



IRISH TRANSLATORS' AND INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ AGUS TEANGAIRÍ NA HÉIREANN

Application Procedure

Professional Membership of the ITIA

One of the primary objectives of the ITIA is to promote the highest standards in the profession. To this end, the ITIA has introduced an assessment element as part of the approval process for admission as a Professional Member of the association, as instructed by our Annual General Meeting of October 2007.

Application

The next final date for submission of applications for Professional Membership is **12 March 2010**. Either the source or the target language should be one of the official languages of the Republic of Ireland, i.e. English or Irish. In the case that a target language is not the native language of the candidate, it should be the language of habitual use and of 'near-native' level. The ITIA will endeavour to provide an assessor for the language combination proposed. However, it may occasionally be the case that an examination cannot be set for less common language combinations.

The application should include the following:

- Completed application form
- Copies of all relevant qualifications
- Full CV
- Signed declaration
- Non-refundable administration fee
€20
- Contact details of two professional referees
- Evidence of professional experience as a translator or interpreter (overview of work volume, samples of invoices or work orders) of work carried out over the past 2 – 5 years. Not references!)

ITIA Administration acknowledges receipt of each application.

Approved to take the Professional Membership examination

The Professional Membership sub-committee considers all applications individually. Candidates who meet the criteria in terms of qualifications and experience are notified that they may take the Professional Membership examination in the language combination and specialisation indicated in the application form. All others are notified that they have not been successful on this occasion and may apply again in the future.



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The 2010 ITIA Professional Membership Examination is scheduled for the

Friday, 16 and/or Saturday, 17 April 2010.

You will be informed of the exact time/date of the examination a few weeks before the exam. Candidates must be available to take the examination on the date or dates specified.

Translator - procedure

Translators who are approved to go forward for assessment are requested to submit the fee of € 120 per language combination for the ITIA Professional Membership Examination. This covers the fee for the external assessor, administration, set-up of the examination, and a certificate, in the case of approval as a Professional Member.

Professional Membership Examination - Translator

The translation examination involves the translation of one General and one semi-specialised text. Each text is of approx. 400 words in length and the candidate will have three hours to complete each text. In addition to the General text, the candidate chooses one text from the following areas of specialisation:

- Business/Financial
- Information and Communication Technology
- Legal
- Medical / Pharmaceutical
- Scientific
- Technical/Engineering

On the day of the examination, the source text is sent to the candidate at a pre-agreed time by email, enabling the translator to work as if in a normal working situation, i.e. using a computer, online glossaries etc. The candidate acknowledges receipt of the source text. The exam scripts are returned by email at the latest three hours after the start of the exam. For example, a candidate taking the General paper for the language combination French to English might receive the General source text on 16 April at 9 am and would submit the translated text by 12 pm.

Under no circumstances may the translator solicit the help of a third party for the translation of the assessment text. A declaration to this effect will be provided along with the assessment text and must be signed and submitted by the candidate (either scanned and returned with the exam script or sent by post to the ITIA). All sources used for the purpose of the translation must be listed and submitted along with the translated text.



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General guidelines for the translation of the text will be provided to each candidate. However, as in a normal professional situation, the test translation is expected to be fluent and idiomatic, in an appropriate style and register, with consistent terminology and grammatically and orthographically accurate. The translated text should be of a standard that is appropriate for submission to a client.

The examination scripts are marked anonymously by an assessor drawn from a panel of highly-qualified and experienced translators and translator trainers. Candidates are notified of the result towards the end of May 2010.

The candidate is required to achieve a PASS in both assessment texts in order to achieve an overall PASS. In the case of an overall PASS, the applicant becomes a Professional Member of the ITIA, receives a certificate of Professional Membership, submits the annual subscription of €100 for Professional Membership (covers the subscription period 1 June 2010 to 31 May 2011) and is entered into the Register of Members and the online searchable database of Professional Members.

In the case of a FAIL decision, the candidate receives general feedback from the assessor. The candidate may resit the examination for the failed paper(s) at the next opportunity.

The Professional Membership sub-committee makes every effort to ensure that assessment procedures are carried out properly and fairly. However, if a translator candidate who has achieved a FAIL in one or both assessment papers is of the opinion that s/he has grounds on which to question the result, the candidate may request a re-mark of his/her script(s). A request for a re-mark must be submitted within three weeks of the receipt by the candidate of the FAIL mark. The script(s) will be assessed using the same assessment procedure by a second examiner who was not involved in the original assessment.

A fee of €35 per re-marked script must be submitted with the request for re-marking. If the original result is overturned, this fee will be reimbursed.

Interpreter - procedure

Interpreters who are approved to go forward for assessment are requested to submit the fee of €120 for the ITIA Professional Membership Examination. This covers the fee for the external assessor, administration, exam interview, and a certificate in the case of approval as a Professional Member.



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Professional Membership Examination - Interpreter

The Professional Membership Examination for interpreters is in two stages. The first stage consists of the translation of two short General texts into and out of the languages of interpretation (e.g. Spanish into English and English into Spanish). Each text is approximately 200 words in length and the candidate has three hours to complete the two texts.

General guidelines for the translation of the text will be provided to each candidate. However, the candidate is expected to produce a correct translation that conveys the meaning of the original text accurately.

On the day of the examination, the two source texts are sent to the candidate at a pre-agreed time by email, enabling the interpreter to use a computer, online glossaries etc. for the translation. The candidate acknowledges receipt of the source text. The two exam scripts are returned by email at the latest three hours after the start of the exam. For example, a candidate wishing to be approved as an interpreter for French to English and English to French will receive a French and an English text shortly before 9 am on Saturday, 17 April and will return both translations by 12 pm on the same day.

Under no circumstances may the interpreter solicit the help of a third party for the translation of the assessment text. A declaration to this effect will be provided along with the assessment text and must be signed and submitted by the candidate (either scanned and returned with the exam script or sent by post to the ITIA). All sources used for the purpose of the translation must be listed and submitted along with the translated text.

The examination scripts are marked anonymously by an assessor drawn from a panel of highly-qualified and experienced translators/interpreters and translator/interpreter trainers. Candidates are notified of the result as soon as possible.

A candidate who achieves a PASS will progress to the second stage and will be invited to attend an interview. Candidates who do not achieve a PASS in the translation element receive general feedback from the assessor and are notified of the result and invited to apply again at a later date.

A candidate who is successful at the interview becomes a Professional Member of the ITIA, receives a certificate of Professional Membership, submits the annual subscription of €100 for Professional Membership (covers the subscription period 1 June 2010 to 31 May 2011) and is entered into the Register of Members and the online database of Professional Members.



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The Professional Membership sub-committee makes every effort to ensure that assessment procedures are carried out properly and fairly. However, if an interpreter candidate who has achieved a FAIL in the assessment papers or in the interview is of the opinion that s/he has grounds on which to question the result, the candidate may request a review of his/her script(s) or of the interview. A request for a review must be submitted within three weeks of the receipt by the candidate of the FAIL mark. The script(s) will be assessed using the same assessment procedure by a second examiner who was not involved in the original assessment. The interview will be reviewed by an assessor who was not involved in the original interview.

A fee of €35 for remarking the two translation scripts or the interview must be submitted with the request for review. If the original result is overturned, this fee will be reimbursed.

The ITIA Professional Membership Sub-Committee reserves the right to alter any aspect of the above procedures, as and when required.

The Professional Membership Sub-Committee

February 2010