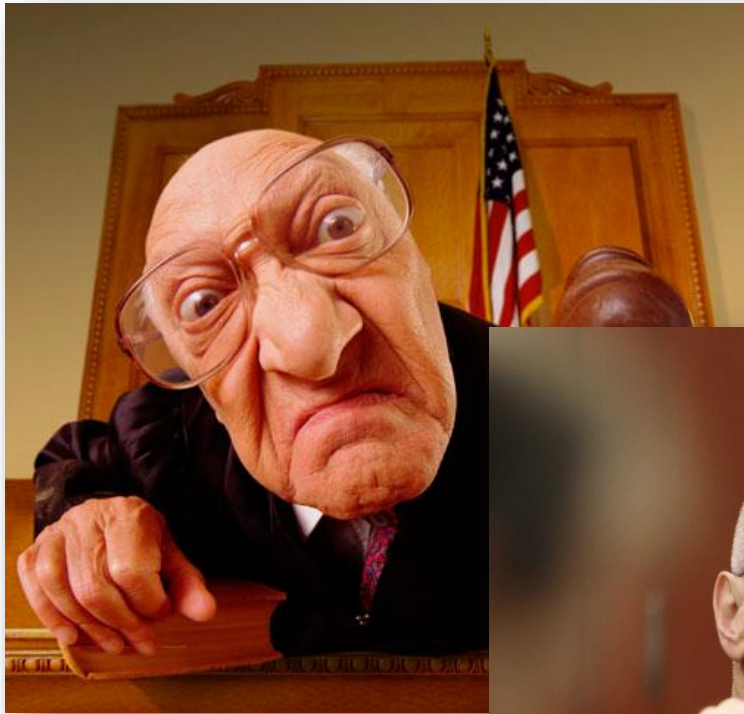




**GUIDELINES  
FOR  
TRANSLATION  
EXAM  
MARKERS**



**You are not asked to judge a novice translator's work!**

**You are not asked to find mistakes in a translation!**

**You are requested 'to assess a translator's translation' based on the guidelines in the markers' guide.**

**Please keep in mind the exam conditions:**

- Writing by hand**
- No Internet access**
- Using print dictionaries**
- Time limitations**

This examination is for **experienced** translators. It seeks to recognize **aptitude** and **competence**, not potential.

**A candidate is judged (i.e. assessed) competent if the translation provided is faithful, idiomatic and requires little or no revision.**

**Faithful: True to the meaning of the original.**

**Idiomatic: Sounds natural to a native speaker.**

## PERFECT TRANSLATION?

- ① Having accomplished six major speed lifts, China's passenger rail now meets the needs of a multi-tier service, the first tier being the Dynamic, the second the one-stop Express/Overnight
- ② After six great speed enhancement programs, China's passenger railway system now offers three series of services to meet the needs of different levels of travelers. The first series are EMU trains. The second
- ③ After the 6<sup>th</sup> time speed raise, our national passenger-train system has formed and divided market demand into 3 different categories: The bullet train, the day-trip direct train and the traditional traveller's train.
- ④ After six rounds of speed boosts, the passenger rail transportation in China has developed to cater the needs from passengers at different level. The first series is bullet trains, the second series is one stop express train and sunset departure and sunrise arrival train, and the third
- ⑤ After raising rail speed the 6<sup>th</sup> times, China's railway passenger demand different levels of services. The first series is D-trains. The second series is non-stop and evening departure & morning arrival trains. The third series is traditional ordinary passenger trains.
- ⑥ After six times speed increased, our state's railway passenger transport has formed different level passenger's needs. The first level is high speed EMU train. The second



⑦ After the six times of large-scale raising speed, railway passenger in our country has already formed the needs of different levels of passengers. The first is a series of EMU train. The second series is a nonstop and overnight train. The third series is the traditional ordinary passenger train.

⑧ After this sixth significant speed increase, our national railway can now meet the different requirements of travelers at different levels. The first level will be the rail motor car set trains. The second will be the non-stop and the night express trains. The third will be the traditional ordinary passenger train.

⑨  
④ After six rounds of speed-up, people can see well-defined and tired needs from customers in the big picture of railway passenger transportation in China.

⑩ After the sixth great speed-up, there have appeared different levels of travelers among China's railway passengers. The first series will be EMU trains; the second series will be direct stop

⑪ With the implementation of the sixth speedup program, Chinese rails now offers three categories of passenger services to satisfy the needs of various tiers of customers. And these are: first, the D-prefaced trainsets with motorized cars, second, the non-stop super expresses and the dusk-to-dawn runs, and the third, the conventional passenger trains.

