

ATIA Administrative Assistant and Examination Coordinator

Annual General Meeting

October 15, 2022

General:

I could not provide administrative services without the dedication and professionalism of the Council members; these amazing ladies volunteer endless hours to support and maintain your ATIA.

To say the least, this year has been another challenging and demanding adventure.

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. Others call 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; for them I try to accommodate their requirements through our sister associations or other avenues.

Exams: ATIA/ATIO Mettl exam platform technical information session
Past 65 attendees

ATIA Fall 2021 associate level translation Exam
November 20

Total registered 18

10 passes/8 fails

Pass rate 55%

ATIO Fall 2021 Candidate level translation Exam (First time)
November 27

Total registered 49

ATIA Spring 2022 associate level prerequisite exams
March 12

Code of Ethics total registered 25

21 passes/6 fails

Pass rate: 84%

Editing – English proficiency total registered 23
10 passes/13 fails
Pass rate: 43%

Reading Comprehension – English proficiency total registered 11
8 passes/3 fails
Pass rate: 73%

Reading comprehension for interpreters 6
3 passes/3 fails
Pass rate: 50%

ATIO Spring 2022 Candidate level translation Exam
April 2
Total registered 38

ATIA Spring 2022 associate level translation exam
April 30
Total registered 20
9 passes/11 fails
Pass rate: 45%

Certification Exams arranged for eligible ATIA members
CTTIC – via Zoom online – live proctored
Update:
Total Registered 11 – 5 results to come
Results out of 11 registrants 6 passes/5 fails
Pass rate: 54%

Exams:
Current

ATIA Fall 2022 associate level prerequisite exams
November 12

ATIO Fall 2022 Candidate level translation Exam
November 5

This is the last time we will host the exams for ATIO since they are in the midst of

acquiring their own Mettl platform. We will assist them during implementation and their spring exams.

**ATIA Fall 2022 associate level translation exam
December 10**

**Certification exam for eligible ATIA members
October 19 / 22 – CTTIC - Via Mettl platform**

Total registered 7

Langage combinations :

IT-EN / ES-EN / EN-ES / EN-ZH / FR-EN / JA-EN

We wish you luck, ATIA members!!!

2023 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:

- | | |
|--------|---|
| Oct 30 | Meet the Core Skills of Communication & Use Them in Negotiation presented by Becky Taylor |
| Nov 6 | Positive Conflict-Managing Dispute After Service Is Provided by Becky Taylor |
| Dec 6 | CTTIC – 9 ways to thrive as a language professional |
| Jan 25 | Emojis, Emoticons and Smileys – A primer |
| Apr 5 | Introduction to medical interpreting |
| Oct 1 | Translation Day Symposium presentations |

Other Webinars held or to be held:

- | | |
|-------------|---|
| Oct 25 – 28 | Introduction to Translation webinar series |
| Jan 15 | Mandatory information session – associate exams |
| Jan 21 - 22 | Editing exam preparation |
| Feb 26 | Code of ethics exam preparation |
| Mar 4 - 5 | Reading comprehension exam preparation |

Jun 9	Common Translation Errors: 'How to avoid or address them'
Oct 29	Mandatory Information Session
Nov 4 - 5	Reading comprehension exam preparation
Nov 5	Code of ethics exam preparation
Nov 7 -8	Editing exam preparation
Nov 9 - 10	Editing exam preparation
Nov 28 – 29	Introduction to Translation webinar series
Dec 5 – 6	Introduction to Translation webinar series

Memberships:

Total number of members	= 262 (258 2021)
Total certified members	= 137 (129 2021)
Total associate members	= 125 (129 2021)

Associate membership cards were mailed, and certified membership cards will be mailed to members in good standing this coming week. They are produced. Working on interpreter badges. Note: Associate interpreter badges produced are valid for 2 years and badges for certified interpreters for 6 years. Members who became certified in 2022 will receive their certificates by mail.

I will investigate a more economical and faster way to provide current membership cards going forth.

Website

Implementation occurred in May of this year. It did not go smoothly and caused hours of frustration and re-entry of huge amounts of data. This proves costly and eats up valuable admin time that could be far better spent elsewhere. To be brief we have reached out to a few developers to assist with current and ongoing issues but to date have not located a suitable replacement. The overall integrity of the directory and information remains good but there are some key functions (event payment screen) that incurred a recent filtering issue. Rest assured we shall endeavour to find the right solution for the functionality of 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 and 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 whilst internally the current emailing system has caused myself and the council issues. We are

Working on:

New Stamp requests and renewal of Stamps
Applications for associate level interpreters
On-dossier applications for Certified Translators
Word counts for qualifying to take upcoming certification exam.

Respectfully submitted
Allison Downer