translation exam, the two markers will provide **ONE RESULTS SUMMARY SHEET and ONE CHARACTERIZATION SHEET FOR EACH UNSUCCESSFUL CANDIDATE.**

Transmission of Results, Forms, Marked Papers

Please return all documents in your possession relating to the examination (see 1.1) to the CTTIC Exam Coordinator at

403 – 2211 West 2nd Ave. Vancouver BC, V6K 1H8

Tel: 604-732 -0283 - examination@cttic.org

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

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