Dear Candidate:

Thank you for ordering the ATA Practice Test passage(s). As you may know, the passage you ordered is from a previous year's examination. The Practice Test is meant to serve as a "learning tool" for you in preparation for the Certification Examination. Practice Tests are graded by the same graders who mark examinations. When you take the Practice Test you will receive a graded copy of your test showing where you have made errors. This should give you a sense of the grading expectations for examinations.

There are no comments provided when you take the Certification Examination. Candidates are informed only of whether they have passed or failed the exam.

Your practice tests and exams are copied for grading and filing purposes. When you type your translation, please use at least 12 point font and double or triple space. This is important so your translation is easy to read and the grader has space to leave feedback. You must send your test back as a PDF or Rich Text Format (RTF). No other format will be accepted.

You must send back your practice test translation within one calendar year and please allow up to 8 weeks from the time we receive your completed passage until the time you receive your graded test. Your test results will be emailed to you.

If you have any questions, please contact me at certification@atanet.org. Good luck on your test!

Certification Program Manager

AMERICAN TRANSLATORS ASSOCIATION
INSTRUCTIONS FOR TRANSLATING THE PRACTICE TEST PASSAGE

- You are encouraged to simulate the conditions of the actual certification exam. This includes using the tools allowed on the exam and limiting your time. You can find information at: https://www.atanet.org/certification/prepare-to-take-the-ata-certification-exam/restrictions-and-requirements/ to help you simulate exam conditions. The exam is three hours long and one must translate two passages.

- Input your translations using WordPad (or TextEdit for Mac) with grammar and spell check utilities disabled. Review the computerized exam information including allowed resources at: https://www.atanet.org/certification/prepare-to-take-the-ata-certification-exam/restrictions-and-requirements/ to replicate the exam environment. You **must double or triple space** your test so there is room for grading marks. Since all exams are now computerized, it's highly recommended that you practice taking the test computerized. We do not recommend doing a handwritten test unless you also plan to handwrite at the exam sitting.

- It is not recommended, but if you chose to do the handwritten test, you will need to email certification@atanet.org to get a PDF of the lined paper. On the lined paper, write your order number, passage number, and page number on each page in the top right-hand corner. No other paper will be accepted. Do not double-space. Do not write in the margins. Use pen or *very dark* pencil to write. After you complete your test, scan it as a PDF so you can submit it for grading.

- To submit your test for grading, you must use the online portal found in the membership hub of the ATA website.

- URLs you may find helpful to do the test include:

  – About the practice test:
    https://www.atanet.org/certification/practice-test/

  – List of approved online resources for the exam:
    https://www.atanet.org/certification/prepare-to-take-the-ata-certification-exam/restrictions-and-requirements/resources/

  – Tips for candidates:
    https://www.atanet.org/certification/prepare-to-take-the-ata-certification-exam/exam-day-tips/

  – Error categories and explanations:
    https://www.atanet.org/certification/how-the-exam-is-graded/error-categories/

- How error points are determined:
    https://www.atanet.org/certification/how-the-exam-is-graded/error-points/

- Your test will be graded according to the same standards used for the certification exam. Comments will be provided on the strong and weak points of your translation and you will be given a "Pass" or "Fail" grade. A score of 18 or higher is failing. ***Please allow at least six to eight weeks for processing, since graders are active translators located around the country and overseas. There are no exceptions.***