



CTTIC TRANSLATION CERTIFICATION EXAM

MARKER'S GUIDE

(Version: Nov 2024)

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 200 words each.
- In order to test candidates' abilities on different types of text material, as well as to give them a degree of choice in the material to translate, candidates were given three source texts for each language combination.
- One of these texts was compulsory (general in nature), while the other two were optional (one 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 score over two texts determines the candidate's final mark.
- In order to pass their certification exam, candidates **must fulfill two conditions**:
 - (i) Score **at least 60% on each text**, according to at least one of the markers.
 - (ii) Attain an overall **average mark of 70%** across both texts.
- No credit or marks will be awarded for translating the third text.

2. You Received

- 03 Exam Source Texts for each language combination
- 01 (or more) Exam(s) to be marked
- 01 CTTIC Translation Marker's Guide (this document)
- 01 CTTIC Marking Sheet per exam to be marked
- 01 CTTIC Marking Fee Form

3. Confidentiality

- It is crucial to keep CTTIC Translation Examination confidential.
- Markers must **not** make public remarks about the CTTIC exam process, nor engage in providing unofficial “second opinions” to candidates at any point.
- Should markers wish to make any comments about the exam, they are requested to do so in writing to the Board of Examiners.

4. Preparation

- The exam papers that you are receiving were written under the following conditions:
 - Three hours to translate the compulsory text and one optional text.
 - 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 brief description of the types of translation and language errors that you may encounter. You can find the complete list of errors in the **Marking Sheet**.
- 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. If you feel that you are not competent to evaluate a particular regional usage that differs from your own, please inform the CTTIC exam coordinator as soon as possible.

5. Reference

Exams from any source language into English or French will be marked based on the language tools that are currently provided and updated by the **Language Portal of Canada**:

Writing Tips Plus: <https://www.noslangues-ourlangues.gc.ca/en/writing-tips-plus/index-eng>

Clés de la rédaction: <https://www.noslangues-ourlangues.gc.ca/fr/cles-de-la-redaction/index-fra>

(Note: These are the updated versions of *The Canadian Style* and *Le guide du rédacteur*.)

6. MARKING

Each text is marked out of 100. Please read the following basic steps carefully:

- **Step 1: Two markers** are assigned to every exam. Each marker will receive their own Marking Sheet and will independently assess the candidate's translations according to this Marker's Guide.
- **Step 2:** The two markers will only be asked by the Exam Coordinator to **consult with one another** if:
 - **a)** their scores differ by more than 10%; **and**
 - **b)** both scores are equal to 50% or higher.

In cases where both of these conditions are met, the CTTIC Exam Coordinator will contact both markers.

- **Step 3:** When consulting with one another, each marker may (or may not) choose to amend their own Marking Sheet based on the discussion.
- **Step 4:** Each marker will submit their own final Marking Sheet to the Exam Coordinator.

Note: Both texts must be marked, regardless of the result for the compulsory text.

Important Considerations:

- a. In case of doubt as to whether an error should be assigned, **do not assign an error**.
- b. If uncertain about the point value of an error (1, 3, 5, 10), assign the **lower value**.
- c. For borderline cases (where the average is just below 70% and the other condition has been met), review marking and consider giving the candidate the **benefit of the doubt**.
- d. **No single repeated major error** will be considered sufficient grounds to fail a candidate. (See more details about repeated errors in the next section.)
- e. If the markers cannot agree on the result (pass or fail), the matter may be referred to a **third marker**. (See more details below.)
- f. Exams are marked down to **0 (zero)**, the lowest possible score. **Do not assign negative points**.
- g. CTTIC must provide **clear evidence** if an exam is deemed a fail. Merely marking mistakes without providing explanations is unfair and can lead to undesired controversies.
- h. On the Marking Sheet, please identify **each mistake** either as a translation error (T3, T5, T10) or as a language error (L1, L3, L5, L10); additionally, please quote the mistake and provide a brief explanation in the appropriate spaces.
- i. **Do not provide personal opinions or unnecessary commentary** such as "a very poor translation" or "their knowledge of the source/target language is inadequate."
- j. Finally, please submit your completed **Marking Sheet(s)** to the **CTTIC Exam Coordinator** in a **timely manner** and no later than 30 days after receiving the exam materials.

