

ATIA Administrative Assistant and Examination Coordinator

Annual General Meeting

October 21, 2023

General:

It is with pride that I continue my administrative duties to uphold the council, board, and members of ATIA. I am continuously amazed by the dedication and professionalism of our president, council and team who provide endless hours to grow and maintain your ATIA.

It is apparent that ATIA are leaders across the associations and within the industry in initiating and welcoming change.

My days are spent interacting with members, candidates, council members, members of sister associations and so on, both by email and telephone.

My hours span anywhere from 80 – 100 + hours per month.

On average I receive and reply to 20 – 50 emails a day.

On the ATIA phone I receive on average 4 or 5 phone calls a day. These calls are generally from persons being referred to ATIA for translation of government type documents. In most cases they call first versus visiting the website. Because they are not comfortable with the internet and cannot navigate their way through our website or they have searched our website for a language combination only to find we have no translator or interpreter for their language combination, I try to accommodate their requirements through our sister associations or other avenues.

Exams:

Past ATIA Fall 2022 associate level prerequisite exams

November 12

Code of Ethics total registered 30

22 passes/8 fails

Pass rate: 73%

Editing – English proficiency total registered 17

6 passes/11 fails

Pass rate: 35%

Reading Comprehension – English proficiency total registered 9

7 passes/2 fails

Pass rate: 78%

Reading comprehension for interpreters 13

12 passes/1 fails
Pass rate: 92%

ATIA Fall 2022 associate level translation exam

December 10

Total registered 17
9 passes/8 fails
Pass rate 53%

ATIA Spring 2023 associate level prerequisite exams

April 1

Code of Ethics total registered 21
21 passes/17 fails
Pass rate: 81%

Editing – English proficiency total registered 13
3 passes/10 fails
Pass rate: 23%

Reading Comprehension – English proficiency total registered 7
2 passes/5 fails
Pass rate: 28%

Reading comprehension for interpreters 5
4 passes/1 fail
Pass rate: 80%

Fall 2022 Certification Exams arranged for eligible ATIA members

CTTIC – via Mettl online – live proctored!

October 19 / 22

Total Registered 7
Results 4 passes/3 fails - the four language combos were EN-ES x 2, FR-EN, JA-EN
Pass rate: 57%

Congratulations to : Vilma Carapellucci IT-EN
Miguel Torres EN-ES
Marc Methot FR-EN
Hiroko Mackie JA-EN

Spring 2023 Certification Exams arranged for eligible ATIA members
Apr 22, May 13 (Zoom), May 27 (Zoom), Jun 10 (Zoom), Jul 22 Certification
Exams arranged for eligible ATIA members

CTTIC – via Mettl online – live proctored

Total Registered 6

Results 3 passes/2 fails / 1 refunded due to Mettl issues

Pass rate: 60%

Congratulations to: Maja Jovic Croatian-EN

Maja Jovic Serbian-EN

Maja Jovic Bosnian-EN

Exams:

Current

ATIA Fall 2023 associate level prerequisite exams

Took place this past October 14

Code of Ethics **31 took exam**

Editing Exam **21 took exam**

Reading Comprehension Exam **14 took exam**

Reading Comprehension Exam for Interpreters **4 took exam**

Results will be emailed within three - six weeks

ATIA Fall 2023 associate level translation exam

Will take place on November 18

Certification exam for eligible ATIA members

October 25 / 28 Via Mettl platform and 2 via Zoom proctored dates tba

Total Registered 5

Language combinations :

EN-ES / VI-EN / EN-FA / FA-EN / ZH-EN

We wish you luck, ATIA members!!!

2024

Dates for the associate level prerequisite and translation exams will be posted to the website soon. We will offer both exams at least twice (spring and fall) and due to the more streamlined online process we may offer them more times throughout the year.

Webinars: This past year we provided or hosted the following ‘free’ webinars:

May 5	Working with Immigration Consultants – Catherine Diallo
Sept 23	International Translation Day Symposium presentations
Sept 30	Orange Shirt Day – National Day for Truth & Reconciliation
Nov 23	How to find legal clients and how Canadian/US and European clients differ in terms of requirements, how they look for clients, and what they have in common – Catherine Diallo

Other Webinars held or to be held:

Nov 28	Introduction to Translation webinar series
Dec 1, 5, 8	Introduction to Translation webinar series
Feb 11	Mandatory information session – associate exams
Mar 8 - 11	Editing exam preparation
Mar 4	Code of ethics exam preparation
Mar 17 - 18	Reading comprehension exam preparation
Mar 25	Mettl Tech webinar – associate prerequisite exam registrants
Sept 14 - 16	Editing exam preparation
Sept 22 - 23	Reading Comprehension exam preparation
Oct 7	Code of ethics exam preparation
Nov 13 - 14	Introduction to Translation webinar series
Nov 16 - 17	Introduction to Translation webinar series

Memberships:

Total number of members	= 269 (262 2022)
Total certified members	= 140 (137 2021)
Total associate members	= 129 (125 2021)

Plus, four more Certified members under the reciprocity agreement will join membership pending code of ethics exam results.

All membership cards were mailed to those who have renewed their membership for 2023 – 2024.

Members who became certified in 2023 will receive their certificates by mail.

Website: The overall integrity of the website is good. We shall endeavour to continue piecing away at the list of projects one-by-one and will continue to improve upon

our valuable and essential ATIA website. In the meantime, we ask for your patience and assistance where necessary.

Email platform:

I am happy to report we have found the right alternative solution to the current Zoho email platform. Due to many issues with the current model, we have chosen to migrate to a safer platform. Migration will occur just as soon as time permits.

Working on:

Applications for associate level interpreters.

On-dossier applications for Certified Translators.

Word counts for qualifying to take upcoming certification exam.

Three stamps are on order.

Stamps purchased by certified translators are now valid for the duration of their membership with ATIA.

Storage facility for ATIA admin and finance records.

Respectfully submitted
Allison Downer