Candidates are given three texts of about 175 – 200 words each:

- 1-compulsory: general in nature
- 2- optional 1: mildly technical/scientific/medical
- 3- optional 2: somewhat administrative/economic

Each candidate will translate two texts.

Each text is marked out of **100** and the average mark over **two texts** determines the candidate's final score.  
**An average of 70% is required for a pass.**

## **As a marker you should receive the following documents:**

- Exam texts
- Scans (or photocopies) of the exams to be marked
- Pre-established marking scheme listing common faults:  
Markers' Guide
- CTTIC certification examination characterization/explanation sheet
- Exam Results Summary Sheet, to be completed for candidates who have failed
- Fee and expense forms

### **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.**



There are two markers to a team:

They each mark their set of candidates' exams independently, in accordance with the Markers' Guide,

**and compare results with their co-marker after the marking is completed.**

If there is a discrepancy of more than 10% in the marks given (i.e. 45 vs 60), the errors noted must be reviewed. The co-markers then average the marks given, which produces the candidates' final marks.

Discrepancy might not be so important if both markers agree that an exam is a pass.

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

Exams will be marked down to 0 (zero), but not any lower than zero.

Two markers should make an effort to **agree on all T-10 and L-10 and T-5 and L-5 mistakes. Providing a marked exam with visible discrepancies and differences between two markers raises reliability issues.** Therefore, markers should go over each error they marked and agree on most problems!

a difference of 10% (**NOT 10 points!**) between their marks for each text is acceptable.

**If the paper receives less than 70%, ONE CHARACTERIZATION sheet will be provided to CTTIC.**

If both markers agree that a paper has **passed** or **failed**, their **judgment** stands.

If a paper has been **passed** by one marker and **failed** by the other, **the marks must be reviewed** and, if possible, **agreement reached** on the paper's status.

In the final analysis, markers must decide whether the translation is **faithful, idiomatic** and **requires little or no revision**.

If no agreement can be reached, the matter is referred to the coordinator who will assign a third marker with a **deciding vote**.

CTTIC must provide clear evidence if an exam is a fail. Assigning errors but not providing any explanation as to why they are errors is unfair and causes undesired controversy:

- **on the candidate's hardcopy translation, underline each error and assign it a value in the right margin ( T-10, L-10, T-5, L-5 or L-3);**

- **on the hardcopy, briefly categorize each error (meaning, typography, grammar, syntax, or usage);**

- **provide a correct translation on the marker's characterization sheet.**

- **avoid expressing personal opinions such as "a very poor translation" or "his/her knowledge of source/target language is inadequate."**

## Marker's or Prosecutor's comments?

It is evident that the Candidate produced a very poor quality of translation of the assigned text.

His/her knowledge of the English Language leaves a lot to be desired, and his/her abilities in the [REDACTED] Language are very poor.

The Candidate is incapable of comprehending the Source Language and is not qualified to translate into the Target Language of his/her choice.



# Executioner's comments😊

Sent: Tuesday, ....., .....

To: CTTIC

Subject: Re: CTTIC Standard Certification Examinations - Appeal Review

Dear .....,

*I have carefully read and compared the Compulsory Source Text (English) and the #2743 (language) Exam Paper (marked).*

*On the basis of that, I can decidedly say that **I concur with the original markers' assessment**, and there is no doubt in my mind that this candidate does NOT qualify for a Pass mark in this exam.*

*In fact, in my opinion, the markers have been very lenient. Personally, I would have deducted one more T10 point for Translation, and at least 2 more minor-L marks for Language.*

*To me, **this is not just "rather careless"** - it is definitely very poor, also in the "Clarity, Precision, Accuracy" area. .....*

*This is not what you expect of a professional independent Certified Translator.*

After a certification exam:

*There's still about half a year left in 2013. Could I get a refund of my associate membership? **I want to withdraw membership, because I lost my faith in this organization.** I have over 10 years' experience in translation, MA in linguistics, PhD in Communication Studies from a top-tier U.S. university. Yet my translation is full of errors by your standards. I can't hear anything more ridiculous.*

After an admission exam:

*It's very helpful to have a copy of the marker's comments together with results. I think that I will continue do volunteering (in translations) for now. I thought that I was ready but it seems I need more time.  
I'll try next year again. Thank you very much for all your support.*

Before viewing the marker's comments:

*Thanks for your mail and it comes as a shock.  
I would like to arrange for a viewing of my exam paper at your office.*

After viewing the marker's comments:

*I got the marker's comments sheets and noticed all my mistakes.  
Would you please schedule me some time next week again for another admission exam?*

The number of points deducted must be entered in the margin of the paper.