7. Marking Scale

The Marking Sheet has the complete list of errors, which fall into **two** main categories:

- **1) Translation** (Comprehension: failure to render the meaning of the original text):
 - **Major mistakes (T10)**: e.g. serious misinterpretation of the source text; major literalness; major error in register / level of formality; major mistranslation; omission of a phrase or more.
 - **Medium mistakes (T5)**: e.g. moderate mistranslation; omission affecting meaning; addition affecting meaning; lack of precision; wrong shade of meaning; moderate literalness; moderate error in register / level of formality; moderate misinterpretation of the source text; inaccurate or inappropriate gender assumption.
 - **Minor mistakes (T3)**: e.g. minor literalness; minor error in register / level of formality; minor error in shade of meaning.
- **2) Language** (Expression: violation of grammatical and other rules of usage in the target language):
 - **Major mistakes (L10)**: e.g. incomprehensible wording; unacceptable structure; major error in tense.
 - **Medium mistakes (L5)**: e.g. wrong word choice; errors of collocation; lexical ambiguity; missing and/or additional articles affecting meaning; incorrect word type/form; incorrect verb form; agreement error between subject-verb, noun-pronoun, adjective-noun; unnecessary repetition; non-idiomatic structure; convoluted structure; moderate error in tense.
 - **Minor mistakes (L3)**: e.g. major spelling error that can affect meaning (tenants vs. tenets); punctuation affecting meaning; missing and/or additional articles not affecting meaning; error in capitalization; minor error in tense.
 - **Minor mistakes (L1)**: e.g. punctuation not affecting meaning; obvious typo or minor spelling error (especially when the same word is spelled correctly later in the text).

Important:

- a) Errors **must** be either **highlighted or underlined** in the candidate's translation.
- b) If **an error recurs consistently** throughout the text, it should only be penalized the first time it appears (*one* mistake), except in cases where it affects the meaning. Please note that this applies to specific errors and not to error types.

Examples:

- i) The expression *go bananas* appears once or multiple times as *go banana* → counted as **one** error, as it is considered to be the same specific error.
- ii) The candidate uses *one bananas* in one part of the text and then the correct form *one banana* in another part → counted as **one** error (typo).

- iii) The candidate uses *one bananas* in one part of the text and then *two banana* in another part → counted as **two** errors (single vs. plural)
- iv) The word *banana* is misspelled as *bannana* and *bananna* → counted as **one** error.
- v) The word *banana* is misspelled as *bannana*, and *advertise* is misspelled as *advertize* → counted as **two** specific errors of the same type (not just one mistake).

8. Third Marker (if applicable)

If the markers cannot agree on the result (pass or fail), the matter may be referred to a **third marker**, who will receive:

- this CTTIC Translation Marker's Guide;
- the three exam source texts;
- the candidate's exam;
- the two completed Marking Sheets;
- the CTTIC Marking Fee form.

The third marker will review the candidate's exam along with the two marking sheets, and then they will provide their own marking sheet with the **definitive result of pass or fail**.

9. Text Security

Exam texts will change with each session, but nevertheless, markers are required to delete all exam-related materials from their devices six months after submitting their results. Please retain all exam-related materials for six months in case a review or re-submission of your Marking Sheet is needed. During this period, any retained materials must be securely stored on a password-protected drive and kept inaccessible to third parties.

10. Results

Again, in order to pass their certification exam, candidates **must fulfill two conditions**:

- (i) Score **at least 60% on each text**, according to at least one of the markers.
- (ii) Attain an overall **average mark of 70%** across both texts.

Once markers reaches a pass or fail result, **each marker** must 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 exam@cttic.org	Independently	[Candidate#] CTTIC Marked Exam [Source Language] to [Target Language] Ex: 123 CTTIC Marked Exam English to French (Candidate#) (Source Language) (Target Language)	PDF
(2)	ONE Marking Sheet with Result to exam@cttic.org	Independently	[Candidate#] CTTIC Marking Sheet Ex: 123 CTTIC Marking Sheet (Candidate#)	Excel and PDF
(3)	ONE Marking Fee Form to treasurer@cttic.org AND exam@cttic.org	Independently	Please send it to the CTTIC Treasurer at treasurer@cttic.org AND the Exam Coordinator at exam@cttic.org [Candidate#] CTTIC Marking Fee Form [Marker #] Ex 1: 123 CTTIC Marking Fee Form 1 (Candidate#) (Marker #) If you marked multiple exams: Ex 2: 123_124_125 CTTIC Marking Fee Form 1 (Candidates#) (Marker #)	PDF

If you have any questions about the information presented herein, please contact the Exam Coordinator (exam@cttic.org)

Thank you very much for your help in marking the CTTIC Certification Exams.