

DIPLOMA IN TRANSLATION JANUARY 2012

General Regulations

The Diploma in Translation is a professional examination, set at postgraduate level. It is the responsibility of each candidate to ascertain that they are sufficiently prepared for the examination, and competent in both the source and target languages, have good writing skills and the ability to translate at a professional level.

Candidates may choose as the *source* language any recognised language of a nation or a national group having a culture, literature and expression of thought to which the syllabus of the examination can be applied and in which they are suitably qualified. Occasionally, an examination cannot be set for rarer languages. A minimum of five candidates are needed for any language combination. When there is less than the minimum number, candidates may be asked to pay a supplement to the main examination fee. Candidates will be notified as soon as possible after the close of registration if a language combination will not be set and their examination fee will be refunded. **The Examination Registration Period runs from 1st May 2011 to 31st August 2011.** The Central Registration Department must receive all entries within the specified period.

Entry Criteria

The Diploma in Translation tests professional translating skills at a postgraduate level of competence. The examination is open to all. However, candidates are advised to ensure prior to registering, that their level of linguistic attainment in the source language is at least equivalent to a good Honours degree, and that they are familiar with the relevant cultural background. In line with Office of the Qualifications and Examinations Regulator (Ofqual) regulations, as a guideline candidates should be 19yrs+.

Website

The IoL Educational Trust website www.iol.org.uk provides the following useful information for candidates preparing for the Diploma in Translation.

- Examination Handbook
- Examiners' Reports for Small Entry Languages
- Sample Papers
- Preparation Seminars
- Information on Translator's Notes
- Sample list of Examiners' Recommendations to Candidates

Examination Outline

Unit 01 General Translation **3 hours**

Unit 02 Semi-specialised Translation **2 hours**

Passage taken from one of the following: (A) Technology
(B) Business
(C) Literature

Unit 03 Semi-specialised Translation **2 hours**

Passage taken from one of the following: (D) Science
(E) Social Science
(F) Law

CANDIDATES HAVE A CHOICE OF REGISTRATION OPTIONS

OPTION 1 sitting all three Units **All Units will take place on the same day** (total length of examination 7 hours).

or

OPTION 2 sitting one or two Units in the first instance. Candidates should note that all three Units must be passed within a five-year period. Year one is the year that a Unit pass is awarded. The Examination Candidate then has a further 4 years in which to complete the outstanding Units. The examination runs once a year only.

Examination dates for January 2012

Tuesday 17 January from ALL languages into English
Wednesday 18 January from English into all languages

On each of the two examination days Units **must** commence at the following local time:

Unit 01 9.30am
Unit 02 1.30pm
Unit 03 4.00pm

Where to sit the examination?

The examination may be taken in any part of the world, as long as all IoL Educational Trust (IoLET) guidelines are followed.

UNITED KINGDOM CANDIDATES

In the United Kingdom candidates are required to register with one of the following institutions:

The IoL Educational Trust (IoLET) Open Centre, London
Teaching Centre – where they are attending a course
Teaching Centre – willing to accept External Candidates
An IoLET registered Examination Centre

OVERSEAS CANDIDATES

Candidates wishing to sit the examination overseas are required to register with one of the following:

The teaching centre at which they are studying in preparation for the examination

Or

A British Council Office willing to accept the candidate and be responsible for the administration of the examination.

In order to register with a British Council Office certain requirements will need to be met. Applications will only be processed if all the relevant information is enclosed together with the application at the time of registration. Please attach a confirmation letter to the Examination Entry Card from the British Council confirming that they are willing and able to accommodate you for examination purposes. A contact name and email address must also be provided for all correspondence.

Candidates must inform the local British Council Office of the exact date on which the examination will take place to ensure that this does not coincide with a public holiday.

Please provide the British Council with all necessary contact details (name, address, telephone & mobile numbers). If you do not provide this information the British Council will not be able to contact you with your admission details and any other relevant information nearer the time of the exam.

Exam specific information (e.g. time and place of examination) will be sent out to candidates directly by the British Council office concerned and not the IoLET.

All candidates using British Council facilities are required to pay any local charges incurred.

For up to date information on the location of your nearest British Council Office and contact information please look at the website

www.britishcouncil.org/where.index.htm

Registration

Please ensure that you submit all relevant information at time of registration in order to avoid delaying your application. Examination Entry Cards submitted without a signature or payment will not be accepted and returned to the applicant.

Reasonable Adjustments

Please can all candidates requiring reasonable adjustments inform the Central Registration Department of their requirements in writing at the time of registration. All candidates are required to enclose supporting evidence such as a medical or professional statement. A letter of confirmation should then be obtained from the examination centre confirming and accepting the provision of reasonable adjustments listed.

