Appendix F

On-Dossier Evaluation: An Overview for Candidates

Your on-dossier application file will be evaluated based on four main criteria: your samples, your education, your experience and your professionalism. The table below shows the qualification base and the maximum allowed points for every criterion:

**On-Dossier Evaluation Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | | **Points** | **Maximum allowed** |
| Samples | Quality of translation | Standard = 10 points  Excellent = 20 points  Outstanding = 30 points | 35 |
| Variety | 1 type = 1 point  2 types = 2 points  3 types = 3 points  4 types = 4 points  5 types or more = 5 points |
| Education | College Diploma | 5 points | 15 |
| University Degree (BA) | 10 points |
| University Degree (MA/PhD) | 15 points |
| Experience | 5 years | 10 points | 30 |
| 10 years | 20 points |
| 15 years or more | 30 points |
| Professionalism | Sponsors | 3 letters: 10 points | 20 |
| References | 2 letters: 10 points |
| **Total Maximum Score** | | | **100** |

**Samples**

Your samples are the most important component of your application, so please make sure that you provide your best pieces of translation work. Your samples will be reviewed considering the following criteria:

* ***Quality of translation:*** The quality of your samples will count up to 30 points in your score. To evaluate the quality of your translations, your samples will be assessed based on two main criteria:
  + ***Fidelity.*** All your translated samples must clearly transmit the message of the original text in the target language. Please make sure that your samples are free of omissions and mistranslations, as these serious errors may unfavorably affect your sample review.
  + ***Language grammar and usage.*** All your target texts must be written with clarity and correctness, following all grammar rules and conventions of your target language. The markers will expect to review samples free of grammatical and spelling mistakes, and these kinds of errors may not work on your favor in your sample review.

The only two possible verdicts on the samples review are pass or fail. If you fail, no points will be allocated to the Samples criterion. If you pass, you will receive 10, 20 or 30 points for standard, excellent or outstanding quality, respectively.

* ***Variety.*** The variety of your samples will make up to 5 points in your score. Please submit as diverse samples of work as possible. For example, you may send samples of legal, technical, scientific, literary, technical-scientific, financial, and journalistic texts. We recommend to avoid limiting your samples to just one type of document (for example, if you submit several versions of birth certificates, you will only receive one point for variety).

**Education**

A formal education in translation, such as a college or university degree (BA, MA, PhD) will count as a plus in your evaluation process, giving you the chance to score up to 15 points. Please ensure that your degree in translation or related degree is duly submitted as part of your application file.

**Experience**

The on-dossier certification process has been specially designed for those candidates who already have sound experience in the translation industry. The more experience in translation you have, the better your chances are to obtain a favorable outcome in your application process. Please ensure that your curriculum vitae clearly reflect your translation experience, as you may score up to 30 points under this criterion.

**Professionalism**

Having an impeccable professional conduct and showing involvement in the profession and the industry will positively affect the review of your application. Please make sure that your sponsor and reference letters reflect your professionalism, ethics and good demeanor, as you may score up to 20 points for this criterion.

We understand that gathering all the requirements to complete your on-dossier application file can be lengthy due to the complexity of the process. For that same reason, we strongly recommend that you take your time to prepare your on-dossier application with dedication and care. Please don’t rush into collecting your samples, letters and information, or wait until you are in last year of your associate membership to prepare your file. The more time and dedication you put into the preparation of your file, the better your chances will be to be successful in your on-dossier certification review.