ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF ONTARIO

**ATIO**

ASSOCIATION DES TRADUCTEURS ET INTERPRÈTES DE L'ONTARIO

# ATIO Prerequisite Exam Registration Form - TRANSLATOR

| IMPORTANT EXAM INFORMATION |
|---|

Anyone who wishes to join ATIO, as well as ATIO Professionals wishing to expand their professional qualifications, is required to pass both a Language Proficiency Exam and a Code of Ethics/By-laws exam before submitting an application package. Certified Members of other CTTIC Member Societies must pass the ATIO Code of Ethics/By-laws exam.

**The ATIO Prerequisite Exam fee is $75.00+HST for each exam.**

- Anyone wishing to join ATIO must pass both the Language Proficiency exam and the Code of Ethics/By-laws exam after which they will be invited to apply in the same profession and language combination for which they wrote the prerequisite exam(s).
- A passing mark is 70% for the Code of Ethics/By-laws Exam and 70% for the Language Proficiency Exam. Successful exam results are valid for a maximum of two years. Registrants **must** become an ATIO Candidate for Certification before their results expire.

**The following details apply to the ATIO Code of Ethics/By-laws Exam:**
9:15 a.m. to 11:00 a.m.

- The Code of Ethics Exam/By-laws exam is a one-hour open-book online exam. Registrants are required to answer 10 multiple choice questions and answer questions about a case-study.
- Registrants must **print a copy** of the ATIO By-laws and Appendix 1: Code of Ethics to study before the ethics exam and is the only reference material permitted for the Code of Ethics Exam/By-laws.
- Successful Code of Ethics/By-laws Exams expire after two years if registrants are unable to pass other admission criteria. Should registrants be unsuccessful, they will be required to retake the Code of Ethics/By-laws exam.

**The following details apply to the ATIO Language Proficiency Exam:**
**Reading Comprehension:** 12:15 p.m. to 2:00 p.m.
**Grammar/Editing:** 12:15 p.m. to 2:30 p.m.

- Registrants working from English **into Other Language** will complete the **60-minute Reading Comprehension Exam**. This exam consists of 20 multiple choice questions.
- Registrants working from Other Language **into English** will complete the **90-minute Grammar (Editing) Exam** which consists of finding and fixing mistakes in sentences, identifying if a sentence is error free and selecting a correction, and a long section containing 10 mistakes.
- The use of any electronic device during the examination is strictly prohibited. Electronic devices include, but are not limited to, cell phones, BlackBerries®, iPods®, and tablet computers. Any such use will lead to your disqualification; the examination will not be marked, and the fee will not be refunded.
- There is **NO APPEAL** process for these exams.
- Cancellation requests received within **SEVEN** days of exam day will **not** be refunded.
- Registrants who do not score at least 70% for the Code of Ethics/By-laws Exam and 70% for the Language Proficiency Exam can re-take one or both exams when they are next offered.

**I have read and understood the above information.**                     *Initials*: _____

# ATIO Prerequisite Exam Registration Form - TRANSLATOR

| REGISTRANT INFORMATION | | |
|---|---|---|
| Full Name: | Email: | |
| Province of Residence: | Daytime Phone: | Cell Phone: |

| EXAM INFORMATION | | |
|---|---|---|
| **LANGUAGE COMBINATION:** You can write a maximum of three exams on exam day (conditions apply). | | |
| SOURCE LANGUAGE: | TARGET LANGUAGE: | |
| Both Language Proficiency and Code of Ethics/By-laws Exams $150.00+HST | Language Proficiency Exam $75.00+HST | Code of Ethics Exam/By-laws Exam $75.00+HST |
| **PROFESSION** | **EXAM DATE** | **REGISTRATION DEADLINE** |
| Translator | October 24, 2026 | October 1, 2026 |

- *Certified Affiliates/Certified Member Transfers should **only** register for the Code of Ethics/By-laws Exam using the Affiliate Registration form, unless they intend to add a new language combination or professional qualification not granted elsewhere.*

| PAYMENT INFORMATION The Prerequisite Exams are **$75.00+HST** each. | | | |
|---|---|---|---|
| Payment type: | Visa | MasterCard | Cheque payable to ATIO |
| The ATIO office will **contact you** to process your payment either by phone or online if you are paying by credit card. | | | |

## IMPORTANT INFORMATION

- Two days before your exams, you will receive one, two, or three emails with the link to join the test. *Remember to check your SPAM/Junk folder regularly.*
- Your registration is considered complete once the ATIO office has contacted you and processed your payment.

