



CTTIC TRANSLATION CERTIFICATION EXAMINATION  
MARKER'S GUIDE

1. **GENERAL**
- This examination is for experienced translators. It seeks to recognize aptitude and competence, not potential.
  - 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, three source texts were provided 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. An average of 70% is required for a pass. No credit or marks will be awarded for translating the third text.
2. You Received
- Exam Source Texts
  - Exams to be marked
  - This Marker's Guide
  - CTTIC Comment Sheet (to be completed for failed candidates only)
  - CTTIC Translation Exam Result Form
  - CTTIC Marking Fee Form
3. Confidentiality
- Maintaining the confidentiality of the CTTIC Translation Examination is vital. Markers must refrain from making public remarks about the CTTIC exam process. Should markers wish to make any comments about the exam, they are requested to do so **in writing** to CTTIC's Board of Examiners.
4. Preparation
- The exam papers that you receive were written under the following conditions:
- (1) Three hours to translate the compulsory text and one optional text.
  - (2) Candidates were allowed to use print dictionaries but had no 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, please 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, below, for a description of the types of translation and language errors that you may encounter.

If the target language is used in more than one country, keep in mind that although candidates have been instructed to target an international audience, their translation may legitimately reflect geographically-based usages that differ from yours. In this case, observe whether the candidate was consistent in their usage.

5. Reference

Exams from any source language into English or French will be marked based on *Writing Tips Plus* or *Clés de la rédaction*. Please refer to the following websites:

<https://www.noslangues-ourlanguages.gc.ca/en/writing-tips-plus/index-eng>  
<https://www.noslangues-ourlanguages.gc.ca/fr/cles-de-la-redaction/index-fra>

**BOTH TEXTS ARE TO BE MARKED,**

**REGARDLESS OF THE RESULT FOR THE COMPULSORY.**

6. 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 candidates' papers **independently**, in accordance with the Marker's Guide, using the marking scheme below.

**Step 2.**

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

**Important 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.
- (6) The source of the document may be provided for information only. It is not part of the exam and should be ignored if translated.
- (7) The number of points deducted must be entered in the margin of the paper being marked. Exams will be marked down to 0 (zero) but beyond that, no more points are to be deducted. The lowest score that a candidate can receive is zero.
- (8) If the paper receives less than 70%, **ONE comment sheet** will be provided to CTTIC. The two markers can decide between themselves on who should prepare the comment sheet, or they can jointly submit the sheet.

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 each mistake, identifying it as T10, L10, T5, L5 or L3. In addition, please state why it is a mistake** (semantic, syntactical, or stylistic) **and provide a brief explanation where possible on the comment sheet.** In the left-hand column of the comment sheet, avoid reproducing whole sentences of the source text where possible. Exam texts may be re-used. Therefore, any reproduction or translation suggestions are discouraged.

Please do **not provide personal opinions** such as "a very poor translation" or "his/her knowledge of source/target language is inadequate".

## 7. Marking Scale

**Errors** 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.

**8. Text Security**

**Exam texts change each year. Therefore, markers are required to delete all exam-related materials by the end of each calendar year from all their devices. Any exam materials retained during the year must be stored securely on a password-protected drive and be inaccessible to third parties.**

**9. Results**

**Please send the following documents to CTTIC via the email addresses below.**

Document Type		Memo	TITLE FORMAT (Please follow the instructions below)	File Type
(1)	ONE Marked Exam to <b>exam@cttic.org</b>	after consulting with each other	[Candidate#] CTTIC Marked Exam [Source Language] to [Target Language] For example, <b>123 CTTIC Marked Exam English to French</b> (Candidate#) (Source Language) (Target Language)	PDF
(2)	ONE Comment Sheet to <b>exam@cttic.org</b>	ONLY for failed exams	[Candidate#] CTTIC Comment Sheet For example, <b>123 CTTIC Comment Sheet</b> (Candidate#)	Word and PDF
(3)	ONE Result to <b>exam@cttic.org</b>		[Candidate#] CTTIC Translation Exam Result For example, <b>123 CTTIC Translation Exam Result</b> (Candidate#)	PDF
(4)	TWO Marking Fee Forms to <b>treasurer@cttic.org</b>	from both markers	Please send it to the CTTIC Treasurer at <a href="mailto:treasurer@cttic.org">treasurer@cttic.org</a> directly, not to the Exam Coordinator. [Candidate#] CTTIC Marking Fee Form [Marker #] For example, <b>123 CTTIC Marking Fee Form 1</b> (Candidate#) (Marker #) <b>123 CTTIC Marking Fee Form 2</b> (Candidate#) (Marker #)  if If you marked multiple exams, <b>123 124 125 CTTIC Marking Fee Form 1</b>	PDF