ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF ONTARIO

ATIO

ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE L'ONTARIO

Translation Practice Exam

This exam provides the opportunity to practise writing an exam in similar conditions to the CTTIC certification exam.

Exam details:

1. Only candidates for certification in good standing are eligible to write this exam from home either by hand or using their own personal laptop.
2. You may translate one or two texts. The exam will last 1.5 hours if one text, 3 hours if two texts.
3. Selected text(s) will be about 200 words and it will be in the same nature as a compulsory/optional text used in CTTIC exams.
4. It will be an open book exam; registrants may bring their print dictionaries and other reference books.
5. In-person exams will be written by hand on lined paper as it is the way registrants will be writing the CTTIC certification exam.
6. One marker will be assigned to each exam; the marker will follow the same criteria that applies when marking the certification exam.
7. The marker will provide a comprehensive marker's comment sheet, in which all mistakes will be indicated, and corrections will be offered where possible. Exams will be marked down to zero and a marker's comment sheet will be provided even if a registrant achieves a passing mark.
8. Unlike the CTTIC exam, registrants will receive a marker's comment sheet as well as their marked exams to make sure that this is a fully educational experience for them. This feedback should provide a reasonable idea of whether a registrant is ready to take the exam and, if not, where they need more work.
9. Registrants are reminded that even if they pass the Practice Exam, they might not necessarily pass the Certification exam, but if they fail, the chances are high that they will fail the Certification exam.
10. The fee for a one-text exam for ATIO Members is **$200+HST**. The fee for non-members is $250+HST.
11. Registrants who wish to translate two-texts as in the actual CTTIC exam will be charged $250+HST for members and $300+HST for non-members.
12. Registrants may take as many Practice Exams as they wish.

Please complete the form and return to info@atio.on.ca to register for your Practice Exam.

1 Nicholas Street ▪ Suite 1202 ▪ Ottawa Ontario K1N 7B7
1 Rue Nicholas ▪ bureau 1202 ▪ Ottawa (Ontario) K1N 7B7

(613) 241-2846 ▪ 1-800 234-5030 ▪ www.atio.on.ca ▪ 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)

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ATIO Practice Exam Registration Form

PRACTICE EXAM RESCHEDULING POLICY

Requests to reschedule must be emailed to info@atio.on.ca.

After exam registration:

- If a candidate wishes to reschedule their practice exam, they will pay a penalty of 25% of the exam fee.
- The candidate may reschedule **once** without penalty.

Three weeks before the exam:

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

PRACTICE EXAM CANCELLATION POLICY

Requests to cancel must be emailed to info@atio.on.ca.

After exam registration:

- If a candidate wishes to cancel their practice exam, they will pay a penalty fee of 25% of the exam price.
- The candidate may cancel **once** without penalty.

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 refund of 50% of their exam fee.

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:*_____

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ATIO Practice Exam Registration Form

REGISTRANT INFORMATION	
Full Name:	Email:
Daytime Phone:	Cell Phone:

EXAM INFORMATION		
Language Combination (***one*** *per registration)*	Source Language	Target Language
Exam Location (choose one):	◯ Toronto ◯ Ottawa	◯ Home (for candidates only)
Exam Format (Home - for members only):	◯ Handwritten ◯ Computerized	

Exam Date (Choose one): Practice Exams are held on Saturdays between 10 AM and 4 PM in Ottawa and in Toronto

Exam Date At Home (Candidates only)	**Deadline (At Home)**	**Exam Date - In Person**	**Deadline**
◯ February 10, 2024	January 11, 2024	◯ April 13, 2024 (In Person)	March 21, 2024
◯ April 13, 2024	March 21, 2024	◯ August 24, 2024 (In Person)	August 1, 2024
◯ August 24, 2024	August 1, 2024		
◯ November 23, 2024	October 24, 2024		

PAYMENT INFORMATION
Payment type: ◯ Visa ◯ MasterCard ◯ Cheque payable to ATIO
The ATIO office will **call you** at the phone number you provided if you are paying by credit card.

The fees associated to this exam will not be reimbursed.

Only candidates for certification in good standing are eligible to write this exam from home.

NUMBER OF TEXTS

ATIO Members:
◯ $200+HST One-text exam
◯ $250+HST Two-text exam

Non-Members:
◯ $250+HST One-text exam
◯ $300+HST Two-text exam

RESULTS

- It takes **approximately twelve (12)** weeks for exam results to be sent by email.

IMPORTANT INFORMATION

- Please return your completed registration form to info@atio.on.ca
- You will be contacted by email confirming the exam time and location of your Practice Exam and other details two weeks prior to your exam date. At-home exams will receive their details one day before their date.
- Your registration is considered complete once the ATIO office has contacted you and processed your payment.
- ATIO's ***Reschedule Policy*** and ***Cancellation Policy*** are in effect once your registration is deemed complete.

I have read and understood the information regarding the ATIO's Practice Exam presented on this form and on the ATIO's website.

Signature: _____ ***Date:*** _____

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