*I have read and understood the information regarding the ATIO Prerequisite Exams presented on this form and on the ATIO website.*

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

**PLEASE RETURN YOUR COMPLETED REGISTRATION FORM TO INFO@ATIO.ON.CA**
**Registration forms sent to other email accounts may be overlooked or deleted.**

1 Nicholas Street ▪ Suite 1202 ▪ Ottawa Ontario K1N 7B7
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## ATIO Language Proficiency Exam and Code of Ethics Exam

### RULES and DISCLAIMER

Thank you for registering for the ATIO Prerequisite Exam. Please carefully read ALL the information that follows:

When you have read all the items, sign this form, and return it to: info@atio.on.ca in order to complete your registration. **Registration is considered incomplete until payment AND signed forms are received.**

**Location: Mettl online platform –** Note: since the Mettl online platform refers to the *exams* as *tests*, this document will reflect and use *test* in place of *exam*. *The Mettl system is only offered in English.*

<p style="text-align:center; color:red;">**Test Date<br>October 24, 2026**</p>

**Note: If taking the Code of Ethics Test, you must print a copy of<br>both the Code of Ethics and the ATIO By-laws to reference during the test.**

**No additional time will be given to registrants who fail to come prepared.**

**Two days before your test day, you will receive the following:**
If taking ONLY the Code of Ethics test or ONLY taking the English Proficiency/Reading Comprehension for Interpreters, you will receive ONE email invitation from "The Association of Translators and Interpreters of Ontario <admin@mettl.com>". Make sure to add this email address to your contacts and remember to check your SPAM/Junk folder often.

If taking BOTH the Code of Ethics test and one of the below, you will receive **TWO** email invitations from "The Association of Translators and Interpreters of Ontario <admin@mettl.com>".

- English proficiency for translators – Grammar/Editing test
- English proficiency for translators – Reading Comprehension test

TO DO BEFORE TEST DAY: >>>>>>**MOCK TEST** – INVITE SENT *October 15* by email:
This mock test is for you to familiarize yourself with the Mettl platform and question formatting. It is a 30-minute sample test (ATIO Pre-requisite Exam Mock Test). For the Candidate ID # enter something random. For the **actual** test/s the Candidate ID# box will be prefilled. We do not mark these sample tests. You do require a camera and microphone on your device.

To give you the actual experience on the Mettl platform, you will receive the mock test invite by email on October 15. The mock test **is scheduled for October 17.** Your invite will look exactly like the one below. (Times etc. follow below)

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# ATIO Language Proficiency Exam and Code of Ethics Exam

You have been invited to take the test **ATIO PRE MOCK Test-F24**. The duration of this test is **30 mins**.

Before you proceed to take the test, we will need to check your system's compatibility.

> ✖ Check System Compatibility         ❯

Reporting Date and Time: **05 Apr 2025 , 12:15 PM EDT**

Test Start Date and Time : **05 Apr 2025 , 01:00 PM EDT**

Please click the button given below to access the test link at the reporting time. The link will become invalid at **05 Apr 2025 , 12:45 PM EDT** and you will be barred from taking the test.

**REPORT IN**

🎥 You will be monitored via webcam while taking the test. Please make sure that your webcam is connected and functional.

FIRST, and before you proceed to take the mock test, Mettl will need to check your system compatibility so click the "Check System Compatibility" link in your emailed invite (shown circled in above diagram in red).

NEXT: There will be two times shown on your invite.

- **Reporting Date and Time:  17 OCT 2026, 12:15 PM EST5EDT**
- **Test Start Date and Time**: **17 OCT 2026, 1:00 PM EST5EDT**

It is crucial you understand that you must click the ==REPORT IN== **BUTTON**  (shown circled in above diagram in red) to access the test link at the **Reporting Time (between 12:15 and 12:40).**
The link will become invalid on **17 OCT 2026, 12:45 PM EST5EDT** and you will be barred from taking the test.

- **BEFORE TEST DAY**: Make sure to click on the 'CHECK SYSTEM COMPATIBILITY' tab in your email, where you will be redirected to a system check link. Mettl will check if your system is ready and has all necessary hardware/software available to launch the test. Refer to the table below for browsers supported by Mettl.
- You require a functioning camera and microphone on your device.
- **DISCONNECT** **all spare computer monitors and remove all electronic devices from your workspace.**
- Ensure your workspace has plenty of light.

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| Browser | For (Proctored test) |
|---|---|
| Chrome | 63 and above |
| Firefox | 52 and above |
| Safari | 12 and above |
| Microsoft Edge | 84.0.522.63 and above |

**Important:** Mettl provides the links below. Access these and familiarize yourself with the Mettl platform.

- How to attempt proctored assessment: Link
- System requirements (technical): Link
- Troubleshooting and FAQs: Link

<u>**TEST DATE and TIMES – October 24, 2026:**</u>

**Below is an example of the email invitation you will receive for the actual tests. You will receive ONE or if taking more than one test, TWO, invites on Thursday, October 22.**

<u>**TEST TIMES:**</u>

**There will be TWO times shown on each invite for the actual tests.**

**It is crucial you understand that you must click the REPORT IN BUTTON to access the test link (shown circled in red on the next page).**

