

AGM COMMITTEE REPORT EXAM COMMITTEE REPORT

Committee Progress Report from **October 2023 to October 2024**
Submitted to ATIA Council on October 11, 2024

Note that this report **should be completed and sent to the ATIA Admin (admin@atia.ab.ca)** 2 weeks before the AGM. It should be prepared by the Chair(s) and approved by the members of the Committee before being submitted to ATIA Council.

Members (First name and surname)	Email address	Role Chair, co-chair, member by default	Status Active - Inactive (To be completed by chair)
Mayada Tawachi	mtawachi@hotmail.com	Chair	A
J.F. Schell	jf@touchetranslations.ca	Co-Chair	A

Number of meetings:

- Meetings were held on monthly basis or as required, subject to the OD certifications files we have to deal with.
- Some meetings were held with the appreciated support and guidance provided by Allison.

Outline of the Work Plan:

- To develop a rubric pertaining to the OD Certification.
- Redefine the interpreters' certifications process.
- To make the OD verification process simpler.

Objectives for the current mandate:

- The Exam Committee's objectives remain to review and improve exam marking guidelines and criteria.
- To assist with defining and finalizing the rubric for the OD certification process.

Objectives completed to date:

- Previous on dossier exams were marked using the Associate Level rubric, until a rubric for OD certification is developed.
- Conducted thorough verifications of candidates' academic degrees, transcripts, samples verifications, letters of references...etc.
- Meetings were held with other committees to review the criteria for certification for interpreters.

Obstacles or issues encountered, and what steps have been taken to resolve these:

- Availability of other members of other committees to attend the meetings pertaining to rubrics.
- Contacting references overseas.

Comments and observations:

- To add "on-dossier reviews" under Exam Committee in the handbook.

Next steps:

- To work closely with the TP & PR Committee in order to obtain title protection for our members.
- To work closely with other committees in order to assist associate members become certified through developing incentives for mentorship...etc.
- To continue working in parallel with the vision/mission of ATIA while promoting ATIA as a professional and ethical association.