



NORTHEAST OHIO TRANSLATORS ASSOCIATION

ATA Certification Exam

Saturday, May 4, 2019

1 p.m. – 4 p.m.

Kent State University

Kent, OH

Registration Fee: \$525

At the ATA Exam Sitting

- Candidates must present a valid photo ID to the proctor before taking the exam.
- At computerized sittings, candidates have the option of completing the exam on their own laptops.
- The exam is open book. You may bring and use printed reference materials such as dictionaries, thesauruses, printouts and notecards. Candidates may not share the resources.
- You may use most resources stored on your laptops, including dictionaries and glossaries.
- You may use non-interactive Internet resources, such as online dictionaries and other reference materials.
- You may not use CAT tools or translation memories.
- You may not use email, chat rooms, forums, or MT tools, such as Google Translate
- You should arrive at the exam site thirty minutes before the exam begins. The exam will not be graded and the exam fee will be forfeited unless all original exam passages are returned in the exam packet at the end.
- Only one exam may be taken per sitting. Allow for 12-16 weeks for exam results.
- **You must bring your own laptop.**

How Does the Computerized Exam Work

- Candidates input their translations using WordPad (or TextEdit for Mac) onto an ATA-supplied USB drive, with grammar and spell check utilities disabled.

- Candidates who opt for the computerized format must sign a statement acknowledging that certain activities are prohibited during the sitting (e.g., use of email and chat, copying the exam passages) and the consequences of noncompliance.
- Candidates who violate the rules applicable to computerized sittings are likely to face restrictions on future certification eligibility and could face ATA ethics violation proceedings.
- Information about the statement candidates will sign and consequences of violations is available from the ATA Certification Program Manager at caron@atanet.org

Handwritten Exam Available

- At all sittings candidates can opt to handwrite the exam, as it has been done in the past, and handwritten mode will in any event be available as a backup in case computer malfunctions.
- All candidates may continue to bring and use any print resources they wish.

Registration Fee

- A completed registration form along with payment of \$525 **must be received by ATA Headquarters at least 16 days before the test is administered.** All exams have a limited seating capacity.

Refund Policy or Switch in Exam Date

- **No refunds will be made unless ATA Headquarters receives written notification of the candidate’s withdrawal and request to refund prior to the exam date.**
- All requests for refunds or change of site are subject to a \$25 administrative fee. Requests should be sent to Certification Program Manager at caron@atanet.org.

Review Procedure

- Candidates who fail the exam may apply for certification review by completing a review request form and paying the fee of \$250 per passage.
- If the grade of “fail” is upheld, the candidate will receive a graded copy or partial copy of the examination. The fee is refunded, if the grade of “fail” is overturned.

Candidates can only take one exam per sitting. Please select only one of the following language combinations:

into English	from English
Arabic into English	English into Arabic
Chinese into English	English into Chinese
Croatian into English	English into Croatian
Danish into English (currently not available)	*****
Dutch into English	English into Dutch
*****	English into Finnish
French into English	English into French
German into English	English into German
*****	English into Hungarian
Italian into English	English into Italian
Japanese into English	English into Japanese
Polish into English	English into Polish
Portuguese into English	English into Portuguese
Russian into English	English into Russian
Spanish into English	English into Spanish
Swedish into English	English into Swedish

Ukrainian into English	English into Ukrainian
-------------------------------	-------------------------------

To register for the exam, please log into your ATA member account online at www.atanet.org.

If you have any questions about the ATA Certification Exam, please contact Certification Program Manager at caron@atanet.org.