- **ETHICS TEST:**
    - **Reporting Date and Time: 24 OCT 2026, 9:15 AM EST5EDT**
    - **Test Start Date and Time: 24 OCT 2026, 10:00 AM EST5EDT**
    - **Link will become invalid: 24 OCT 2026, 9:45 AM EST5EDT**

- **ENGLISH PROFICIENCY TEST FOR TRANSLATORS:**
    - **Reporting Date and Time: 24 OCT 2026, 12:15 PM EST5EDT**
    - **Test Start Date and Time: 24 OCT 2026, 1:00 PM EST5EDT**
    - **Link will become invalid: 24 OCT 2026, 12:45 PM EST5EDT**

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# ATIO Language Proficiency Exam and Code of Ethics Exam

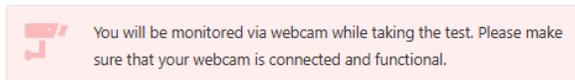You have been invited to take the test **ATIO PRE MOCK Test-F24**. The duration of this test is **30 mins.**

Before you proceed to take the test, we will need to check your system's compatibility.

| ⚒ Check System Compatibility | > |
|---|---|

Reporting Date and Time: **05 Apr 2025 , 12:15 PM EDT**

Test Start Date and Time : **05 Apr 2025 , 01:00 PM EDT**

Please click the button given below to access the test link at the reporting time. The link will become invalid at **05 Apr 2025 , 12:45 PM EDT** and you will be barred from taking the test.

**REPORT IN** ⬅

📹 You will be monitored via webcam while taking the test. Please make sure that your webcam is connected and functional.

**Test Times:**

- If you are taking the Ethics Test – you will have **60 minutes** from when you start the test to complete.
- If you are taking the Editing test – you will have **90 minutes** from the actual start of the test to complete.
- If you are taking the Reading Comprehension for translators – you will have **60 minutes** from the actual start of the test to complete.

**\*\*An Important note: Remember to click the "Finish Test" button when you have finished the test.**

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**TEST RULES:**

- You must turn off notifications in your settings to avoid pop-ups (e.g., from other apps, your calendar, etc.) otherwise the system will think you are deviating and close the test down.
  - Using your mouse to click on anything other than the test screen may result in your test being terminated.
- No other person may be in the room with you for the duration of the tests.
- Mettl proctored tests are **not supported** on **mobile devices** (e.g., Cellphone / Smartphones /Pads / Tablets).
- Disable spelling and grammar checking, including predictive text. Plug-ins like AI, Antidote, Grammarly, etc, must be disabled **before you click REPORT IN**.
- Browsing Tolerance Warnings:
  These are in place to prevent registrants from cheating by navigating away from the test. Take note that you will be closed out of the Mettl Platform if you:
  - Navigate away from the test screen.
  - Click on hyperlinks in test passages. Mettl proctoring will consider this suspicious.
  - Try to clear pop-ups.

- Advanced Visual Proctoring within the Mettl system captures live images through the web camera to prevent impersonation and use of unfair means. Snapshots of you are taken at regular intervals and included in the assessment report to be reviewed by ATIO Admin. You will be monitored and recorded for any suspicious activity using advanced video and audio analytics. These can be:
  - Looking away from the test screen.
  - Registrant not present.
  - Presence of additional person.
    - We recommend that you be alone in your home for the duration of the test.
    - Do not attempt the test in a public facility where people/other distractions will be detected.
  - Using a mobile phone or tablet.
  - Taking a screen capture of the test screen.
- Your entire face must be in clear view so stay in front of your monitor/web camera. Reposition your camera, if necessary.
- You will be asked to share your screen with Mettl for proctoring reasons.
- You are required to allow microphone and webcam permissions to Mettl's system. These must remain on for the entire test as you will be recorded.
- You will be asked to share your current image (captured using your webcam) and the image of one of the following photo IDs for identity proof.
  - ***Valid Canadian Government-Issued Photo Identification*** *(Driver's License, Health card, Passport, etc.)*
- No cell phones or electronic devices other than the device you are taking the test on are permitted on your desk.
- You are permitted to have the following on your desk for the Code of Ethics/By-laws test ONLY:
  - A hard copy of the ATIO Code of Ethics and ATIO Bylaws
  - Pen/pencil
- **You are not permitted** to leave your desk or the room once you start the test. Always remain at your desk in full view of the camera/monitor at all times.

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If, during the review of Mettl's Advanced Visual Proctoring, we find you are in violation of the rules, we will inform you by email of your disqualification. Your exams will not be marked, and the test fees are forfeited.

You will be informed by email of the **results** of the ATIO Prerequisite Exam within **twelve (12) weeks**. Results will not be given by telephone. There is no appeal process for the Prerequisite Exam.

Exam results will only indicate the Pass mark or Fail mark. No additional details will be provided.

**Disclaimer:**

I _____, understand the test rules and agree to follow them in full.

Registrant's signature    _____          Date: _____

*Lastly, I wish you good luck!*

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