IoL Educational Trust Open Centre, London

Anybody can apply to sit the examination at the IoLET Open Centre, London. The precise location of the centre will be confirmed after the close of registration. Please look at our website for further information. Every effort is made to ensure that examination venues are in a central location and easily accessible by public transport. All candidates who choose to sit the examination at the IoLET Open Centre, London are required to pay the Exam Fee plus the London Centre Fee of £42.00 per Unit (non refundable). IT facilities are not available at the IoLET Open Centre, London. Please refer to the information provided on the European College of Business and Management and The Institute, Hampstead Garden Suburb.

Timetable – candidates are advised to check the precise date and time of the examination they have registered for. The IoLET is unable to make arrangements for candidates who arrive for an examination on the wrong day or at the wrong time.

Examination Hall entry – external candidates sitting the examination at the IoLET Open Centre, London will be permitted to enter the examination venue approximately 30 minutes before the examination is due to commence.

Examination desks – the desks provided are standard examination desks. As the examination is open book, the IoLET provides each candidate with two desks giving an approximate working area of 200cm wide by 50cm deep. Please bear this in mind when deciding on the number of dictionaries to bring along.

Catering / Vending facilities - are not provided at the IoLET Open Centre, London. Candidates are advised to make their own arrangements for lunch and afternoon breaks.

SUBMISSION OF ENTRIES

Depending on where you wish to sit the examination please submit the following to the Central Registration Department (CRD) unless otherwise stated.

IoLET Open Centre, London

Examination Entry Card (cards received without the candidate signature or payment will not be accepted)

Examination Fee plus IoLET Open Centre, London additional fee.

Teaching Centre – where candidates are attending a course

Examination Entry Card (cards received without the candidate signature or payment will not be accepted)

All completed cards and fees should be collected by the Teaching Centre. The completed cards should then be sent to the Central Registration Department for processing.

The IoL Educational Trust will then issue one invoice for the Teaching Centre.

Teaching Centre – willing to accept External Candidates

Examination Entry Card (cards received without the candidate signature or payment will not be accepted)

A confirmation letter obtained directly from the Examinations Officer at the Examination Centre must be attached to the Examination Entry Card. This letter must confirm that the centre is willing to accept the candidate for examination purposes only.

IoLET registered Examination Centre

Examination Entry Card (cards received without the candidate signature or payment will not be accepted)

All candidates registering with IoLET Registered Examination centres but submitting Examination Entry Cards independently must obtain a Confirmation Letter from the Examinations Officer at the Examination Centre confirming that the centre is willing to accept the candidate for examination purposes only.

OTHER USEFUL INFORMATION

Local Charges

All candidates are advised that Examination Centres apply an additional fee to cover the cost of providing a venue for examination purposes. Candidates are responsible for covering the cost of any additional local charges which may apply. These fees should be settled at the time of registration in order to ensure that all procedures run smoothly. In the event of local charges outstanding at the time of examination the Examination Centre may refuse to provide a venue for examination purposes.

Change of Examination Centre

Once registered candidates are unable to change their choice of venue. Only in extreme circumstances will such a request be considered for a period of only three months after the close of registration.

Admission Notifications

The Examination Centre will send Admission Notifications directly to the candidate. The IoLET only provides this information for London Centre external candidates. Candidates should ensure that they have this information at least a month prior to the examination. If this information has not been received please contact your Examination Centre directly. Please ensure that your Examination Centre has the correct contact details for you at all times.

Identification

All candidates must present photographic identification on the examination day e.g. passport or student card.

All candidates' signatures will also be checked for security purposes.

Examination fees

Candidates whose absence from the examination is due to personal ill health may have 50% of their entry fee transferred to the next session upon submission of a certificate from a qualified medical practitioner within two weeks of the examination date. In the absence of any such proof, candidates are liable to forfeit all the examination fees paid.

Change of Address

The Candidate must inform the IoLET immediately of any change of address. This information will only be accepted in writing and not over the phone. Please address correspondence to the Central Registration Department.

If the Candidate does not inform the IoLET of the above the Examination Information, Admission Notification, Results Letter & Certificate will be sent to the address submitted on the Examination Entry Card. The above material will only be dispatched once. Please be advised that a £30.00 charge will be incurred if a certificate is sent to the wrong address and a duplicate is then requested.

