



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION  
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

## **ITIA Certified Legal Translator Application Procedure 2017**

**Closing date for receipt of applications:**

**Friday, 27 October 2017, 5 pm (Irish time)**

### **Who can apply to become an ITIA Certified Legal Translator?**

Only fully-paid up Professional Members of the ITIA of good standing who fulfil specific criteria may apply to take the examination. Professional Members may only apply to become an ITIA Certified Legal Translator for the language combination(s) for which they hold professional membership.

### **What are the criteria for approval as an ITIA Certified Legal Translator?**

The ITIA Professional Member must achieve a PASS in two test translations in the language combination for which s/he is seeking to become an ITIA Certified Legal Translator.

**N.B.** A language combination is understood to be **one source language** and **one target language**. For example, a French-English Certified Legal Translator is certified to translate from French to English **only**. Translators will be considered for certification for translation into their native language. In exceptional circumstances, translators with near-native competency may be considered / approved for testing in their chosen language combination(s).

### **What does the assessment consist of?**

The candidate is asked to translate two texts for each language combination, a short text and a long text. The short text could be, for example, a birth or marriage certificate, while the long text could be an extract from a longer document such as a contract.

Guidelines for the translation of the texts will be provided.

The ITIA Certification sub-committee has compiled a collection of texts based on the sample of texts as outlined above. These texts are copies of actual documents that require certified



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translation, with names and other identifying details blanked out for reasons of confidentiality. These texts mirror the type of text encountered in real life by ITIA Certified Legal Translators, i.e. in some places text may be illegible and stamps partially obscured, as the assessment of the translated texts takes into consideration how the applicant handles such difficulties.

**How is the assessment carried out?**

The examination texts are sent to the candidate by email. The candidate then translates the texts as if in a normal working situation, i.e. using a computer, online glossaries etc.

Under no circumstances may the translator use Machine Translation to translate the assessment texts or solicit the help of a third party for the translation of the assessment text. All sources used for the purpose of the translation must be listed and submitted along with the translated text.

The translator receives the source texts by email by midday on **Thursday, 23 November 2017** and the translations must be returned by email to the ITIA **by 5 pm on Saturday, 25 November 2017**. A signed declaration stating that the work submitted for assessment is the work of the translator alone must be submitted along with the translated texts (scanned) or by post.

**Who will mark the test translations?**

Since introducing the certification procedure in 2006, the ITIA Certification sub-committee has brought together a panel of assessors from among professionals of good standing who are professional translators, proof-readers and translation tutors in various language combinations and who have extensive experience in the area of translations used in a legal context. Where possible, the assessors are sourced from within Ireland. However, it is sometimes necessary to source assessors from other countries if they are not available in Ireland with the required language combination or with the required level of experience or to ensure that anonymity is preserved in the case of lesser used languages.



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The assessors are provided with marking guidelines and marking is anonymous.

**What are the marking guidelines?**

The following guidelines are provided for information only and may be supplemented and/or amended by the ITIA where and as this is deemed necessary. The texts should be translated to the highest professional standard. The applicant must obtain a **PASS in both texts** in the language combination in order to be approved as an ITIA Certified Legal Translator.

Where a short text (birth/marriage/death certificate; diploma, etc.) contains **one serious error** **OR 3 minor errors**, the test is given a FAIL rating.

Where a long text (Articles of Association, solicitor's letter, etc.) contains **one serious error** **OR 5 minor errors**, the test is given a FAIL rating.

*Examples of serious errors*

- Decoding / encoding error
- Omission where this impairs the text
- Orthographical error in the case of proper nouns
- Incorrect transfer of the date of birth in a Birth Cert

*Examples of minor errors*

- Punctuation error
- Orthographical error in non-essential elements of the text
- Awkwardness of rendition
- Inappropriate idiom, register, tone, style

**What happens if I achieve a PASS in the two texts?**

Professional members who achieve a PASS in both papers of a language combination are awarded ITIA Certified Legal Translator status for this language combination and are added to the list of ITIA Certified Legal Translators. This list is circulated to various state departments, embassies and solicitors likely to require certified translations.



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The Certified Legal Translator receives two certification stamps: One stamp is an embossing stamp and shows a) the name of the Certified Legal Translator, b) the number of the translator and c) the acronym 'ITIA'. The second stamp is a self-inking stamp that contains the name, language combination for which the translator is certified, and the translator contact details.

These stamps are ordered by the ITIA on behalf of the translator and may not be ordered by the translator.

**What happens if I fail both texts?**

You may take both papers in the examination again at the next opportunity.

**What happens if I pass one text and fail the other?**

You only have to repeat the failed paper. You may take this paper again at the next opportunity.

**Certification procedure in summary**

- The Professional Member submits the completed application form with all accompanying documents by post and email **by Friday, 27 October 2017**. A non-refundable administration fee of €20 must also be submitted. Please see the ITIA website for details of how to make this payment. The applicant will be sent an acknowledgment of receipt by ITIA administration the following Monday.
- The ITIA Certification sub-committee meets to consider each application. Only fully-completed applications received by the deadline will be considered. Applicants are notified as to whether they have been approved to go forward for assessment or not. Those who are approved are asked to submit the assessment fee of €120 per language combination to cover assessment fee, administration work, postage, photocopying etc.



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- The source texts will be sent to the candidate by email, to arrive on **Thursday, 23 November 2017 before midday**. The two translated texts must be returned by email to the ITIA Certification sub-committee **by 5 pm on Saturday, 25 November 2017**.
- All sources used for the purpose of research for the translation must be listed and submitted along with the translated text.
- The examination scripts are then sent to the assessors. **Please note that the assessment process typically takes several months**. Candidates will be contacted once the ITIA Certification sub-committee has the results.
- Once all the scripts have been returned with mark sheets by the assessors, the applicants are informed of the outcome. If the decision is a FAIL, the applicant will be provided with feedback. In the case of a PASS, feedback may also be provided, where appropriate. The successful candidate provides details for the certification stamps along with the fee (price for 2018 not yet available) to cover the price of the two certification stamps and postage.
- The newly-approved ITIA Certified Legal Translator signs a declaration/disclaimer and receives his/her certification stamps and certificate.
- ITIA Certified Legal Translators may only use stamps that are issued by the ITIA.

The ITIA reserves the right to amend any aspect of the ITIA Certification procedure.

The Certification Sub-Committee

October 2017