(T)	1	X10	10
T	7	X5	35
(L)		X10	
L	2	X5	10
I		X3	
TOTAL			-55

Total 7 pages

1 of 7

N° d'ordre  
3310  
Candidate's no.

45/100

< Compulsory Text >

In the past two months, the rate of increase

in the price of pork

~~was~~ was over  
~~20 percent~~ twenty

~~This crazy~~

Pork seller

relative gains for

price of pork. Whenever the price of pork is

being brought up for discussion, the frustrated

(T)	1	X10	10
T	7	X5	35
(L)		X10	
L	2	X5	10
I		X3	
TOTAL			-55

Total 7 pages

1 of 7

N° d'ordre  
3310  
Candidate's no.

45/100

< Compulsory Text >

(T)		X10	
T		X5	
(L)		X10	
L		X5	
I		X3	
TOTAL			

2 of 7

N° d'ordre  
3310  
Candidate's no.

pork sellers would complain that ~~even~~ <sup>even</sup> though the

fortune from the high price of pork. On the

contrary, pig farmers, pig sellers and retailers

of pork all expressed that they are, in fact,

## Marking with more feedback!

Warren Buffett, muhtemelen dünyaya en başarılı  
<sup>an idiomatic rendition</sup>  
 yatırımcısı, başına gelen işi sizin için ilkada,  
 Birleşik Devletler, doğru zamanda (1930) planı

T-5

deneyimlendirdiğinde, Amerika his siyaseti en üst  
 sırada idi. Fakat 2014'de dünyaya gelecek  
<sup>spelling error</sup>  
 bebek için hangi ülke en iyisi olacak?

1-3

<sup>wrong shade of meaning</sup>  
 zeki beyin ve oranları dünyada azalmakta fakat  
<sup>wrong shade of meaning</sup> <sup>omission</sup>  
 zeki seviyeleri tarihi yükseklikte ya da  
 seviyesinde seyretmektedir. Yaşam süreci  
<sup>mistranslation</sup>

T-5  
 T-5  
 T-5

# COMPUTERIZED EXAM BOOKLET



**CTTIC TRANSLATION CERTIFICATION EXAMINATION  
RULES FOR COMPUTERIZED EXAMINATION**

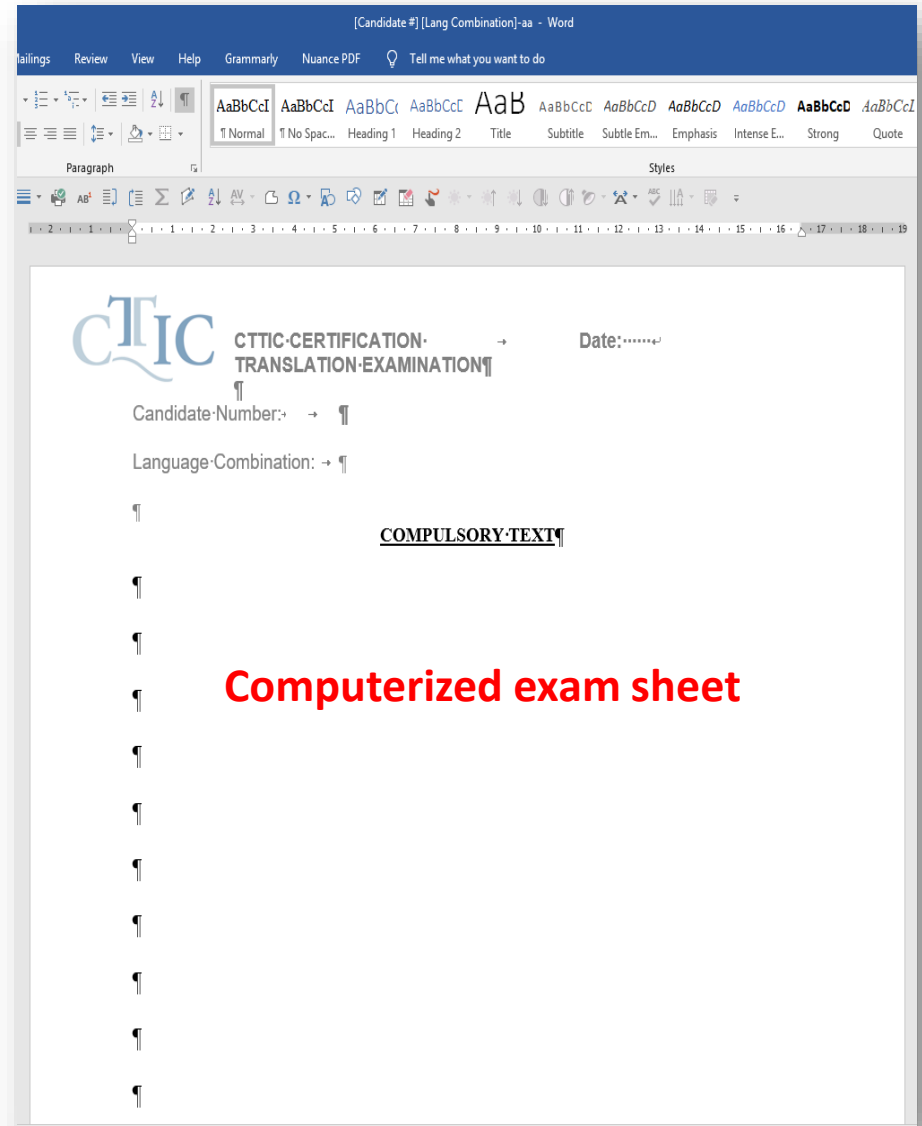
Candidate Number:  
Language Combination:  
Date:

