

## Associate Examination Procedure for Translators Spring 2019 Examinations

Read this information carefully.

### Mandatory Information Session for Examination Registrants

**January 19, 2019 in Edmonton, 10:00 a.m. to noon**

**January 26, 2019 in Calgary, 10:00 a.m. to noon**

This information session is for ALL **examination registrants**. All candidates **MUST** attend (in person, no one else can come for you) in order to be allowed to write the examination. At this time ATIA's Bylaws and Code of Ethics will be reviewed, language professions will be discussed, and the examination procedure will be described in detail.

Candidates who do not attend an information session will **NOT** be allowed to write the examination and will receive a refund (less \$25 administration fee). Candidates receiving a refund may register for future exams.

### Pre-requisite Examinations

**March 9, 2019 – Examinations**

10:00 a.m. to 12:30 p.m. in Calgary and Edmonton (both examinations can be written)

**ATIA Code of Ethics Examination (\$60)**

- Multiple-choice, scenario-based questions

**English Proficiency Examination (\$30)**

- Candidates writing into English must pass an editing test; candidates writing from English must pass a reading-comprehension test (so you can only register for one language combination at a time)

**April 13, 2019 – Associate Translation Examination**

10:00 a.m. to noon, in Calgary and Edmonton

**Translation Examination (\$125)**

- Pre-requisites: pass the Code of Ethics Examination  
AND the English Proficiency Examination

### Payment and Refunds

- After attending the information session, a candidate may obtain a refund (less \$25 administration fee) if he/she decides not to write the exam. The Examination Coordinator must be informed of the decision by e-mail **within two weeks** following the Information Session; **after that time no refund will be issued.**

- Examinations: Refunds (less a \$25 administration fee) will only be given to those candidates who miss the examination due to medical reasons, provided a doctor's note is submitted to the examinations coordinator at least 24 hours prior to, or within two weeks following the exam. Refunds will not be given for any other reason. Alternate arrangements to write the exam cannot be made.
- Registration Fees cannot be applied to other ATIA events or examinations and cannot be carried forward to future examinations.
- If suitable markers cannot be found for a particular language combination, the candidate will receive a full refund.

## Registration

**Deadline: January 7, 2019**

All registrations **must** be completed through ATIA's website.

If you are paying by cheque (or e-transfer), you must complete the on-line registration form and pay the fee before the deadline. Late registrations will not be accepted under any circumstances.

Cheques or money orders, **payable to ATIA** can be mailed to:

ATIA Exam Coordinator  
PO Box 546 Main Post Office  
Edmonton AB T5J 2K8

E-transfers can be sent to [admin@atia.ab.ca](mailto:admin@atia.ab.ca) with the password ATIAexams.

**Registration for the Information Session and Examination will be confirmed by e-mail.** The confirmation will include the location information. If you do not receive a confirmation e-mail, please contact the Examination Coordinator.

Contact the **Examinations Coordinator** by e-mail at [admin@atia.ab.ca](mailto:admin@atia.ab.ca) or by leaving a message at 780-434-8384 (Edmonton and area), 1-888-434-2842 toll free.