DIPLOMA IN TRANSLATION EXAMINATION

SAMPLE LIST OF EXAMINERS' RECOMMENDATIONS TO CANDIDATES

Preparing for the examination

1. Read the Diploma in Translation Handbook.
2. Study past examination papers.
3. Existing courses can help translators to update and practise their knowledge and skills. Check the IoLET website at www.iol.org.uk for information about courses and seminars.
4. A translator needs a broad cultural knowledge of both *native* and *target* country, its history, its customs and its society. This can only be achieved by reading extensively in both languages.
5. Keep up-to-date your knowledge of current issues in the UK, particularly in the subjects of specialisation (or option).
6. Do not assume that a few years spent in the UK mean that you have automatically acquired enough linguistic and cultural knowledge to pass the DipTrans.
7. Become familiarised with relevant terminology. The only way to achieve this is by regularly reading good quality specialised magazines of both source and target languages.
8. Refer to a style guide of the kind issued to journalists writing for the national press of both source and target languages.
9. Since candidates are not allowed to "google" any unfamiliar terms as in a real-life situation, have up-to-date specialised glossaries to hand during the examination.
10. Always double-check meanings found in dictionaries.
11. Remember that specialised terminology is strict and scientific terms cannot be substituted by synonyms.
12. Read the source text very carefully and try to identify key phrases, hidden "traps" and complicated clauses. Never attempt to start translating without this "workout" first.
13. Beware of false friends/cognates.
14. Correct collocation of words is crucial.

15. Do not think that translating allows you to use awkward expressions you would never use as a native speaker.
16. Make sure you use the appropriate register at all times.
17. Perform logic checks: for example, something which happened in 280 BC has to have happened before something which happened in 273 BC.
18. Even a very good paper will be failed if it is word processed without the relevant diacritical marks and punctuation.
19. Be faithful to the original.
20. Think very carefully before changing quotations into reported speech.
21. Always consider whether the ordering of the sentence in the source text should be modified in the interests of greater clarity and authenticity in the target text.
22. Avoid using translator's notes at all unless they are absolutely unavoidable. Use translator's notes only as you would in professional practice.
23. Produce a layout that corresponds to the original.
24. Candidates/Translators must "read" the translated text with the eyes of a third party, without reference to the source in order to assess their translation in an objective way.

Preparing for the examination day

25. Make sure you know the date of your examination.
26. Plan for any contingency (weather warnings, transport delays etc).
27. On the day of the examination arrive well before the examination starts.

During the examination

28. Make sure you read and strictly follow the instructions printed on the coversheet.
29. The introductory paragraph that reads: "*For information only*" helps candidates put themselves in the context.
30. If using correction fluid to amend a part of the translation, do not forget to go back to the relevant section and insert the corrections.
31. Act professionally at all times.

The following two Examination Centres are able to provide IT facilities to independent candidates wishing to take the examination in London.

**EUROPEAN COLLEGE OF BUSINESS AND MANAGEMENT
(ECBM)
69 – 71 Great Eastern Street
London
EC2A 3HU**

Please contact Mr Jean – Louis Nancy for further information on:
Tel. +44 (0)20 7749 5933 or Fax +44 (0)20 7613 3683 E-mail
jlncancy@eurocollege.org.uk

OR

**THE INSTITUTE, HAMPSTEAD GARDEN SUBURB
11 HIGH ROAD
LONDON
N2 8LL**

Please contact Mrs Mavis Bradbury for further information on:
Tel. +44 (0)20 8829 4125 or Fax +44 (0)20 8829 4131 E-mail
mavis.bradbury@hgsi.ac.uk

IT facilities will be allocated to candidates on a first come first served basis and the above centres are under no obligation to accommodate all requests received. Please be advised that both the above will make an additional charge for providing these facilities. Please make all additional payments directly to the Examination Centre and not the IoL Educational Trust. Examination Candidates requiring IT facilities are advised to register early to avoid disappointment.

DIPLOMA IN TRANSLATION – JANUARY 2012

FORMAT	FEE	IoLET OPEN CENTRE FEE	REGISTRATION	EXAM DATES 2012
Units 1,2,3 sat at one session	£521	£126 3 Units	*ERD Refer to note below	17 January 2012 and 18 January 2012 Depending on Source & Target language combination. Please refer to timetable set.
Units 1,2,3 Sat at one session	£473 *ERD			
Unit 1	£350	£42	Registration closes 31 August 2011	
Unit 2	£260			
Unit 3	£260			
Additional Unit	£260			

- ***ERD** - Early Registration Discount applies to full entry applications only. Candidates wishing to register for the discount fee must complete full registration (entries received and payment cleared) by the 1 July 2011.
- Candidates may apply for one discount only. Candidates registering for ERD are unable to apply for the Membership Discount.
- The Examination Handbook, Examination Entry Card, DT Information Sheet and Candidate Regulations can be downloaded from the website.
- Candidates are able to register for single or multiple Units in no particular order of preference.

February 2011