



**SATI**

SOUTH AFRICAN  
TRANSLATORS' INSTITUTE

# South African Translators' Institute

Accreditation examination in editing

# Prerequisites for the editing examination

To qualify for application for this examination, the following prerequisites are required:

- SATI membership of at least three months (student members do not qualify)
- Paid up SATI membership fee

# Prerequisites for the editing examination (continued)

- A post-secondary language practice qualification plus evidence of at least three years' language practice work in editing (with professional references)  
*or*
- Evidence of at least five years' language practice work in editing (with professional references)  
*or*
- Current SATI accreditation  
*or*
- Membership of/or current accreditation by a FIT member association accepted by the SATI Council

# Optional editing practice test

- If candidates feel unsure about their editing standard, they can first write an optional practice test in editing before proceeding to the actual editing accreditation examination.
- Writing and passing the optional practice test is not a prerequisite to qualify for the editing accreditation examination.

# Difference between the practice test and the examination

- The short practice test in editing gives you an idea of what the eventual accreditation examination in editing would be like.
- Writing the test is not compulsory. It is only a recommendation as it will give candidates an idea of whether they are likely to pass the accreditation examination.
- Note that passing the test is not a guarantee that the examination will be passed.

# Difference between the practice test and the examination (continued)

- The practice test consists of one compulsory text and the examination consists of at least six texts.
- There is a three month limit to complete the practice test. The test is marked by one examiner only and the examination by two examiners who work independently and anonymously.
- Candidates who wrote the optional practice test in editing will receive the marked test paper back, as well as a report. However, they will not be able to communicate with the examiner directly. All communication is done through the SATI Accreditation Office.
- Candidates who wrote the editing examination will receive a complete report from the SATI Accreditation Office.

# Unsuccessful practice test result

The following waiting periods apply for (a) rewriting a practice test or (b) to proceed to the accreditation examination in editing:

- No major errors and up to 8 minor errors: 3 months
- No major errors and more than 8 minor errors: 6 months
- One or more major errors and up to 5 minor errors: 6 months
- One or more major errors and more than 5 minor errors: 8 months

# Preparation for the examination

- The SATI examination in editing is designed for candidates who are already experts and seasoned in editing and would like to add SATI accreditation to their qualifications.
- SATI does not train editors and we do not offer preparation material to prospective candidates.



# Examination venue and date

- The candidate and the Accreditation Officer agree on a suitable examination date and time.
- At the agreed time, the candidate will receive the examination paper via email with password-protected access.
- The candidate should complete and return the examination within 24 hours.
- Candidates will complete a Solemn Statement declaring the translation to be their own work.
- If the candidate does not comply with these examination conditions, the examination will be declared null and void, the examination fee will be forfeited and the candidate will have to wait 12 months before applying to write the examination again.

# The examination format

- The examination is provided electronically in Word format.
- The candidate should edit six texts. There may be a choice of texts within the various questions.
- The texts cover a variety of subjects.
- Editing may be done by using a pen (by hand) on the printed texts themselves OR electronically with track changes.
- If a candidate is unsure about using track changes, he/she may ask the exam officer for guidelines prior to writing the examination.

# Tips for writing the examination

The following directives are advised when writing this examination:

- Read through all the texts before deciding which to translate.
- Read the instructions carefully.
- Analyse the text for tone, style, emphasis, context, etc.
- Candidates should plan time carefully to spend enough time on each text.

# Tips for writing the examination (continued)

- Use double spacing and font size 12 in Calibri or Times New Roman.
- Use a spellchecker.
- If editing in English, always use English (UK).
- Proofread carefully for typos, extra spacing and other odd formatting.
- Double-check that no sentences or important segments of information have been omitted.

# Recommended sources

The following are allowed and recommended when writing the examination in editing:

- A spellchecker.
- Any dictionaries, glossaries, wordlists, reports, grammar guides, thesaurus and books on language.
- Internet resources.

# Assessment procedures

- An examination paper in editing is marked by two examiners.
- The examiners do not have contact with each other and the candidate remains anonymous.
- These examiners are professional, experienced and accredited editors.
- The final result is approved by the SATI Council.

# Assessment procedures (continued)

The following are considered major errors in the editing examination:

- Producing misleading / unclear text
- Changing the meaning of the original
- Deleting vital information
- Inserting unnecessary information
- Introducing / not correcting errors of grammar/syntax
- Introducing / not correcting spelling errors that would not be picked up by a spellchecker
- Introducing / not correcting inconsistencies
- Not adhering to accepted conventions

# Assessment procedures (continued)

The following are considered minor errors in the editing examination:

- Introducing / not correcting errors that render the text inelegant without affecting the message
- Not correcting spelling errors that would be picked up by a spellchecker



# Assessment procedures (continued)

The following number of errors will result in a fail in the examination:

- Two or more major errors in one question  
*or*
- Five or more minor errors in one question  
*or*
- Five or more major errors overall  
*or*
- Ten or more minor errors overall

# Assessment procedures (continued)

Using annotations:

- Candidates are allowed to make use of annotations (footnotes) in the examination, to explain to the examiner that a particularly difficult decision that was made.
- Annotations should be used sparingly.

# Examination results

- Marking of the examination paper in editing can take up to six weeks.
- Candidates will receive a report with a selection of examiners' comments.

***Note:***

- Not all errors will be listed in the report.
- Candidates will not see their marked scripts.

# Accreditation certificates

- Successful candidates will receive an accreditation certificate.
- Successful candidates' names will appear in SATI's list of accredited members.
- Successful candidates may use their accreditation status in communication with clients, i.e. in an email signature.

# Unsuccessful examination result

- If a candidate fails, it means that he/she was not able to produce work of the required standard for accreditation in editing on the day of the editing examination.
- The candidate should read the comments carefully and follow the advice given.
- An unsuccessful candidate may reapply to write the accreditation examination in editing after one year.

# Appeal process

An appeal process is available.

- A candidate who wants to lodge an appeal should submit an application form and proof of payment within 8 weeks after having received the result.
- The original examination script will be marked by a third examiner and this report will be the final result.
- No further correspondence will be entered into after the final result is made available.
- If the 'Fail' result is overturned, the candidate will be refunded for the appeal and will be considered accredited in editing.

# Duration of accreditation

Accreditation remains valid as long as an accredited editor remains a member of SATI. Please note:

- Accreditation lapses when membership lapses.
- If candidates subsequently wish to become re-accredited, they will have to re-apply. The Accreditation Committee will then give a recommendation to the SATI Council who will make a final decision on the application.



For any further information

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