Please read the following carefully:

1. When you have read all the items, sign at the bottom of this page, and have this sheet ready for collection by the examination invigilators. **Your signature will indicate that you have read and understood the instructions, and agreed to the exam rules.**
2. You have three (3) hours to translate the compulsory and one of the optional texts of your choice in the exam booklet. Do not begin until the exam invigilator indicates you may do so.
3. **You may only write your exam on the file saved on the USB memory drive provided here. You may NOT keep a copy of your exam on your computer.** Please place in the USB memory drive in front of the invigilator and go to the blank Word document with your candidate number. Your anonymity during the marking process is assured by the use of a numerical identifier on your exam.
4. Lines must be double-spaced and the font size must be 12 or larger. The blank Word document should already have the proper format; please double-check.
5. You may do a draft translation on the attached blank sheets, which will be shredded right after your exam and will not be sent to markers. You may not keep your drafts.
6. Paper dictionaries and reference material are the only resources you are allowed during this exam. Please turn off any electronic device or cellphone and leave them on the table, where the invigilators can see them, until the end of the exam.
7. Please inform an invigilator when you finish your translation. The invigilator will review your file and ask you to also save it in PDF format onto the same USB drive before ejecting it safely. You may leave when you and the invigilator have reviewed the files and made sure they are safe on another computer.
8. **You may not have a printed or digital copy of your exam. The exam booklet must be returned together with the USB memory drive.**
9. **Please make sure your computer's battery is fully charged and you have a power cord in case you need to recharge. Once you are given the source texts and instructed to start your exam, you may not cancel it because of problems arising from computer or software issues, including a power outage.**
10. If you have any technical questions, please ask an invigilator for assistance before you start your exam.
11. Candidates who violate any of the above rules are disqualified immediately.

I, \_\_\_\_\_, understand the exam rules and agree to follow them.

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





# CTTIC CERTIFICATION EXAMINATION CHARACTERIZATION/EXPLANATION SHEET

S - T	Source Text/Translation	Characterization/Explanation	Suggestion	Points
Source				
Target				
Source				
Target				
Source				
Target				
Source				
Target				
Source				
Target				
Source				
Target				

