



**CTIC TRANSLATION CERTIFICATION EXAMINATION
RULES FOR COMPUTERIZED EXAMINATION**

1. When you have read all the items, sign at the bottom of this page, and have this sheet ready for collection by the examination invigilators. **Your signature will indicate that you have read and understood the instructions, and agreed to the exam rules.**
2. You have three (3) hours to translate the compulsory and one of the optional texts of your choice in the exam booklet. Do not begin until the exam invigilator indicates you may do so.
3. **You may only write your exam on the file saved on the USB memory drive provided here. You may NOT keep a copy of your exam on your computer.** Please plug in the USB memory drive in front of the invigilator and go to the blank Word document with your candidate number. Your anonymity during the marking process is assured by the use of a numerical identifier on your exam.
4. Lines must be double-spaced and the font size must be 12 or larger. The blank Word document should already have the proper format; please double-check.
5. You may do a draft translation on the attached blank sheets, which will be shredded right after your exam and will not be sent to markers. You may not keep your drafts.
6. Paper dictionaries and reference material are the only resources you are allowed during this exam. Please turn off any electronic device or cellphone and leave them on the table, where the invigilators can see them, until the end of the exam.
7. Please inform an invigilator when you finish your translation. The invigilator will review your file and ask you to also save it in PDF format onto the same USB drive before ejecting it safely. You may leave when you and the invigilator have reviewed the files and made sure they are safe on another computer.
8. **You may not have a printed or digital copy of your exam. The exam booklet must be returned together with the USB memory drive.**
9. **Please make sure your computer's battery is fully charged and you have a power cord in case you need to recharge. Once you are given the source texts and instructed to start your exam, you may not cancel it because of problems arising from computer or software issues, including a power outage.**
10. If you have any technical questions, please ask an invigilator for assistance before you start your exam.
11. Candidates who violate any of the above rules are disqualified immediately.