

Appendix E

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:

Criteria		Average % of 5 texts	# Points	Maximum Points allowed
Samples	Quality of translation (Done by 2 Markers)	Substandard: 40-69%	Substandard: 28- 48 points	70
		Standard: 70- 85%*	Standard: 49- 60 points	
		Excellent: 86-100%*	Excellent: 61-70 points	
	Variety (Done by 2 Markers)		1 type = 0 point 2 types = 0 points 3 types = 1 points 4 types = 4 points 5 types = 5 points	5
Education	College Diploma		6 points	14
	University Degree (BA)		9 points	
	University Degree (MA/PhD)		14 points	
Experience	5 years		4 points	7
	10 years or more		7 points	
Professionalism			1 letter	4
	References		1 letter	
Total Maximum Score points				100

On-Dossier Evaluation Table

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 70 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.

- **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 14 points. Please ensure that your degree in translation or related degree is duly submitted as part of your application file.

For a college diploma: If the credits are not in translation courses of the language combination submitted in the application, the candidate is given **3 points out of 6**.

For the university BA degree: If the percentage of credits and language transfer falls between forty-to-forty nine percent the candidate would be given a score of **4.5 out of 9 points**. Similarly, if the language combination of the credits in language transfer is for a different language combination than what they are applying for, then they would only receive a score of **4.5/9 points**.

If a BA or BEd degree includes courses in both languages in the submitted application -not necessarily in translation courses-, **4.5 points** are assigned.

For the university MA/PHD degree: If the percentage of credits and language transfer falls between forty to forty nine percent the candidate would be given a score of **7 out of 14 points**. Similarly, if the language combination of the credits in language transfer is for a different language combination than what they are applying for, then they would only receive a score of **7 out of 14 points**.

If an MA or PhD degree includes courses in both languages in the submitted application -not necessarily in translation courses-, **7 points** are assigned.

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 7 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 4 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.