# Characterization sheet

Source	He gets up and wanders over to the other games, staring at the boards like a curious toddler.	- omission of translation of "gets up"	بلند می شود و سر بازی های شطرنج دیگر می رود و مثل کودک نوپایی کنجکاو به صفحه شطرنج آنها زل می زند.	T -5
Target	او مانند یک کودک نوپای کنجکاو بدون هدف خاصی به سوی بازی های دیگر می رود، به صفحه های شطرنج زل می زند			
Source	Even pro chess players, a population inured to demonstration of extraordinary intellect, have been electrified by Carlsen's rise.	-wrong choice of Farsi equivalent for "intellect". هوشمندانه is a better alternative than قوای فکری - Wrong verb tense. Inured is not past, and is in fact part of the adjective phrase, a past participle phrase. Moreover, "have been electrified" has been translated into past perfect.	حتی بازیکنان حرفه ای شطرنج، جمعیتی که به نمایش قوای فکری فوق العاده عادت دارند، با صعود کارلسن دچار شوکه شده اند.	T -5 L -5
Target	حتی بازیکنان حرفه ای شطرنج، جمعیتی که به نمایش های خارق العاده هوشمندانه عادت داشتند، با صعود "کارلسن" شوکه شده بودند.			
			Total points deducted 100 – 38 = 62	-38

S - T	Source Text/Translation	Characterization/Explanation	Suggestion	Points
Source	其中所叙的人物， 都是真的 人物	Omission		-10
Target	....			
Source	出神入化的境界	Inaccurate	Acme of perfection	-10
Target	A mystical state			
Source	自有“红楼梦”出来以后	Incorrect tense: comes	Since the release of A Dream of Red Mansions...	-5
Target	Since "The Story of a Stone" comes into existence...			
Source				



CERTIFICATION EXAM

April 25 2015

RESULT SUMMARY

Candidate No:			
Source Language:	Target Language		
Exam Texts:	MARKER 1	MARKER 2	AVERAGE
Compulsory Text Mark			
Optional Text Mark			
FINAL MARK (AVERAGE)			

# Error Categories and Types

## -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 errors--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 errors--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 errors**--shown in margin as **-L10**

e.g. gibberish, unacceptable structure.

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

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

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

e.g. spelling, punctuation, typographical conventions

**Repeated errors:** 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.



## **Translation/Semantic-** failure to render the meaning of the original text:

*the target language does not accurately reflect the meaning of the source text. This may include ambiguously or literally translated passages if the meaning of the original is lost or altered.*

### 1-Source:

"At present, there are some areas where drinking water is not available."

### 1-Target:

"At present, there are some areas where drinking water cannot be consumed."

Mistranslation: the source meaning has been substantially changed- T10

### 2-Source:

"With towering and precipitous mountains, the area is ecologically very weak."

### 2-Target:

"Towering and precipitous mountains have caused the area to be very weak ecologically."

Mistranslation: - T10

## Untranslated Text

A portion of the source text (a sentence or a significant part of a paragraph) has been left untranslated : -T10 (each missing sentence).

Omission: Source text information (only *a word/phrase*) has been omitted in the target text: -T5

Source: **The clinic carried out a research study.**

Target: **The clinic carried out a study**

Addition: Information (*a word/phrase*) not found in the source text has been added to the target text: -T5

Candidates should generally resist the tendency to insert “clarifying” material.

Source: **The clinic carried out a study**

Target: **The clinic carried out a research study.**

Literalness: A literalness error occurs when a translation that follows the source text word for word results in awkward, unidiomatic, or incorrect renditions.

**Grammar-** lack of agreement between subject and verb, incorrect verb tenses or verb forms, and incorrect declension of nouns, pronouns, or adjectives:

1. Source: **It is important that the issue be dealt with diligently.**  
Target: **The important issue is to be dealing in diligent issues.**

**Grammar– Major mistake: –L10**

2. Source: **Caesar invaded Gaul, and then he turned his attention to England.**  
Target: **Caesar invaded Gaul, then he turned his attention to England.**

**Breach of grammatical conventions – Minor mistake: -L5**  
<http://grammar.ccc.commnet.edu/grammar/conjunctions.htm>

3. Source: **The dog's leash was long.**  
Target: **The dog's lesh was long.**

**Spelling mistake -L3**

4. Source: **The tenets of this idea ...**  
Target: **The tenants of this idea ...**

**Spelling mistake that changes meaning -T5**

## Syntax

A syntax error occurs when the arrangement of words or other elements of a sentence does not conform to the syntactic rules of the target language, including improper modification, lack of parallelism, and unnatural word order.

**Source:** “The government said that it would introduce legislation in April.”

**Target:** “The government said that it would in April introduce legislation.”

**Syntax: -L5**

## Terminology

Errors of the terminology category indicate compliance errors. Usually, these are deviations from a country-specific or target language market-specific term usage.

