

ATIA Administrative Assistant Report to Council

Annual General Meeting

October 17, 2020

General:

I Joined ATIA May 2019. I am neither a Translator nor an Interpreter but am in awe of those who are but mostly of members of the Board whom I have come to know and respect. This year has been a definite challenge and Covid-19 has forced us to investigate online options for our examination process, meetings, and other ATIA events.

Fall 2019 exams took place as scheduled.

Spring exam schedule was interrupted due to Covid-19. We held the Information sessions in Calgary and Edmonton in January and just snuck in the prerequisites before the pandemic effects took hold.

Regina Landeck and I piloted ATIA's first online exam and held the spring associate level translation exam June 27. We had 12 candidates.

July 20, Roula Salam, Perla and I successfully conducted the fall information session online via Zoom. There were 102 registrants.

I have become more familiarized with the new website and along with council continue to improve and update the site.

I continue to gain confidence in the role and appreciate the patience of the Council and the many members and candidates I interact with.

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

On average I receive and reply to 20 – 30 emails a day.

On the ATIA phone I receive on average 2 or 3 phone calls a day. These calls generally are from persons not comfortable with the internet or they have searched our website for a language combination we have no translator or interpreter for. I try to accommodate their requirements through our sister associations.

Exams:

Current

We have acquired an online exam platform to accommodate the prerequisite exams. We are currently training on this software and will hopefully be set to hold the fall 2020 prerequisite exams soon. The fall 2020 associate level translation exam will hopefully take place towards the end of November. The next CTTIC certification exam is scheduled for January 2021 and will be an online.

I have attended CTTIC's "exam coordinator training for online exams" along with members in the same capacity from sister associations.

2020 **Spring prerequisite exams**
Exam Code of Ethics total registered 44
Results 31 passes/13 fails
Pass rate: 70%

Editing – English proficiency total registered 38
6 passes/32 fails
Pass rate: 16%

Reading Comprehension – English proficiency total registered 20
11 passes/9 fails
Pass rate: 55%

Spring online associate level translation exam (Jun 27)
Total registered 12
7 passes/5 fails
Pass rate: 58%

Webinars: In 2020 we have provided or hosted the following ‘free’ webinars:

- Apr 15 Memory Skills by Debra Russell – 115 participants
- Apr 22 Emojis, Emoticons & Smileys by CTTIC – 72 participants
- Apr 29 Note Taking by Debra Russell – 289 participants
- May 13 An Introduction to Legal Translation provided by CTTIC presented by Regina Landeck – 244 participants
- May 20 An Overview of the Canadian Court System by Carmen Aguilera – 116 participants
- Sept 12 Word Choice by Roula Salam – 80 participants
- Oct 1 Part I – The State of Translation Today by CTTIC – 123 participants
- Oct 3 ATIA Translation Day 2020 – 97 participants
- Oct 8 Part II – Looking Forward to a Brighter Future in Translation by CTTIC – 127 participants
- Oct 20 A Translation Bureau of Canada Presentation by CTTIC – 117 participants to date will attend

Memberships:

Total number of members = 246
Total certified members = 118
Total associate members = 128

Membership cards were produced and mailed to members in good standing.
Cards were laminated this year.

Working on interpreter badges. Note: Associate interpreter badges produced will now be valid for 2 years and badges for certified interpreters for 6 years.

Working on:

New Stamp requests
Applications for associate interpreters
Word counts for qualifying to take upcoming certification exam

Respectfully submitted
Allison Downer