**-L5**

## Inconsistency

Terms or expressions are translated inconsistently throughout the text. This includes headers or titles translated sometimes with a verb and then with a noun. **-L5**

## Style

Errors of the Style category indicate compliance errors. Usually, these are deviations from an approved country-specific style guide or from the general style required by the text. Candidates are instructed and expected to use the Canadian Style when they write an exam from a foreign language into English **-L3**

## Language Variants / Slang

Inconsistent use of language variant, e.g. mixture of French (France) and French (Canada), or inappropriate usage of slang. **-L3**  
**(Arabic – Spanish – Portuguese - Chinese)**

## Register

A register error occurs when the language level or degree of formality produced in the target text is not appropriate for the target audience (i.e. colloquialisms sprinkled into a context that requires very formal language style). **-L3**

## Country/Regional Standards

Any regional or country standards not followed. This includes date format, units of measurement, currency, addresses, phones, zip codes and shortcut keys. **-L3**



### Punctuation:

The translation does not adhere to the punctuation rules of the target language. May include hyphenation and spacing rules. **-L3**

**Diacritical (sound changing) marks / Accents:** A diacritical marks error occurs when the target-language conventions of accents and diacritical marks are not followed (Loanwords with the diacritic in English include *café*, *résumé* or *resumé*). **-L3**

**If incorrect or missing diacritical marks obscure meaning, the error is more serious. -L5**

### Spelling/Typo:

The translation does not adhere to the target language-specific rules with regard to spelling. Misspellings and typographic errors. May include incorrect accentuation and capitalization. **-L3**

### Typographical conventions:

- typefaces and type sizes,
- case (upper vs. lower), -L3**
- bolding, italics, underlining, small caps, etc.
- line spacing, -justification, -page breaks

## Final Remarks

### How to identify mistakes:

Remember that there is usually more than one correct way to translate any given sentence.

When assessing the correctness of a translation, ask yourself the following questions:

1. **Is it accurate** (the core meaning is preserved)?
2. **Is it compliant** (to the style guides)?
3. **Is it grammatically correct** (according to generally valid language rules)?

**A translation is assumed to be correct if it meets the three criteria above.**

# Dilemma Scenario

(T)	1	X10	10
T	7	X5	35
(L)		X10	
L	2	X5	10
1		X3	
TOTAL			55

Total 7 pages

45 / 100

< Compulsory Text >

T	1	X10	10
T	2	X5	10
L	-	X10	-
L	1	X5	5
L	3	X3	9
	Total		-34

**Final score: 66**

**Pass mark: 70**

## How long does it take to mark an exam?

Obviously, each marker works in his/her pace, so it may take longer for some to mark an exam while others can finish it quickly.

Marking a translation exam requires concentration. Although markers don't have to work under time pressure, they should finish marking an exam in one sitting, which shouldn't take more than two hours. Prolonging marking an exam will distract the marker and make it more difficult.

If you are marking multiple exams, working quickly will also be very important for efficiency purposes.

# Transmission of Results, Forms and Marked Exams

**1- Return all documents in your possession relating to the examination to the CTTIC Exam Coordinator at:**

**exam@cttic.org**

**2- Delete any document delivered electronically within three weeks after delivering your results.**

**3- CTTIC exam texts are the intellectual property of CTTIC and they must not be used for other purposes or shared with third parties.**

**4- The marker's honorarium is \$100.**

**You are expected to include the following documents in your return package:**

- 1- **marked exam sheets**: errors underlined and marked as - T10/-L5 etc. on the margin (for both passing and failing candidates from both markers, separately).
- 2- **exam summary sheet** (for failing candidates: **only one sheet** will be filled out by one of the markers after finalizing and exchanging marked sheets).
- 3- **only one characterization sheet** (for only failing candidates: both markers can work on it but they will submit **only one mutually agreed upon sheet**).

**Please do not disclose the fact that you are a CTTIC exam marker. Candidates must not know who the markers are and the same is true for markers.**

**In case of any conflict of interest situation i.e. if you discover that you know a candidate (by his/her handwriting) or otherwise, please let the CTTIC exam coordinator know about it. You may be asked not to mark that exam.**



If you are interested in exam marking, please send your:

- bio
- language combination
- society/affiliation
- contact information

to

[exam@cttic.org](mailto:exam@cttic.org)

# Questions?

# Concerns?

DON'T BE SHY!

contact the exam coordinator:

[exam@cttic.org](mailto:exam@cttic.org)

604-732-0283